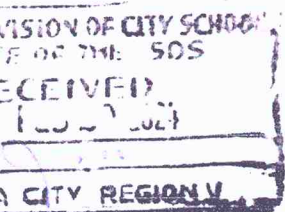


Schools Division Superintendents
All Others Concerned

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1. For the information and guidance of all concerned, enclosed is Memorandum DM-OUHROD-2024-0295 dated February 21, 2024 titled "Submission of the Electronic School Form 7 (eSF7) for School Year 2023-2024".
2. Relative thereto, all Schools Division Superintendents are directed to refer to the Annex A on the Status of Submission of the Consolidated eSF7 as of February 21, 2024 and access the [DepEd Division Office - Region V Website](#) for the submission of the Consolidated eSF7. Further, technical assistance must be extended to the concerned schools by the Schools Division Planning Officers to ensure the submission of the **Consolidator Report** on or before March 15, 2024, through this link [Consolidator Report Submission Link](#).
3. For immediate compliance and appropriate action.

GILBERT T. SALAZAR
Regional Director

Encls. As stated

Re: DepEd Memorandum DM-OUHROD-2024-0295 dated February 21, 2024
DepEd Memorandum No. 052, s. 2023 dated September 5, 2023

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

DATA
EMPLOYEES
FORMS
LIST
OFFICIALS
RECORDS
RULES AND REGULATIONS
SCHOOLS

DEPED DIVISION OFFICE
DATE: _____
BY: _____
NAME: _____

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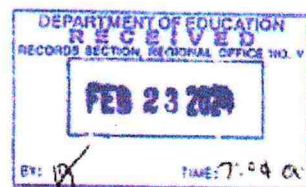


Regional Center Site, Rawis, L
0969 516 9555
region5@depd.gov.ph



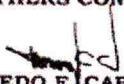
Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2024-0295

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for
Human Resource and Organizational Development

SUBJECT : SUBMISSION OF THE ELECTRONIC SCHOOL FORM 7 (eSF7)
FOR SCHOOL YEAR 2023-2024

DATE : 21 February 2024



Relative to the implementation of DepEd Memorandum (DM) 52, s. 2023, the Adoption of the Electronic School Form 7 (eSF7), this Office reminds all Regional Offices (ROs) and Schools Division Offices (SDOs) about the **submission of the consolidated eSF7**. Item 9 of the enclosure to the said Memorandum states that the *"accomplished electronic form including both the soft copy (Excel file) and the scanned copy duly signed by the School Head (PDF file) shall be submitted to the Division Office on or before the Fourth Friday from the opening of classes."*

Considering the adjustment period to learning the newly introduced electronic tool, the BHRD extended the deadline **from the fourth Friday from the opening of classes to November 17, 2023**, and has since been accepting submissions beyond the due date.

Given that the Department of Education puts a premium on data-driven decision-making, this Office further reiterates the importance of the data collection from the accomplished eSF7 that shall support the strengthening of school-based workforce management and instituting a conducive environment for quality teaching and learning.

The Office of the Undersecretary for Human Resource and Organizational Development (OUHROD), for this purpose, requires the complete (*i.e., validated and cleaned school-level data*) submission of the **eSF7 Division Consolidated Reports**



Room 102, Rizal Building, DepEd Complex, Marikina Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	03
Effectivity	03 23 23	Page	1 of 2



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on or before March 15, 2024. The SDOs are requested to upload the Consolidated Reports in the provided link: <https://bit.ly/eSF7-SubmitConsolidatorReport>.

For further guidance and information, all field offices of the Department may refer to the *Status of Submission* through this link: <https://bit.ly/eSF7-SubmissionStatus>.

Clarifications regarding this submission may be coursed through the **Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED)** at email address: bhrod.sed@deped.gov.ph or at telephone number: (02)-8633-5397.

For immediate compliance.

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05 MAR 2024



Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **052**, s. 2023

SEP 05 2023

ADOPTION OF THE DEPED ELECTRONIC SCHOOL FORM 7 (eSF7)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. DepEd Order No. 4, s. 2014, otherwise known as the **Adoption of Modified School Forms (SFs) for all Public Elementary and Secondary Schools Effective End-of-School Year 2013-2014**, institutionalized the utilization of the modified forms to simplify the processing of various school records, thus allowing public school teachers and school heads to focus on the core business of curriculum delivery. One of these modified forms is School Form 7 (SF7) or the **School Personnel Assignment List and Basic Profile**, which provides a list of the school personnel's profile and official duties.
2. As part of its commitment articulated in the MATATAG Agenda to digitize its essential processes, the Department of Education (DepEd) issues the **Electronic School Form 7 (eSF7)** to be adopted by all public schools effective School Year (SY) 2023-2024.
3. The digitization of the form maximizes its function as a tool in establishing a fair and equitable distribution of teacher workload. Moreover, it aims to capture important school-level information crucial in the achievement of strategic workforce management and data-driven human resource decision-making.
4. Additional data elements shall be collected and used for the development of a school personnel database. The supplementary information shall strictly be utilized in the identification of teacher training and professional development needs, projection of workforce trends, and other significant human resource analytics.
5. The standardized process of the electronic version promotes the principles of efficiency, fairness, integrity, and transparency. This electronic version shall reduce the time and effort school personnel spend in data entry and records management without compromising the accuracy, quality, and reliability of the data.
6. In adherence to DO 4, s. 2014, the accomplishment of this electronic form is the primary responsibility and accountability of the **School Head**.
7. This official electronic form can be downloaded at <https://bit.ly/eSF7>. The data consolidator template to be used by the schools division offices (SDOs) is likewise available at the aforementioned online link.

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8. In accordance with Republic Act No. 10173 or the Data Privacy Act of 2012, the Department reiterates its inherent commitment to protect and respect its personnel's personal information in various virtual and online school systems. All personal information collected shall be safely stored and processed with utmost confidentiality. This information shall only be accessible to authorized personnel using their official DepEd account.

9. The commercialization of the eSF7 is highly discouraged. Teachers, school heads, and all concerned DepEd personnel including officials from schools division and regional offices are cautioned against individuals and groups that may attempt to sell digitized copies of this new form as well as other modified school forms released through DO 4, s. 2014 and DO 58, s. 2017.

10. For clarifications, kindly coordinate with the **Bureau of Human Resource and Organizational Development-School Effectiveness Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bhrod.sed@deped.gov.ph or telephone number (02) 8633-5397.

11. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:


GLORIA JUMAMIL-MERCADO
Undersecretary

Encl.:

As stated

Reference:

DepEd Order (Nos. 4, s. 2014 and 58, s. 2017)



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

EMPLOYEES
FORMS
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RECORDS
RULES AND REGULATIONS
SCHOOLS

WNBO, APA, MPC, DM Adoption of the DepEd Electronic School Form 7 (eSF7)
TN 0826 - August 24, 2023

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(Enclosure to DepEd Memorandum No. 052, s. 2023)



**GENERAL GUIDELINES IN THE ACCOMPLISHMENT OF THE ELECTRONIC
SCHOOL FORM 7 (eSF7)**

1. Consistent with **DO 4, s. 2014** or the *Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014*, the electronic School Form 7 (eSF7) shall be accomplished at the **Beginning of the School Year (BoSY)** by the **School Head**. **Non-teaching personnel** shall assist the school head in accomplishing the form.
2. In addition to the submission at the BoSY, **Senior High Schools** shall also submit the updated form at the beginning of the **Second Semester (Third Grading Period)** to account for the changes in the subject assignments.
3. In case of personnel movement during the school year, an updated eSF7 shall be submitted to the Division Office.
4. All school personnel, regardless of position/nature of appointment, should be included in this form. The eSF7 automatically arranges the school personnel from the highest rank down to the lowest. This form shall also serve as an inventory list of school personnel.
5. Daily Program portion shall reflect the assigned workload of teaching personnel including subjects taught, advisory class (if applicable), and ancillary/administrative assignments.
6. Integrated schools with the same School ID shall accomplish only one (1) eSF7.
7. In the case of non-teaching personnel providing shared services, their information shall be reflected in their **mother school only** to avoid double entry.
8. In printing the electronic form, it shall be automatically formatted in a Legal or Folio size bond paper.
9. The accomplished electronic form including both the soft copy (Excel file) and the scanned copy duly signed by the School Head (PDF file) shall be submitted to the Division Office on or before the fourth Friday from the opening of classes.

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Select Region to View Submission Status by SDO

Region V

Click the link to View List of Schools with Submission

Region 5 Schools >>

Submission Status by Division

Region	Divisions	Number of Schools		Schools with ST		Status	Remarks
		BEIS	Excluded	Included	Submitted		
	13	3,771	0	3,861	2,894	74.95%	Complete: 8
Region V	Albay	255	0	255	255	100.00%	Partial
Region V	Camarines Norte	319	0	319	319	100.00%	Complete
Region V	Camarines Sur	1,098	0	1,098	236	21.58%	Partial
Region V	Ilocos Sur	268	0	268	18	6.72%	Partial
Region V	Iriga City	50	0	50	50	100.00%	Complete
Region V	Legaspi City	56	0	56	56	100.00%	Complete
Region V	Ligao City	67	0	67	67	100.00%	Complete
Region V	Masbate	40	0	40	38	95.00%	Partial
Region V	Masbate City	44	0	44	44	100.00%	Complete
Region V	Naga City	42	0	42	42	100.00%	Complete
Region V	Sorsogon	83	0	83	53	63.85%	Partial
Region V	Sorsogon City	83	0	83	83	100.00%	Complete
Region V	Tabaco City	50	0	50	50	100.00%	Complete



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

March 5, 2024

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

This Office thanks and congratulates everyone for complying with the report. We have now achieved 100% compliance. Keep up the good work!

SUSAN S. COLLANO CESO V
Schools Division Superintendent

DM 31, s. 2019 Rider Rev. 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
✉ naga.city@deped.gov.ph



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