



G. Policy, Planning and Research Division

1. Generation of School IDs for New Schools and/or Adding or Updating of SHS Program Offering (Public, Private & SUC/LUC)

The School Identification (ID) Number is a unique and permanent six-digit number assigned to any educational institution offering basic education in the Philippines. To acquire a School ID, the institution must offer Kindergarten, Elementary, Junior High School, Senior High School and/or a combination of these education levels. The school must also secure approval from the DepEd Regional Office.

Office or Division:	Policy, Planning and Research Division (PPRD)			
Classification:	Simple			
Type of Transaction:	Government to Business (G2B) Government to Government (G2G)			
Who may avail:	Public Schools, Private Schools, SUC/LUC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. For New Schools:				
1. Approved copy of permit/recognition of private schools or approved endorsement on the establishment of public school		Quality Assurance Division (QAD)		
2. Duly accomplished School Profile Form		PPRD		
B. For Adding or Updating of SHS Program Offering:				
1. Letter of Approved Additional Senior High School Program Offering		QAD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. QAD to forward approved copy of permit/ recognition of private school of approved endorsement on establishment of public school/ copy of the approved letter for additional SHS Program Offering	1.1. Receive and check completeness of submitted documents and forward to the person in-charge	None	5 minutes	ADAS/ PPRD Staff
	1.2 Encode duly accomplished school profile form	None	10 minutes	PPRD Personnel In-charge of EBEIS
	1.3 Generate the School ID by EBEIS system	None	5 minutes	
	1.4 Inform the SDO thru the Planning Officer of newly created ID via email	None	5 minutes	
	1.5 Print hard copy for reference and filing	None	5 minutes	
TOTAL:		None	30 minutes	