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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0657

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
All concerned

Subject: **DISSEMINATION OF MEMORANDUM DM-OUHROD-2025-2930**

Date: November 10, 2025

Attached is Regional Memorandum No. PPRD-2025-103 re: Dissemination of Memorandum DM-OUHROD-2025-2930, contents of which are self-explanatory.

For questions and clarifications, we will be glad to assist you through the Planning and Research Section. Attention: Ker Denzel Infiesto, Planning Officer III, at ker.infiesto@deped.gov.ph.

For your information and guidance.

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

Encl: As stated
SGOD/aba/kdgi

For the SDS
AILENE B. ANONUEVO, Ph.D.
Chief Education Supervisor, SGOD
Incharge of the Division

RELEASED

NOV 12 2025

RECORDS SECTION SDO PANABO CITY
BY



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Panabo City, Davao del Norte
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Republic of the Philippines
Department of Education
DAVAO REGION

November 3, 2025

REGIONAL MEMORANDUM
PPRD-2025-103

DISSEMINATION OF MEMORANDUM DM-OUHROD-2025-2930

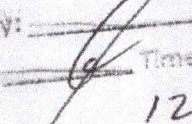
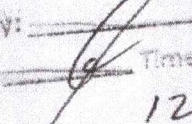
To: Assistant Regional Director
Schools Division Superintendents

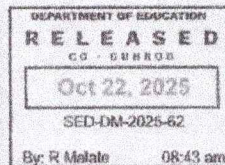
1. Enclosed is the Memorandum DM-OUHROD-2025-2930 from Bureau of Human Resource and Organizational Development (BHROD), dated October 21, 2025, re: Achievement of 100% school submission of the Electronic School Form 7 (ESF7) for SY 2024-2025, contents are self-explanatory.
2. For any clarifications, contact the Policy, Planning, and Research Division through **Emmanuel Alpha D. Sicam**, at (082) 224-0750 or at pprd.region11@deped.gov.ph.
3. For your information and guidance.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROP3/eads

DEPARTMENT OF EDUCATION RO
RECORDS SECTION
RELEASED

By: 
Date:  Time: Nov. 06, 2025
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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-2930

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
FIELD PLANNING OFFICERS
ALL OTHERS CONCERNED

ATTENTION : ALL PUBLIC SCHOOL HEADS

FROM : WILFREDO E. CABRAL
E-signed by
Wilfredo Cabral
25, 8:58:55 AM
Undersecretary for Human Resource and Organizational Development

SUBJECT : ACHIEVEMENT OF 100% SCHOOL SUBMISSION OF THE
ELECTRONIC SCHOOL FORM 7 (ESF7) FOR SY 2024-2025

DATE : October 21, 2025

The Department of Education (DepEd) issued **DepEd Memorandum No. 052, s. 2023**, adopting the electronic School Form 7 (eSF7), a digitized and automated version of the School Personnel Assignment List and Basic Profile. Implemented in SY 2023-2024, the eSF7 enabled DepEd to analyze school-based personnel data from 87% of schools nationwide.

To achieve 100% accurate eSF7 submissions, the Office of the Undersecretary for Human Resource and Organizational Development (OUHROD), through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), provided extensive technical assistance for SY 2024-2025. As of October 17, 2025, OUHROD has received submissions from 45,238 schools (99.85% of 45,328), with 98.62% accepted (44,702 schools). While this marks a major improvement in data completeness and accuracy, BHROD-SED continues to work with field offices to achieve full compliance and sustain quality data reporting across all governance levels.

Moving forward, this Office requests the technical assistance providers from the Regional and Schools Division Offices to expedite the completion of the remaining

eSF7 submissions and to assist school heads in ensuring compliance with the required format and data completeness. Schools that have yet to submit or have been advised to revise their files are given until **Friday, November 7, 2025**, to comply. To guide all concerned, the following are important reminders for reference and observance.

1. Schools that submitted the SY 2025-2026 eSF7 will still be tagged as "no submission" or "for resubmission."
2. Correct submission means uploading the downloaded eSF7 database via the online submission form, not the completed eSF7 file. Note that submissions with incorrect, corrupted, or damaged files are not considered valid.
3. Submissions may be returned if the data is incomplete and needs further action from the school.

To achieve a 100% submission rate, this Office respectfully requests your assistance in following up with schools that have **not yet submitted** or **need to resubmit** their eSF7 data for SY 2024-2025. You may view the list of schools for submission at **bit.ly/eSF7-ForSubmission**.

To check on the status of school submissions, you may **visit bit.ly/eSF7-MonitoringTool**. For additional guidance, please refer to the Frequently Asked Questions (FAQs) available at **bit.ly/eSF7-SubmissionFAQs**.

For clarifications, please contact the BHROD-SED at telephone number (02)-8633-5397 or via email at bhrod.sed@deped.gov.ph.

Strict compliance with this Memorandum is expected from all concerned Offices and personnel.

Thank you for your continued support and cooperation.