DIVISION MEMORANDUM
No. _____O4E_____ , s. 2025

REORIENTATION ON THE ADOPTION OF THE REVISED ELECTRONIC SCHOOL FORM (eSF7) STARTING SY 2024-2025

TO   :   Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors of CID & SGOD
Public Schools District Supervisors
All Others Concerned

1.   Following the dissemination of DM-OUHROD-2024-3470 *"Issuance and Adoption of the Revised Electronic School Form 7 (eSF7) Tool Starting School Year 2024-2025"* dated 04 December 2024, Planning and Research Section shall conduct a **Reorientation on the Adoption of the Revised Electronic School Form (eSF7) 27 January 2025** (Monday) with the following schedule:

District	Date		Venue
Districts 1-5	January 27, 2025	9:00am-12:00nn	Division Conference Room
Districts 6-10	January 28, 2025	9:00am-12:00nn	

2.   Participants to this orientation are the School Heads, Administrative Officers/Non-Teaching Personnel who will assist the School Heads in accomplishing eSF7 and Public Schools District Supervisors (PSDSs).

3.   Participants are advised to access the eSF7 Package including the revised tool in this link https://bit.ly/eSF7 and bring their consolidated issues and concerns related to encoding in the tool provided.

4.   The primary objective of the orientation is to promote standardized knowledge and understanding regarding the operationalization of the electronic tool from data collection to report generation on school personnel assignments and basic profiles, considering the modifications incorporated since it was first introduced in SY 2023-2024.

5.   Expenses incurred relative to the conduct of this activity are chargeable to Local Fund/MOOE subject to usual accounting and auditing rules and regulations.

6.   For more information, and guidance, kindly contact Eng'r. Brenda Dina C. Labangco, Planning Officer III via FB messenger (Brenda Catalo Labangco) and email address at brendadina.labangco@deped.gov.ph.

7.   It is understood that in the conduct of this activity there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.

8.   Immediate and wide dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

Enclosure   :   N/A
Reference   :   As Stated
Allotment   :   N/A
No. of Pages :   1
To be indicate in the **Perpetual Index** under the following subjects:
         FORMS   DATA   REPORTS

FN: bdcl/SGOD-Planning

MEMORANDUM
DM-OUHROD-2024-3470

TO	:	**Regional Directors** **Schools Division Superintendents** **Field Planning Officers** **Public Elementary and Secondary School Heads** **School-Based Administrative Officers** **All Others Concerned**
FROM	:	**WILFREDO E. CABRAL** *Undersecretary* *Human Resource and Organizational Development*
SUBJECT	:	**ISSUANCE AND ADOPTION OF THE REVISED ELECTRONIC SCHOOL FORM 7 (ESF7) TOOL STARTING SCHOOL YEAR 2024-2025**
DATE	:	04 December 2024
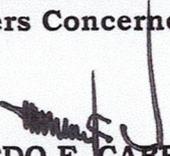
Pursuant to DepEd Order No. 4, s. 2014 *"Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014"* and DepEd Memorandum No. 052, s. 2023 *"Adoption of the DepEd Electronic School Form 7 (eSF7),"* the Office of the Undersecretary for Human Resource and Organizational Development (OUHROD), through the Bureau of Human Resource and Organizational Department – School Effectiveness Division (BHROD-SED), issues the **Revised eSF7 Tool** for adoption starting SY 2024-2025.

The revised eSF7 tool aims to continuously streamline the processes involved in accomplishing school-level reports and simplify procedures geared toward a data-driven approach to school-based workforce management.

Specific to teaching personnel, the eSF7 tool is guided by the DepEd policy on the operationalization of the national curriculum. The recent developments in the implementation of the curriculum, specifically the flexibility in time allotments for learning areas, necessitated a thorough and careful finalization of the revised eSF7 tool.

In line with DM-OUHROD-2024-1436 *"General Process Flow for ESF7 Data Gathering and Report Generation"* dated 29 July 2024, please see **Annex A** for the *Adjusted Process Flow for eSF7 Data Gathering and Report Generation for SY 2024-*

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2025 which is provided in support of the modified timeline from eSF7 accomplishment and submission to data analysis. To access the eSF7 Package including the revised tool, please visit the link **https://bit.ly/eSF7**.

All concerned personnel are directed to read the eSF7 User Manual carefully before navigating and/or completing the school form.

To effectively and efficiently manage possible queries and clarifications, the BHROD-School Effectiveness Division (SED) encourages Division-level consolidation of questions before coursing them through the official MS Teams platform with the link **https://bit.ly/eSF7-PlanningOfficersGC**. In case SDO Planning Officers are not yet group members, they may submit a request to join, subject to approval by the Group Administrator.

For immediate dissemination and compliance.

Copy furnished:
OFFICE OF THE SECRETARY

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Annex A: *Adjusted Process Flow for eSF7 Data Gathering and Report Generation for SY 2024-2025*

In light of recent developments on mechanisms affecting the implementation of the eSF7, the **General Process Flow** provided below has been adjusted accordingly.

Accomplishment and Submission of eSF7	Consolidation of eSF7 Data	Analysis of eSF7 Data
SCHOOL	**CO BHROD-SED**	**CO BHROD-SED**
December 9, 2024 – January 17, 2025	*January 20 – February 28, 2025*	*March 3 – 31, 2025*
Accomplishes the eSF7 Submits a copy to the SDO with verified class program and personal information	Receives eSF7 database from schools Consolidates and cleans eSF7 data	Analyzes eSF7 data Reports the results of the analysis
Before submission, school personnel shall verify the accuracy of their: • Personal information • Workload		
	Monitoring of Submissions by the Regional Offices and Schools Division Offices	
Submit the eSF7 database to the BHROD-SED	• ROs monitor the complete submission of all SDOs • SDOs monitor the complete submission of all schools	

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1. ACCOMPLISHMENT AND SUBMISSION OF THE eSF7 (SCHOOL LEVEL)

School Head	School Head with assistance from NTP	All School Personnel	School Head
Before the start of the school year	*December 9, 2024 – January 17, 2025*		*On or before January 17, 2025*
a. Prepares the school program* for the new school year	**a.** Accomplish the eSF7 for the new school year *Use the school program as a basis for inputting the teaching load.*	**a.** Verify the accuracy of the following information in the accomplished eSF7: • Personal information • Workload* **b.** Once all information is verified, the School Head shall sign and facilitate the submission of eSF7.	**a.** Submits to the SDO-SGOD-Planning Unit a copy of the accomplished and verified eSF7 in the following formats: • Excel File • Signed PDF Furnishes the SDO-Curriculum Implementation Division (CID) with a copy of the signed PDF. **b.** Submits the eSF7 database to the BHROD-SED at **bit.ly/eSF7-Submit**
The School Head and all school personnel may refer to existing DepEd issuances on learning areas and time allotments.			

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2. CONSOLIDATION OF THE eSF7 DATA (BHROD)

CENTRAL OFFICE
(BHROD-SED)

January 20 – February 28, 2025	
	Monitoring of Submissions by ROs and SDOs
a. Receives eSF7 database from schools	**a.** SDOs monitor the complete submission of all schools
b. Checks the **completeness** of school submissions *In case of incomplete eSF7 data, CO shall inform the concerned school through their respective SDO for appropriate action.* *SDOs are furnished with the communication for monitoring and resubmission.*	**b.** Whenever necessary, the SDOs monitor the accurate resubmission of schools with returned eSF7 **c.** For continuous improvement of school processes, the SDOs evaluate the workload distribution practices of schools based on submitted eSF7
c. Consolidates and cleans submitted eSF7 databases	**d.** ROs monitor complete submissions of all its SDOs

3. ANALYSIS OF eSF7 DATA AND REPORT GENERATION (BHROD)

CENTRAL OFFICE
(BHROD-SED)

March 3 – 31, 2025

a. Analyzes eSF7 data

b. Reports results of analysis

c. Provides Division-level and Regional-level reports

*DepEd field offices may utilize the reports for decision-making purposes.