



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

July 11, 2025

DIVISION MEMORANDUM

No. **429** , s. 2025

**UPDATING OF SCHOOL PROFILE / INFORMATION FOR SCHOOL YEAR
2025-2026 IN THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM
(EBEIS)**

To: Public Schools District Supervisors
Public and Private School Heads
All Others Concerned

1. In line with the communication from the Central Office – Education Management Information System Division (EMISD), and the Regional Office - PPRD, through the SGOD – Planning and Research, reaffirms its commitment to ensuring the availability of accurate, relevant, and timely data in support of the Department's efficient operations. This includes the continuous maintenance of reliable and up-to-date information for all schools offering basic education nationwide.

2. Thus, **school heads** of all **public** and **private elementary and secondary** schools are directed to update their **School Profile Information** in the **Enhanced Basic Information System (EBEIS)**. The update must include, but is not limited to, the following details:

- School Address
- Class Organization
- School Head's name
- School Head's Plantilla Position
- School and School Head's Telephone and Mobile Number
- Web Address
- Email Address
- Government Permits / Recognition Information and Date

3. For widest dissemination and strict compliance.


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FCL/CID/CMR/