

Republika ng Pilipinas
 Kagawaran ng Edukasyon
 Region 5 (Bikol)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

15 May 2026

DIVISION MEMORANDUM

No. 587x s. 2026

WORKSHOP ON THE FINALIZATION AND SUBMISSION OF ESF7, LIS EOSY AND BEIS FOR SY 2025-2026

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

1. Pursuant to DepEd Memorandum No. 028, s. 2026; and in reference to Memorandum DM-OUHROD-2026-1250 and Memorandum OM-OASM-2026-03-123, this Office, through the SGOD-Planning and Research Section, will conduct a **one-day** live-out Workshop on the Finalization and Submission of eSF7, LIS EOSY and BEIS for SY 2025-2026 on May 25 to 29, 2026 at Rhaj Inn, Gogon, Virac, Catanduanes.

2. The activity aims to ensure the accurate finalization, validation, and timely submission of eSF7, LIS EOSY and BEIS data for SY 2025-2026.

3. Participants are required to bring the following:

- a. Accomplished eSF7 tool;
- b. System-generated SF5 and SF6;
- c. Accomplished BEIS data gathering forms;
- d. Laptop; and
- e. Extension cord

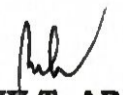
3. The workshop will be conducted in five (5) batches on the following schedule:

Batch 1 (Zone 1)	May 25, 2026
Batch 2 (Zone 2)	May 26, 2026
Batch 3 (Zone 3)	May 27, 2026
Batch 4 (Zone 4)	May 28, 2026
Batch 5 (Private and SUC)	May 29, 2026

4. Each school shall send **one (1) participant only**. A registration fee of Seven Hundred Pesos Only, (P700.00) for 2 snacks, lunch, and venue rental, shall be collected by our Administrative Officer IV (Cash).

5. Traveling expenses, registration fee and other incidental expenses incurred by participants shall be charged against respective MOOE and/or local funds, subject to existing budgeting, accounting and auditing rules and regulations.

6. For information, dissemination and guidance.


MA. JEANY T. ABAYON
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
 Under the following subjects

DATA GATHERING BEIS LIS FORMS