



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 10 2025

MEMORANDUM
No. 269 s. 2025

**UPDATING OF SCHOOL PROFILE/INFORMATION
FOR SCHOOL YEAR 2025-2026 IN THE EBEIS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance & Operations Division
Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. In reference with DepEd Order No. 27, s. 2019, titled, **Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes**, this Office shall facilitate the creation, reopening and closing of schools, as appropriate, and update other information, such as:

- Curricular Offering Classification
- School Name/Renaming of School
- School Classification
- School Sub-classification and School Type
- Change of Administrative Level

2. Likewise, school heads of all public and private elementary and secondary schools are instructed to update their school profile information in the Enhanced Basic Education Information System (EBEIS) from 04 June 2025 to 30 June 2025, specifically the following information:

- School Address
- Class Organization
- School Head Name
- School Head Plantilla Position
- School Telephone Number
- Mobile Number
- Web Address
- Email Address
- Government Permit/Recognition Information

3. Furthermore, the updating of school profile will facilitate seamless communication and access to school information that are essential inputs in planning, program implementation, among others.

4. For any questions or concerns, please contact SGOD - Planning & Research Section via email at planning.sdomuntinlupa@deped.gov.ph.

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NUM-2025-269



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5. Immediate dissemination of, and strict compliance with this Memorandum is hereby directed.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: none

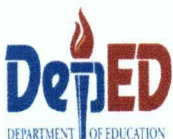
References: as stated

To be indicated in the Perpetual Index
under the following subjects:

PROFILE
BASIC EDUCATION INFORMATION SYSTEM

JDN/DM/UPDATING OF SCHOOL PROFILE/INFORMATION FOR SCHOOL YEAR 2025-2026 IN THE EBEIS
269 /June 5, 2025

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