



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V

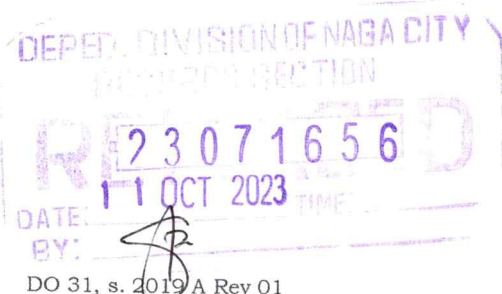
**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

## **ADVISORY 1**

October 11, 2023

(DM 273 s. 2023 re: ATTENDANCE TO THE REGIONAL ORIENTATION ON ELECTRONIC SCHOOL FORM 7 (eSF7) and BOSY SY 2023-2024 ENCODING IN THE LIS)

1. Relative to Division Memo No. 273, s. 2023 re: Attendance to the Regional Orientation on eSF7 and BOSY 2023-2024 encoding in the LIS on Friday, October 13, 2023, schedule of the virtual orientation will be until 12:00 noon only.
2. Public School Heads are instructed to convene all teaching and non-teaching personnel at 1:00 p.m. onwards to:
  - a. Collect updated data of all teaching & non-teaching personnel necessary in the preparation of eSF7;
  - b. Finalize subject and/or ancillary tasks assignment of all teaching and non-teaching personnel subject to the existing DepEd and other legal issuances;
  - c. Finalize class organization and teacher requirements based on the existing parameters set by the Central Office;
  - d. Accomplish in the link that will be provided by the Division Planning Officer the latest report on the actual no. of learners enrolled in the LIS and reasons for non-enrollment of other learners, if any, **on or before 4:00 pm on Monday, October 16, 2023.**
  - e. Submit on or before November 6, 2023 the accomplished eSF7.
2. Public Schools District Supervisors are instructed to strictly monitor compliance to the parameters in the organization of classes and the number of needed teachers in the schools.
3. For immediate dissemination and strict compliance.



  
**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent

DO 31, s. 2019 A Rev 01



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