



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

3 October 2023

DIVISION MEMORANDUM
No. 507 s.2023

**ONLINE ORIENTATION ON THE IMPLEMENTATION OF DEPED
MEMORANDUM 52, S. 2023, ADOPTION OF THE DEPED ELECTRONIC
SCHOOL FORM 7 (eSF7)**

TO: Division Planning Officer
Annabelle J. Lariba /P4 of City Central School
Evelyn Q. Sumanda /P2 of Cagayan de Oro National High School
Roel R. Lamberte /P1 of Puerto National High School
This Division

1. In accordance with the issued DepEd Memorandum (DM) 52, s. 2023, **Adoption of the DepEd Electronic School Form 7 (eSF7)**, this office hereby commits to digitize essential processes for continuous improvement. The digitization of the said school form intends to maximize its function as a tool to establish a fair and equitable distribution of teaching workload. In addition, it aims to capture important school-level information crucial to the achievement of strategic workforce management and data-driven human resource decision-making.
2. All concerned personnel are hereby informed of the Online Orientation on the Implementation of DepEd Memorandum 52, s. 2023, Adoption of the DepEd Electronic School Form 7 (eSF7) on October 5, 2023, Mindanao Cluster with this online orientation link: https://bit.ly/Mindanao_eSF7
3. **Annex A** provides the indicative program of activities for the said online orientation.
4. Attached is the Memorandum for reference.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
6. Immediate compliance with this Memorandum is desired.


ROY ANGELO E. GAZO
Schools Division Superintendent



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Encl.: As stated

Reference: DepEd Memorandum 52 s.2023

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

DIGITIZATION IMPLEMENTATION

RSM - Online Orientation on the Implementation of DepEd Memorandum 52, s. 2023, Adoption of the DepEd Electronic School Form 7 (eSF7)

Annex A

**ONLINE ORIENTATION ON THE IMPLEMENTATION OF DEPED
MEMORANDUM 52, S. 2023, ADOPTION OF THE DEPED ELECTRONIC
SCHOOL FORM 7 (eSF7)**

Program of Activities		
Time	Activity	Resource Person
8:00 – 8:30 AM	Registration	SED technical staff
8:30 – 8:45 AM	Program Preliminaries - National anthem - Prayer - Recognition of participants	SED technical staff
8:45 – 9:00 AM	Welcome Message	BHROD Director
9:00 – 9:15 AM	Presentation of overview and objectives	SED Chief
9:15 – 11:45 AM	Orientation Proper - General provisions and guidelines of DM 52, s. 2023	SED technical staff
	Orientation Proper - eSF7 tool implementation	SED technical staff, SDO Mandaue City Resource Persons
	Orientation Proper - Open Forum	SED technical staff, SDO Mandaue City Resource Persons
11:45 – 12:00 NN	Conclusion - Closing message - Reminders and acknowledgments	SED technical staff



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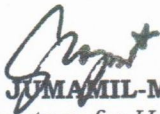


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-1400

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
DIVISION PLANNING OFFICERS
SELECT PUBLIC SCHOOL HEADS

FROM :  **GLORIA JUMANIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **ONLINE ORIENTATION ON THE IMPLEMENTATION OF DEPED**
MEMORANDUM, 52, S. 2023, ADOPTION OF THE DEPED
ELECTRONIC SCHOOL FORM 7 (eSF7)

DATE : 19 September 2023

The Department of Education has issued DepEd Memorandum (DM) 52, s. 2023, *Adoption of the DepEd Electronic School Form 7 (e SF7)* as part of the commitment to digitize essential processes for continuous improvement. The digitization of the said school form intends to maximize its function as a tool to establish a fair and equitable distribution of teaching workload. In addition, it aims to capture important school-level information crucial to the achievement of strategic workforce management and data-driven human resource decision-making.

In this regard, the Bureau of Human Resource and Organizational Development – School Effectiveness Division shall conduct an **Online Orientation** on **October 4-6, 2023**. The details of the activity are as follows:

A. Objectives

1. Present the general guidelines stipulated in the DepEd Memorandum;
2. Inform the end-users about the features of the electronic tool; and
3. Provide technical assistance and clarification to the nuances in implementation.

B. Participants and schedule

Cluster	Date and Time	Orientation Link	Target Participants
Visayas Cluster	October 4, 2023 (Wednesday)	https://bit.ly/Visayas_eSF7	Division Planning Officer Select public School Heads
Mindanao Cluster	October 5, 2023 (Thursday)	https://bit.ly/Mindanao_eSF7	Division Planning Officer Select public School Heads
Luzon Cluster	October 6, 2023 (Friday)	https://bit.ly/Luzon_eSF7	Division Planning Officer Select public School Heads

The Schools Division Offices (SDOs) are further requested to **identify three (3) school head representatives** to attend the online orientation. The said participants must represent the various size typologies of public schools. For each SDO, kindly ensure the following:

Very large school or Large school – one (1) school head
Medium school – one (1) school head
Small school – one (1) school head

The attached **Annex A** provides the indicative program of activities for the said online orientation.

For confirmation of attendance, please complete the attendance form **on or before September 29, 2023 (Friday):** https://bit.ly/AttendanceConfirmation_eSF7.

For further concerns and clarifications, please contact Mr. Raymond Jason V. Aquino at BHROD – SED through bhrod.sed@deped.gov.ph or landline at **(02) 8633 5397**.

For your information and appropriate action.

Annex A**Online Orientation on the Implementation of DepEd Memorandum 52, s. 2023,
Adoption of the DepEd Electronic School Form 7 (eSF7)**

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