



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Advisory No. 184, s. 2026
June 19, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

**DISSEMINATION OF THE BATAEÑO PASS REGISTRATION GUIDE FOR
DEPENDENTS**

1. The Provincial Government of Bataan, through the Office of the Provincial Governor, successfully conducted the "*Bataeño Pass Provincial Orientation: Synchronizing Student Registration for SY 2026-2027*" last April 13, 2026 at the Bataan People's Center, Balanga City.
2. Following this orientation, the Provincial Government is now proceeding with the next phase of the initiative: the dissemination of the **Bataeño Pass Registration Guide for Dependents** in preparation for the implementation of the Bataeño Pass Schools System.
3. This initiative aims to streamline and digitize student registration by providing parents and guardians with a reliable and efficient online platform for enrolling their dependents.
4. All student registration for SY 2026-2027 shall be accomplished **exclusively through the Bataeño Pass online registration platform**.
5. Parents or legal guardians shall serve as the **authorized registrants** for their respective students.
6. School Heads are directed to **cascade the Registration Guide** to their respective PTA Presidents for widest dissemination among parents and guardians.
7. PTA Presidents are requested to ensure that all parents and guardians are properly informed of the online registration process.
8. This Advisory takes effect immediately upon issuance.
9. For information, guidance, and strict compliance.

For:
CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent


JERRY DIMLA CRUZ, DEM, CESO VI
Assistant Schools Division Superintendent



June 17, 2026

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent
Schools Division Office of Bataan

Dear SDS Violeta:

Greetings from the Provincial Government of Bataan!

On behalf of the Bataeño Pass Team, we extend our sincere appreciation for the successful conduct of the “Bataeño Pass Provincial Orientation: Synchronizing Student Registration for SY 2026–2027” held on April 13, 2026 at the Bataan People’s Center, Balanga City, Bataan.

Following the orientation, we are now proceeding with the next phase of the initiative, particularly the dissemination of the **Bataeño Pass Registration Guide for Dependents** in preparation for the implementation of the Bataeño Pass Schools System. This initiative aims to streamline and digitize student registration by providing parents and guardians with a reliable and efficient online platform for enrolling their dependents.

In this regard, we respectfully request your assistance in cascading the registration guide through the PTA Presidents of your respective schools to ensure its widest dissemination among parents and guardians. Kindly inform all concerned that student registration through the Bataeño Pass shall be accomplished exclusively through the online registration platform, with parents or legal guardians serving as the authorized registrants for their respective students.

Your continued support and cooperation are invaluable in ensuring the successful implementation of this program and in providing a more convenient and efficient registration process for all Bataeño learners.

Thank you very much, and we look forward to your continued partnership in this endeavor.

Respectfully yours,


JEFFREY T. CALMA
Acting OPG Department Head

Bataeño Pass

Dependent Registration Guide

For parents/guardians registering their child or dependent for the school system use

Purpose. This guide explains how a parent or guardian can create a Bataeño Pass account for a child/dependent and complete the required identity verification. It is intended for implementation in the school system.

Important: Dependent registration is not mandatory for everyone. This guide is only for parents/guardians who are asked or able to register a child/dependent in Bataeño Pass.

Website: <https://bataeno-pass.bataan.gov.ph/register-dependent>

Before You Start

- The parent/guardian must already have access to a Bataeño Pass account or an email address for use during registration.
- Prepare the child/dependent's basic details such as full name, birthday, sex, and address.
- You must be able to open and read the email you will receive the one-time code (OTP) in.
- After registration, the child/dependent will need to sign in and complete identity verification.

Part 1 – Register the Child/Dependent

1. **Open the Dependent Registration page** – Go to the Bataeño Pass dependent registration page using your browser.



Register a Dependent

Register an account on behalf of a dependent — a minor, a student, or someone without an email. Use the email of an existing, verified Betaño Pass account; we'll send a one-time code to confirm you have access to it.

Dependent's Information

Last Name *

Meadows

First Name *

Dakota

Middle Name

Gregory McCarthy

Suffix

Dr

Birthday *

11/02/2004



Sex *

Female

Your Account (as registrant)

Your Betaño Pass Email *

Must be an email already registered and verified on Betaño Pass

gocul@mailinator.com

SEND CODE

Password *



Confirm Password *



Passwords match

Password strength

Strong



Password requirements

At least 8 characters

Contains uppercase letter

Contains special character

Contains lowercase letter

Contains number

I agree, on behalf of the dependent, to the [Terms of Service](#) and [Privacy Policy](#)

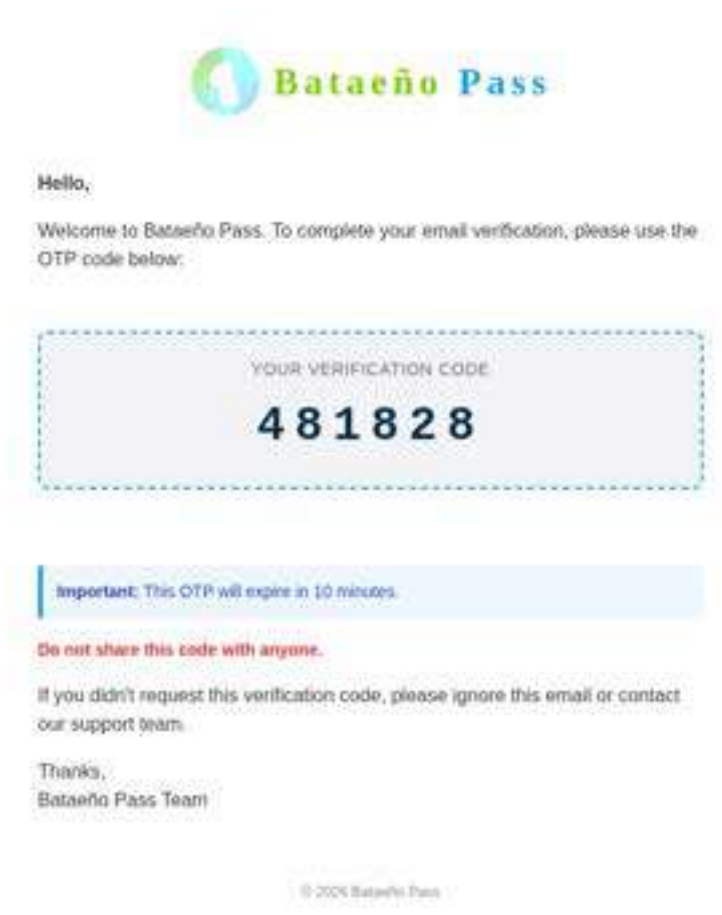
REGISTER DEPENDENT

Verify your email above to enable submission.

Registering your own account? [Sign up here](#)

Dependent registration page

2. **Fill in the child/dependent's information** – Enter the required details of the child/dependent. Make sure the information is correct before moving on.
3. **Enter the parent/guardian email** – In the “Your Account (as registrant)” section, type the email address that will receive the one-time code.
4. **Check the email for the one-time code (OTP)** – After clicking the code button, open the email inbox and look for the verification code sent by Bataeño Pass.



Sample OTP verification email

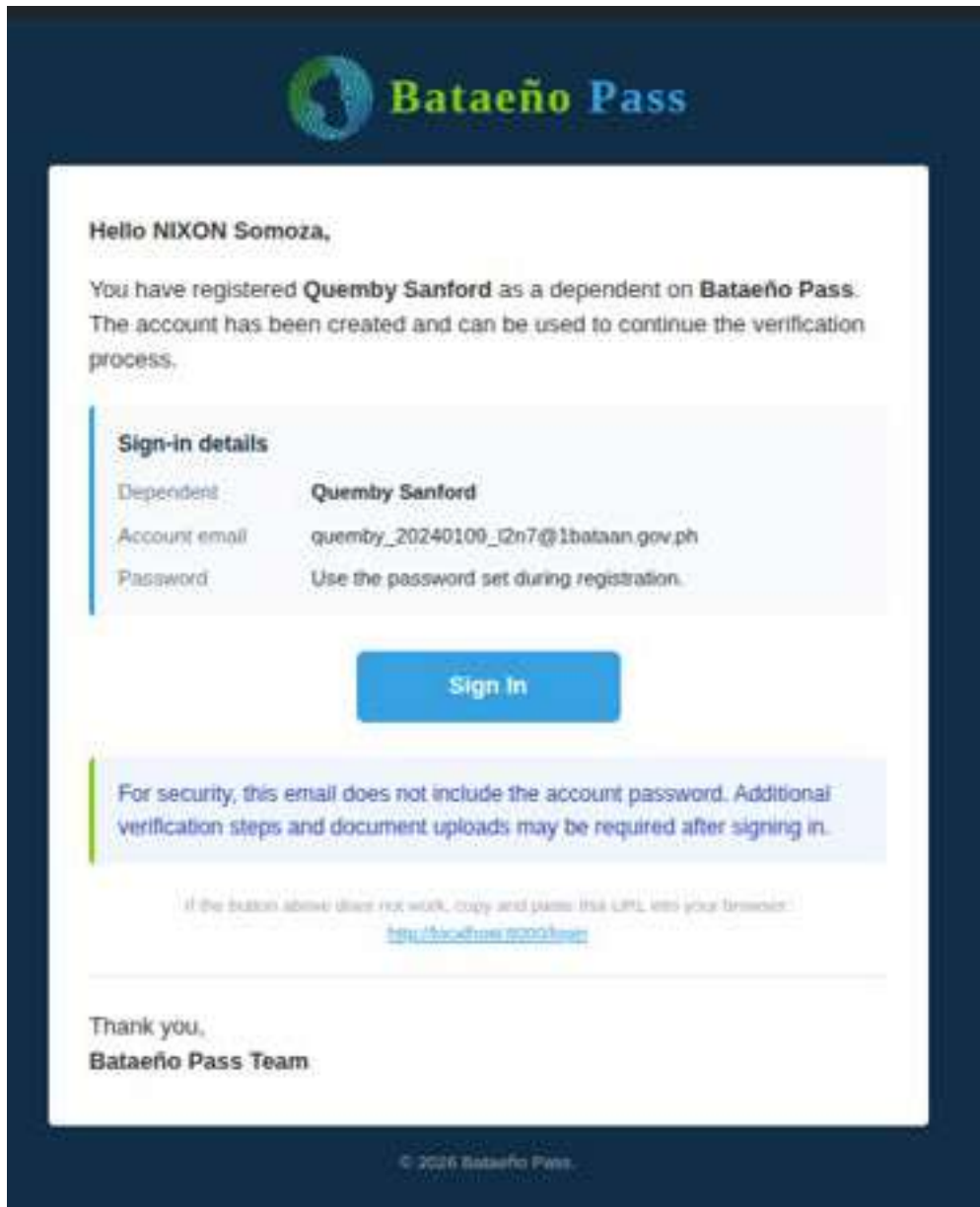
5. **Enter the 6-digit code and verify it** – Go back to the registration page, enter the code from the email, then click “Verify Code.”

Enter the OTP and verify

- Create the password for the dependent account** – Once the email is verified, create and confirm the password to log in to the child/dependent account.

Create and confirm the dependent account password

- Agree to the terms and submit the registration:** tick the agreement checkbox, then click “Register Dependent.”
- Check the email with the sign-in details.** After successful registration, Bataeño Pass will send the dependent's account details.



Sample sign-in details email for the dependent account

Part 2 – Sign In to the Dependent Account

9. **Open the login page** – Use the login page provided in the email or go directly to the Bataeño Pass login page.



Login page

10. **Sign in using the dependent account** – Use the dependent account email and the password set during registration.
11. **Proceed with identity verification after login** – After signing in, the account will guide you through the identity verification steps.

Part 3 – Complete Identity Verification

The identity verification process has three steps: Personal Information, Upload ID, and Take Selfie.


12. **Step 1: Personal Information** – Fill out the child/dependent’s personal information, contact details, and address. Complete all required fields marked with an asterisk (*).

The screenshot shows the 'Identity Verification' process. At the top, there is a progress bar with three steps: 'Personal Info' (Step 1), 'Upload ID' (Step 2), and 'Take Selfie' (Step 3). The 'Personal Info' step is currently active and highlighted in blue. Below the progress bar, the 'Personal Information' section is displayed, which includes a sub-section for 'Full Name' and a sub-section for 'Personal Details'. The 'Full Name' section contains fields for 'Last Name *' (Sanford), 'First Name *' (Quemby), 'Middle Name' (Xanthus Faulkner), and a 'Suffix' dropdown menu (VI). The 'Personal Details' section contains fields for 'Birthday *' (01/09/2024), 'Sex *' (Female), 'Civil Status *' (Select your civil status), and 'Birth Place *' (Enter your birth place). A green banner below the birthday field indicates '2 years old'.

Identity Verification – Step 1: Personal Information


Identity Verification – Step 1: Continue filling in the required details

- Step 2: Upload Valid ID** – Select the ID type, then upload or take a clear photo of the valid ID. Follow the on-screen reminders for a clear image.




Identity Verification


Complete the steps below to verify your identity.




Personal Info
Step 1



Upload ID
Step 2




Take Selfie
Step 3



Upload Valid ID


Please select your ID type and upload a clear photo (or scan).

Select ID Type




PhilSys National ID

The official national identification card of the Philippines.




Passport

A government-issued passport for international travel.




Driver's License

A license issued to individuals who have passed the driving test.



UMID (Unified Multi-Purpose ID)

An ID used across SSS, GSIS, PhilHealth, and Pag-IBIG.

 **Take Front Photo**

Requirements for PhilSys National ID Photo:

- + Take clear photos of both front and back sides (if applicable)
- + All text must be readable
- + ID must be valid and not expired
- + Hold camera steady for best quality
- + Ensure good lighting

← Back

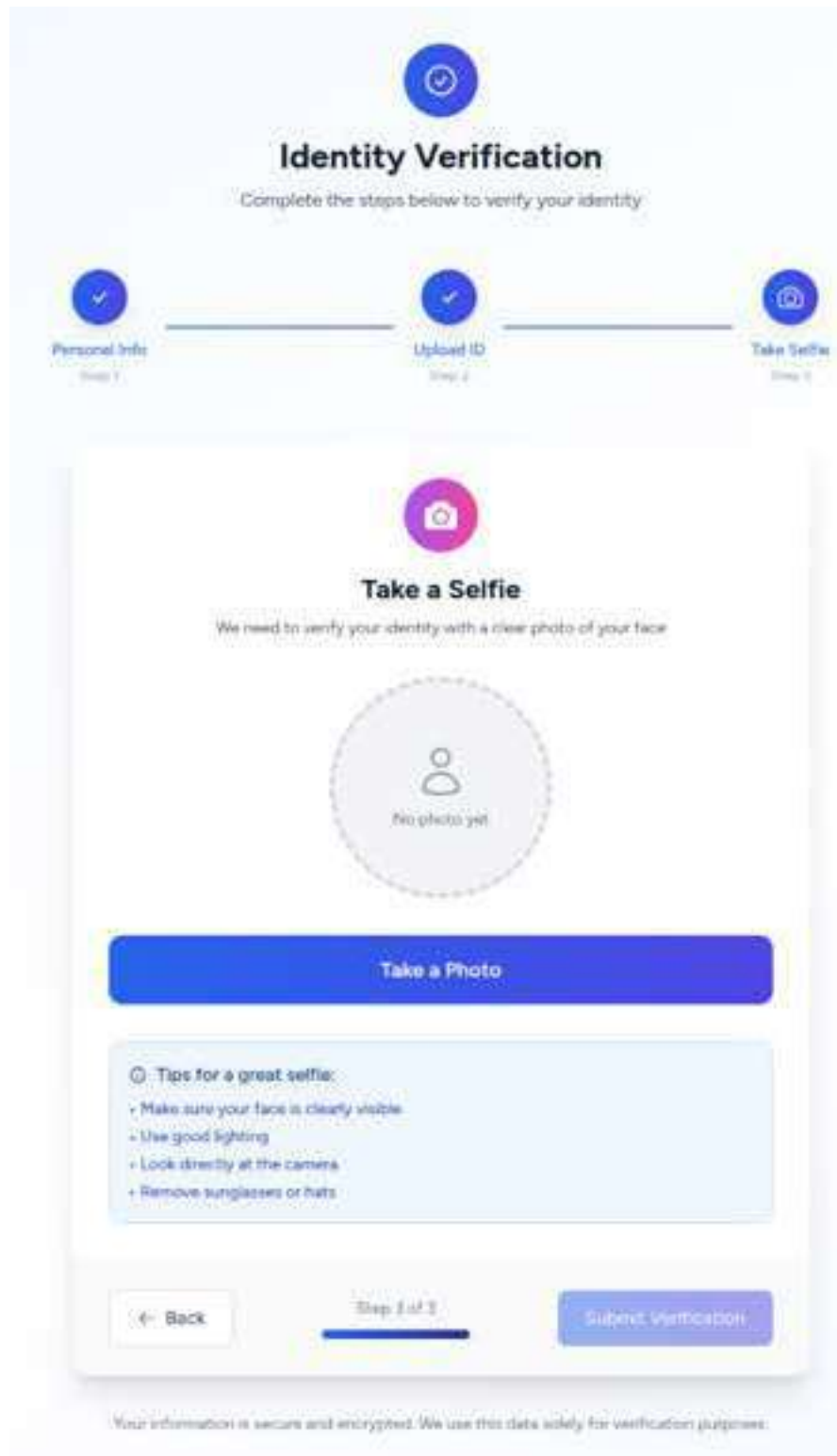
Step 2 of 3

Continue →

Your information is secure and encrypted. We use this data solely for verification purposes.

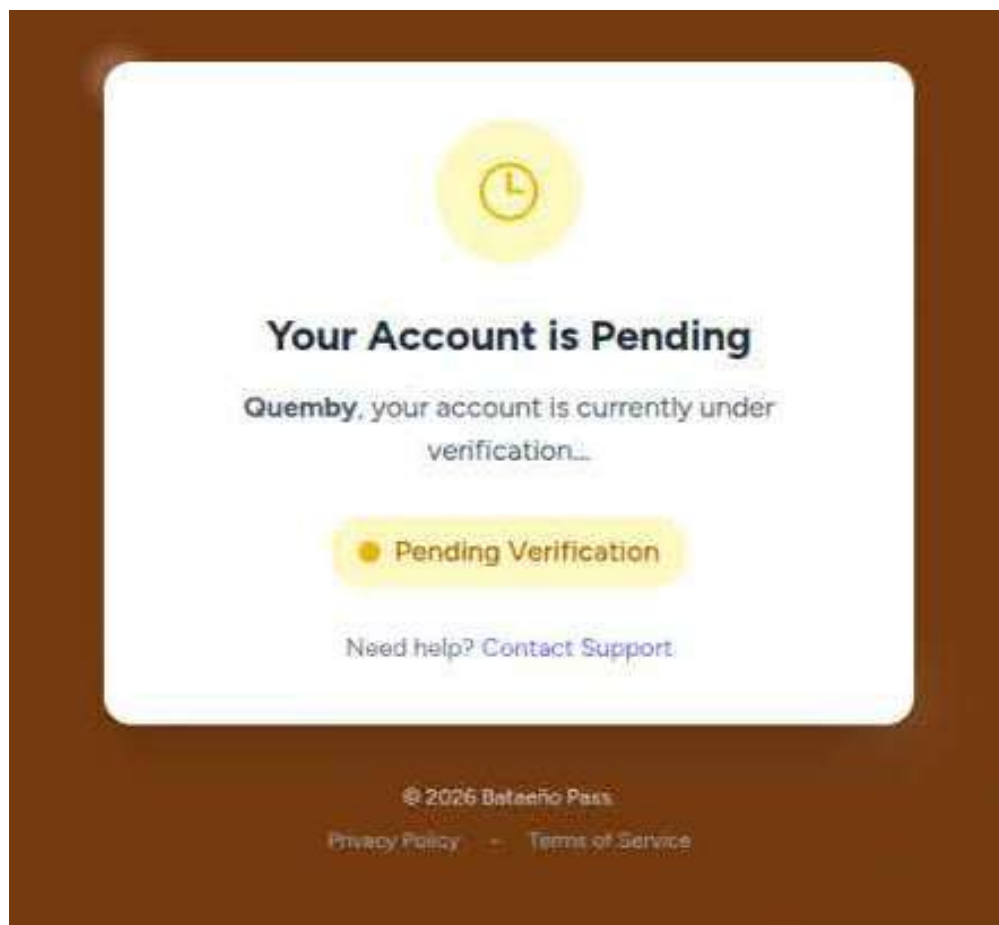
Identity Verification – Step 2: Upload Valid ID

14. **Step 3: Take a Selfie** – Take a clear selfie of the child/dependent or the person being verified, following the tips shown on the screen.



Identity Verification – Step 3: Take a Selfie

15. **Submit the verification** – After completing all steps, click the submit button to send the information for review.
16. **Wait for the review status** – After submission, the account may show a pending status while the verification is being reviewed.



Account pending verification after submission

Important Reminders

- Use correct and complete information to avoid delays in verification.
- Keep the dependent account password safe and do not share it with others.
- The email address used during registration must be accessible because it receives verification messages.
- Some screen content may look slightly different due to updates to the Bataeño Pass system.

Terms Used in This Guide

Dependent – The child or person being registered under the parent/guardian's account.

Parent/Guardian – The person registering the dependent.

OTP / One-Time Code – A 6-digit code sent to the email to confirm that the email can be accessed.

Identity Verification – The process of confirming the dependent’s information by completing personal details, uploading a valid ID, and taking a selfie.

Need Help?

If you have difficulty registering or verifying the dependent account, you may contact the Bataeño Pass support team at bataenopass@bataan.gov.ph or ask your school personnel for assistance.