



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V

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

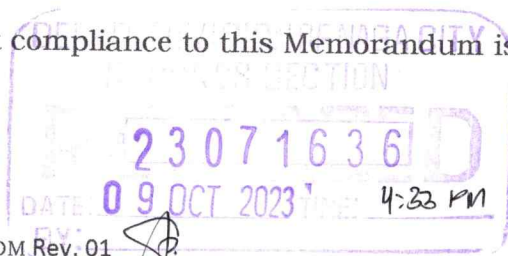
October 9, 2023

DIVISION MEMORANDUM  
No. 275, s. 2023

**ATTENDANCE TO THE REGIONAL ORIENTATION ON THE ELECTRONIC  
SCHOOL FORM 7 (eSF7) and BOSY 2023-2024 ENCODING IN THE LIS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
Planning Officer III  
All Others Concerned

1. Per Regional Memorandum No. 531, s. 2023, "Regional Orientation on the Implementation of DepEd Memorandum No. 52, s. 2023 Re: Adoption of the DepEd Electronic School Form 7 (eSF7) and Beginning of School Year 2023-2024 Encoding in the Learners Information System (LIS)", PSDS', School Heads, Teaching and Non-Teaching personnel are required to attend.
2. School Heads are instructed to observe the following on Friday, October 13, 2023:
  - a. All classes shall observe modular distance learning;
  - b. Ensure 100% attendance of all concerned in one venue with good internet connection.
3. PSDS' are expected to provide technical assistance to the schools after the orientation.
4. All attendees must register and indicate the issues/challenges encountered in using the eSF7 and LIS in the link: [https://bit.ly/RegistrationRegOrientationSF7\\_BOSY](https://bit.ly/RegistrationRegOrientationSF7_BOSY) on or before Thursday, October 12, 2023.
5. Expenses relative to this activity shall be charged against MOOE/local funds subject to the usual accounting and auditing rules and regulations.
6. Concerns may be directly coordinated with the Division Planning Officer, Ms. Michelle A. Lo at 09179349425.
7. Strict compliance to this Memorandum is desired.



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

DO 31, s. 2019 DM Rev. 01

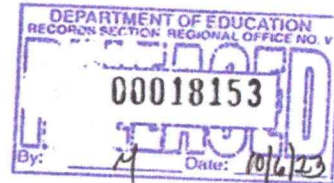


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Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



06 Oct 2023

REGIONAL MEMORANDUM  
No. 531, s. 2023

REGIONAL ONLINE ORIENTATION ON THE IMPLEMENTATION OF DEPED  
MEMORANDUM NO. 52, S. 2023 RE: ADOPTION OF THE DEPED  
ELECTRONIC SCHOOL FORM 7 (eSF7) AND BEGINNING  
OF THE SCHOOL YEAR (BOSY) 2023-2024 ENCODING  
IN THE LEARNER INFORMATION SYSTEM (LIS)

To : Assistant Regional Director  
Schools Division Superintendents  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
RO/SDO Planning Officers  
PPRD Personnel  
All Others Concerned

1. In line with the efforts of the Department of Education in highlighting the accuracy of reporting school-related data, it is vital to direct key personnel on system issues and enhancements. Hence, this Office through the Policy, Planning, and Research Division and in collaboration with SDO Albay IT Team will conduct the Regional Online Orientation on the Implementation of DepEd Memorandum No. 52, S. 2023 titled "Adoption of the DepEd Electronic School Form 7 (eSF7)" for Public Schools and Beginning of the School Year (BOSY) 2023-2024 Encoding in the Learner Information System (LIS) for All Sectors on October 13, 2023, at 9:00 a.m., via live streaming in the Official FB page of DepEd Region V.
2. This orientation aims to:
  - a. present the general guideline stipulated in the DepEd Memorandum;
  - b. inform the end-users about the features of the electronic tool;
  - c. provide technical assistance and clarification to the nuances in implementation; and
  - d. provide technical assistance on issues and concerns at the Beginning of the School Year 2023-2024.
3. The expected participants for each topic are the following:

| Topic   | On-site/F2F Participants                 | Off-Site/Online Participants via FB Live   |
|---|--|--|
| 1. Online Orientation on the Implementation of DepEd Memorandum No. 52, S. 2023 titled Adoption of the DepEd Electronic School Form 7 (eSF7) for Public Schools | PPRD Personnel, and IT Team of SDO Albay | SDO Planning Officers, Public Schools District Supervisors, Public Elementary and Secondary School Heads, Teachers, and Non-Teaching Personnel |



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

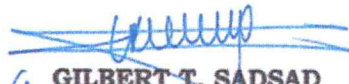
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| Topic  | On-site/F2F Participants                 | Off-Site/Online Participants via FB Live   |
|--|--|--|
| 2. Beginning of the School Year (BOSY) 2023-2024<br>Encoding in the Learner Information System (LIS) for All Sectors | PPRD Personnel, and IT Team of SDO Albay | SDO Planning Officers, Public Schools District Supervisors, Public and Private Elementary and Secondary School Heads, Teachers, and Non-Teaching Personnel |

4. To ensure the smooth arrangement of the activity, the following shall be observe:
  - a. all participants shall register and indicate the **issues/challenges encountered in using the eSF7 and LIS** through this link [https://bit.ly/RegistrationRegOrientationSF7\\_BOSY](https://bit.ly/RegistrationRegOrientationSF7_BOSY).
  - b. conduct a dry-run of the live streaming with the resource persons, PPRD concerned personnel, and the IT Team of SDO Albay on October 12, 2023 at Directors Conference Room.
5. All Public Schools District Supervisors shall ensure the 100% attendance of the school heads and schools' key personnel during the orientation.
6. Provision for food, hall, and other expenses of the onsite participants coming from RO and SDO Albay during the conduct of the Regional Orientation shall be charged to the Regional Office Funds subject to the existing budgeting, accounting, and auditing rules and regulations. While travelling expenses of on-site participants coming from SDO Albay are chargeable against their local funds/MOOE.
7. For clarifications, please contact PPRD at [pprd.rov@deped.gov.ph](mailto:pprd.rov@deped.gov.ph).
8. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**GILBERT T. SADSAD**  
 Regional Director

Refs.: DepEd Memorandum DM-OUHROD-2023-1400 dated September 19, 2023  
 DepEd Memorandum No. 52, s. 2023 dated September 5, 2023  
 DepEd Order 14, s. 2014 dated March 14, 2014

To be indicated in the Perpetual Index  
 under the following subjects

BOSY  
 EMPLOYEES  
 FORMS  
 LIST  
 OFFICIALS  
 RECORDS  
 RULES AND REGULATIONS  
 SCHOOLS

PPRD/msc  
 10/06/2023

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