



Republic of the Philippines
Department of Education
 Schools Division of Benguet

DepEd-Benguet Division
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 RELEASED

21 July 2025

DIVISION MEMORANDUM
 No. 303, S 2025

**DIVISION ORIENTATION ON THE BEGINNING OF SCHOOL YEAR 2025-2026
 PLANNING REPORTS**

To: Assistant School Division Superintendent
 Chief, SGOD and CID
 Concerned SDO Personnel
 Public Schools District Supervisors/ Districts-in-charge
 School Heads, *Elementary & Secondary*

1. In line with the continuing efforts to ensure accurate and timely data submission in the Learner Information System (LIS), the Schools Division Office of Benguet through the Planning Section will conduct an Online Orientation on July 28, 2025 (Monday), from 8:30 AM to 12:00 NN.
2. The orientation will cover the following topics:
 - a) Deployment of Automated School Form 4 (SF4)
 - b) Update and submission of electronic School Form 7 (eSF7) for the Beginning of School Year 2025-2026
 - c) LIS Updating Facilities
 - d) Request Forms in the LIS
 - e) Other matters related to the Planning Section
3. The activity aims to provide updates on LIS processes, to ensure uniform understanding and compliance with data requirements and to address concerns and clarify procedures related to planning reports.
4. Participants to this activity are School Heads and LIS Coordinator. They are expected to attend the orientation via the official link to be provided, prepare relevant documents and questions for discussion and coordinate with their respective ICT or LIS focal persons for technical support.
5. For immediate and widest dissemination and compliance.

Digitally signed by ESTELA P.
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ESTELA P. LEON-CARIÑO, EdD, CESO III
 Regional Director and
 Concurrent Officer In-charge
 Office of the Schools Division Superintendent

References: as stated
 SGOD/CES/PRS/jtk/jgm.



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