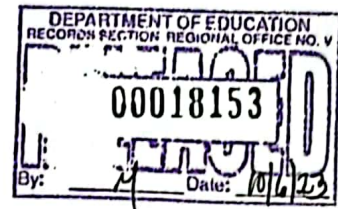




Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



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

region5@deped.gov.ph

Topic	On-site/F2F Participants	Off-Site/Online Participants via FB Live
2. Beginning of the School Year (BOSY) 2023-2024 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

October 9, 2023

To be indicated in the Perpetual Index under the following subjects

BOSY  
 EMPLOYEES  
 FORMS  
 LIST  
 OFFICIALS  
 RECORDS  
 RULES AND REGULATIONS  
 SCHOOLS


To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors/In-Charge of the Districts/  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned

All PSDs and In-Charge of the Districts shall ensure the **100%** attendance of the school heads and schools' key personnel during the orientation.

PPRD/msc  
 10/06/2023

For information, guidance, and strict compliance.

By Authority of the Schools Division Superintendent

  
**EVA S. TOLENTINO**  
 Administrative Officer V  
 Officer-in-Charge

