



**Republic of the Philippines**  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF PANABO CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**SGOD-2025-0043**

**To** : Assistant Schools Division Superintendent  
 Chiefs of the Schools Governance and Operations Division and  
 Curriculum Implementation Division  
 Public Elementary and Secondary School Heads  
 All Concerned

**Subject** : **ONLINE ORIENTATION IN THE ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7 (eSF7)**

**Date** : January 27, 2025

Attached is DepEd Memorandum No. DM-OUHROD-2024-3470 dated December 4, 2024 or the Issuance and Adoption of the Revised Electronic School Form 7 (eSF7) Tool Starting School Year 2024-2025. The revised eSF7 tool aims to continuously streamline the processes involved in accomplishing school-level reports and simplify procedures geared towards a data-driven approach to school-based workforce management.

Anent this, the Schools Division Office – Planning Unit will conduct a **Division Virtual Orientation on Accomplishing eSF7 on January 30, 2025 (8:30am) via Microsoft Teams.**

All public school heads are directed to read the eSF7 User Manual carefully before navigating and/or completing the school form. Furthermore, school heads are required to review the online materials including the video recording of the January 17, 2025 National eSF7 Orientation to Division Planning Officers which can be accessed through the link: [bit.ly/eSF7](http://bit.ly/eSF7).

For questions, we will be glad to assist you through Ker Denzel Infiesto, Planning Officer III, at 09078585372 or [ker.infiesto@deped.gov.ph](mailto:ker.infiesto@deped.gov.ph).

For your guidance and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
 Schools Division Superintendent

**RELEASED**

Encl: As stated  
 SGOD/aba/kdgi



## Republika ng Pilipinas

## Department of Education

## OFFICE OF THE UNDERSECRETARY

## HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2024-3430

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 (OEHROD), 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-**



**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**