



2. Request for Reversion

Even after end of school year that enrollment status of learners in a class/section has been finalized, updates can still be made for as long as the school level finalization has not been done. To revert the finalized status of a class, the School Head or School Representative Admin user shall click on the locked key and then click on “Reopen updating.” This action will enable updating of learner status that belongs to a certain class.

Office or Division:	Policy, Planning and Research Division			
Classification:	Simple			
Type of Transaction:	Government to Business (G2B) Government to Government (G2G)			
Who may avail:	SDO and Private Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Reversion Request from SDO (through EBEIS System)		Enhanced Basic Education Information System (EBEIS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SDO to forward an online request for reversion to the PPRD	1.1 Review request and determine if reason is valid: a. If valid, approve for reversion b. If not, disapprove request	None	25 minutes	ADAS/PPRD Staff in-charge of EBEIS
	1.2 Process valid request for reversion through EBEIS	None	5 minutes	PPRD Personnel in-charge of EBEIS
	1.3 Inform the SDO through the Planning Officer of the approval/disapproval of the request via email	None	10 minutes	
	1.5 Print hard copy for reference and filing	None	5 minutes	
TOTAL:		None	45 minutes	