



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 24 2026

MEMORANDUM

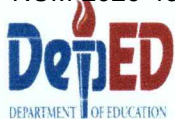
No. 439 s. 2026

**USER ACCOUNT SETUP DATA COLLECTION FOR THE REDEVELOPED
ENHANCED BASIC EDUCATION INFORMATION SYSTEM (eBEIS)**

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

1. The Department of Education (DepEd) is undertaking the redevelopment and enhancement of the Enhanced Basic Education Information System (E-BEIS) to improve the management, submission, validation, consolidation, and utilization of education data across governance levels.
2. In preparation for the implementation of the redeveloped eBEIS, this Office shall facilitate the collection and validation of the required information for the creation and/or updating of user accounts of authorized personnel.
3. All concerned public and private schools are directed to accomplish and submit the required User Account Setup Data through the designated account creation form. The information to be collected shall include, as applicable, the user's complete name, official email address, position/designation, school assignment, School ID, contact information, and designated user role.
4. School Heads shall ensure that all submitted information is complete, accurate, and current, and consistent with official school and personnel records. Particular attention shall be given to the accuracy of names, official email addresses, positions, and school assignments to prevent duplication, account activation issues, and other system configuration errors.
5. The submitted information shall be reviewed and validated by the designated eBEIS Focal Person/authorized personnel prior to the creation and activation of user accounts. Only duly authorized personnel shall be endorsed for access to the redeveloped eBEIS.
6. School Heads shall ensure that only active and officially designated personnel are submitted for user account creation. For public schools, users shall have valid @deped.gov.ph email addresses, while personnel from private schools shall use their official institutional email addresses. School Heads shall likewise strictly observe the prescribed user-role allocation limits, including a maximum of two (2) System Administrators and one (1) School Head/Representative per school, to ensure accurate account setup and prevent duplication or system configuration errors.

NUM-2026-439



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7. The required account setup information shall be submitted through the designated eBEIS Account Creation Form, accessible through the following link: **<https://tinyurl.com/M07-eBEIS-Account-Creation>**.
8. All concerned personnel shall observe applicable data privacy, information security, and records management policies in the accomplishment, submission, storage, and handling of the required information. The collected data shall be used solely for legitimate DepEd purposes related to the creation, management, and administration of eBEIS user accounts.
9. The accomplished account setup information shall be submitted on or before **October 9, 2026**. School Heads are advised to ensure timely submission to facilitate the account creation and activation process.
10. For inquiries and clarifications, you may contact the SGOD - Planning and Research Section or the ICT Unit through email at **planning.sdomuntinlupa@deped.gov.ph**
11. Immediate and wide dissemination of and strict compliance with this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

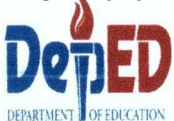
Enclosure: none
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

ENHANCED BASIC EDUCATION INFORMATION SYSTEM
USER ACCOUNT

JDN/DM/User Account Setup Data Collection for the Redeveloped Enhanced Basic Education Information System (eBEIS)

439 /September 22, 2026

NUM-2026-439



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR PHILIPPINE QUALIFICATIONS FRAMEWORK SECRETARIAT,
POLICY AND PLANNING SERVICE, EDUCATION CENTER FOR ARTIFICIAL INTELLIGENCE RESEARCH

MEMORANDUM

OM-OUPPE-2026-08-18

FOR : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS
Regional Planning Officers
Schools Division Planning Officers
All others concerned

FRANZ JOSEPH D. LIBAO

Director IV, Information and Communications Technology
Service

[Signature]
FROM : **RAFAELITA M. ALDABA, PhD**
Undersecretary
Office of the Secretary

SUBJECT : **ONLINE USER ACCOUNT SETUP WORKSHOP FOR**
THE REDEVELOPED ENHANCED BASIC
EDUCATION INFORMATION SYSTEM (EBEIS)

DATE : **August 24, 2026**

The Department of Education (DepEd) continues to aim to provide improved information systems and related services across all governance levels. In line with this, the Policy and Planning Service – Education Management Information System Division (PPS-EMISD) will be conducting an online User Account Setup Workshop for the redeveloped Enhanced Basic Education Information System (eBEIS).

The activity aims to guide and orient Regional and School Division Offices on the creation and setup of user accounts in preparation for the upcoming implementation of the said system.

In this regard, the PPS-EMISD requests the following to participate in the said workshop on **September 3, 2026**, from 9:00 AM to 5:00 PM through https://bit.ly/EBEIS_UserAccount_Workshop:

Central Office

- Policy and Planning Service – Education Management Information System Division (PPS-EMISD)



- Information and Communications Technology Service - Office of the Director
- Information and Communications Technology Service - Solutions Development Division (ICTS-SDD)
- Information and Communications Technology Service - User Support Division (ICTS-USD)
- Information and Communications Technology Service - Technology Infrastructure Division (ICTS-TID)

Regional Office

- Policy, Planning and Research Division
- Information and Communications Technology Unit

Schools Division Office

- Schools Governance and Operations Division - Planning and Research Section
- Information and Communications Technology Unit

Confirmed participants are requested to accomplish the registration form through https://bit.ly/EBEIS_UserAccount_Reg.

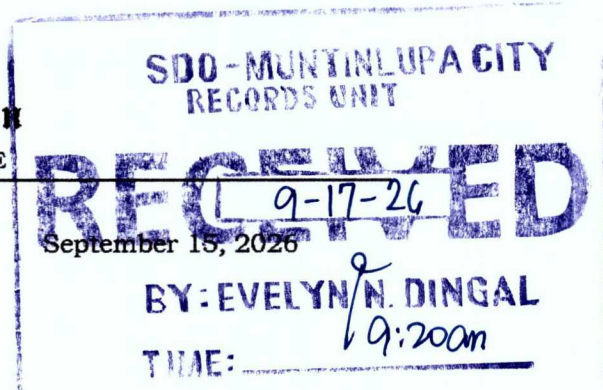
For further details or clarifications, please contact PPS-EMISD office via landline (02) 8635-3986 / 8637-6204 or via email at ps.emisd@deped.gov.ph.

For information and appropriate action.



Republic of the Philippines
Department of Education
POLICY AND PLANNING SERVICE

Office of the Director



ADVISORY

1. This refers to the signed Memorandum OM-OUPPE-2026-08-18 regarding the conduct of the **Online User Account Setup Workshop for the Redeveloped Enhanced Basic Education Information System (EBEIS)**, originally scheduled on September 3, 2026, from 9:00 AM to 5:00 PM.
2. Please be guided accordingly that the workshop has been rescheduled to **September 17, 2026, from 9:00 AM to 5:00 PM** and will be conducted online via **Microsoft Teams**: https://bit.ly/EBEIS_UserAccount_Workshop. Kindly refer to Annex A for the updated Program of Activities.
3. All participants are requested to confirm their attendance by registering through the following link: https://bit.ly/EBEIS_UserAccount_Reg, using their respective DepEd email accounts.
4. The **User Guides** on User Account Creation and Role Management in the EBEIS will be uploaded to a shared folder that you may access through this link: https://bit.ly/EBEIS_UserAccount_UserGuide on September 16, 2026.
5. For further inquiries or concerns, please contact the Policy and Planning Service-Education Management Information System Division (PPS-EMISD) through email at ps.emisd@deped.gov.ph.

Maria Clarisse T. Ligunas-Roque
MARIA CLARISSE T. LIGUNAS-ROQUE
Director IV
Policy and Planning Service



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Effectivity	09.10.24	Page	1 of 2



PROGRAM OF ACTIVITIES

Online User Account Setup Workshop for the
Redeveloped Enhanced Basic Education Information System (EBEIS)

September 17, 2026 | MS Teams

Time	Mechanics
8:30 AM - 9:00 AM	Registration of participants
9:00 AM - 9:10 AM	Program Opening
9:10 AM - 12:00 NN	• Presentation of User Accounts Management • Presentation of User Role Management and Access
12:00 NN - 1:00 PM	Lunch Break
1:00 PM - 3:30 PM	Creation of Accounts
3:30 PM - 4:30 PM	Q&A Discussion
4:30 PM - 5:00 PM	Closing Remarks