



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 28, 2025

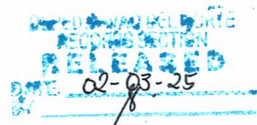
DIVISION MEMORANDUM
No. 0025, s. 2025

VIRTUAL CONFERENCE ON E-SF7

To: Janette G. Veloso, CESO VI, Assistant Schools Division Superintendent
Public Schools District Supervisors
Elementary and Secondary School Heads
All e-SF7 Focal Persons

1. Attached is DepEd Memorandum DM-OUHROD-2024-3470 dated December 4, 2024 or 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 toward a data-driven approach to school-based workforce management. All designated e-SF7 Focal Persons are directed to attend the above-mentioned Virtual Conference on **February 5, 2025** at 9:00 in the morning via Teams platform. The link shall be posted on the School Heads group chat once available.
2. 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.
3. Immediate dissemination of this Memorandum is desired.


REYNALDO B. MELLORIDA CESO V
Schools Division Superintendent



SGOD/smgd: planning and research unit
Enclosure: as stated
FN: Virtual Conference on E-SF7/Planning/Communication

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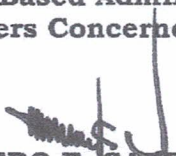
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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-**

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.

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OFFICE OF THE SECRETARY**