



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

January 2, 2025

DIVISION MEMORANDUM

No. 003, s. 2025

**ISSUANCE AND ADOPTION OF THE REVISED ELECTRONIC SCHOOL FORM 7
(ESF7) TOOL STARTING SCHOOL YEAR 2024-2025**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 1312 dated December 13, 2024 titled **"Issuance and Adoption of the Revised Electronic School Form 7 (ESF7) Tool Starting School Year 2024-2025."**
2. The District Planning Coordinators shall submit the ESF7 consolidator containing the ESF7 of the respective schools in their districts to this link: <http://bit.ly/4gZ4ZvS> on or before January 15, 2025.
3. All concerned personnel are directed to read the ESF7 User Manual carefully. The ESF7 Consolidator tool and user manual can be accessed through this link: <https://bit.ly/eSF7>.
4. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: DM-OUHROD-204-3470
To be indicated in the Perpetual Index
under the following subjects:
FORMS SCHOOLS TEACHERS



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

Administrative Services Division

DEC 13 2024

REGIONAL MEMORANDUM

No. 1312, s. 2024

**ISSUANCE AND ADOPTION OF THE REVISED ELECTRONIC SCHOOL FORM 7
(ESF7) TOOL STARTING SCHOOL YEAR 2024-2025**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2024-3470 dated December 04, 2024 titled "**Issuance and Adoption of the Revised Electronic School Form 7 (ESF7) Tool Starting School Year 2024-2025.**"
2. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

To be indicated in the Perpetual Index
under the following subjects:

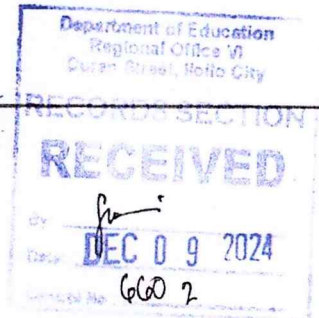
FORMS SCHOOLS TEACHERS



Republika ng Pilipinas

Department of Education


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 BHRD-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**

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.

<div>Accomplishment and Submission of eSF7</div> <div>Consolidation of eSF7 Data</div> <div>Analysis of eSF7 Data</div>		
SCHOOL	CO BHROD-SED	CO BHROD-SED
<i>December 9, 2024 – January 17, 2025</i>	<i>January 20 – February 28, 2025</i>	<i>March 3 – 31, 2025</i>
Accomplishes the eSF7	Receives eSF7 database from schools	Analyzes eSF7 data
Submits a copy to the SDO with verified class program and personal information	Consolidates and cleans eSF7 data	Reports the results of the analysis
Before submission, school personnel shall verify the accuracy of their: <ul style="list-style-type: none"> • Personal information • Workload 	Monitoring of Submissions by the Regional Offices and Schools Division Offices	
Submit the eSF7 database to the BHROD-SED	<ul style="list-style-type: none"> • ROs monitor the complete submission of all SDOs • SDOs monitor the complete submission of all schools 	

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

School Head	School Head with assistance from NTP	All School Personnel	School Head
<p><i>Before the start of the school year</i></p> <p>a. Prepares the school program* for the new school year</p>	<p><i>December 9, 2024 – January 17, 2025</i></p> <p>a. Accomplish the eSF7 for the new school year</p> <p><i>Use the school program as a basis for inputting the teaching load.</i></p>	<p><i>December 9, 2024 – January 17, 2025</i></p> <p>a. Verify the accuracy of the following information in the accomplished eSF7:</p> <ul style="list-style-type: none"> • Personal information • Workload* <p>b. Once all information is verified, the School Head shall sign and facilitate the submission of eSF7.</p>	<p><i>On or before January 17, 2025</i></p> <p>a. Submits to the SDO-SGOD-Planning Unit a copy of the accomplished and verified eSF7 in the following formats:</p> <ul style="list-style-type: none"> • Excel File • Signed PDF <p>Furnishes the SDO-Curriculum Implementation Division (CID) with a copy of the signed PDF.</p> <p>b. Submits the eSF7 database to the BHROD-SED at bit.ly/eSF7-Submit</p>
<p>*The School Head and all school personnel may refer to existing DepEd issuances on learning areas and time allotments.</p>			

2. CONSOLIDATION OF THE eSF7 DATA (BHROD)

CENTRAL OFFICE (BHROD-SED)

January 20 – February 28, 2025

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

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.