



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

ED-DIVISION OF CAGAYAN DE ORO CITY
CAGAYAN DE ORO CITY
RELEASED
DATE: NOV 06 2023

Office of the Schools Division Superintendent

3 NOVEMBER 2023

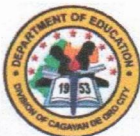
DIVISION MEMORANDUM

No. 582 s.2023

ADOPTION OF THE DEPED ELECTRONIC SCHOOL FORM 7 (ESF)

TO: Chief Education Supervisor for SGOD and CID
Public Schools District Supervisors
All Public Elementary and Secondary School Heads
This Division

1. Pursuant to DepEd Memorandum No. 52, s. 2023 entitled the Adoption of the DepEd Electronic School Form 7 (eSF) to "institutionalize the utilization of the modified forms to simplify the processing of various school records", series of orientations and workshops were done to further capacitate the concerned personnel on how to accomplish the eSF7. The Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED), under the MATATAG Agenda, aims to digitize forms and enhance existing systems for public schools to help public school teachers focus on their core mandate which is to deliver quality basic education.
2. In view of this directive, this Office directs school officials to utilize and submit the said e-SF 7 as mandated.
3. All the materials of this memorandum including the E-SF 7 excel file, and other materials can be accessed at this link: <https://bit.ly/eSF7Materials>
4. The E-SF 7 online orientation will be on **November 6, 2023 at 1 oclock in the afternoon** via MS Teams link: https://bit.ly/Orientation_23
5. Accomplished E-SF 7 will be uploaded to this link: https://bit.ly/eSF7_submission and shall be monitored by the Office of the Planning and Research Section to be completed on or before November 9, 2023.
2. 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.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



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3. Immediate compliance with this Memorandum is desired.

ROY ANGELO E. GAZOL
Schools Division Superintendent

Encl.: As stated

Reference: Office Memorandum

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

ESF7

P&RS-RSM/2023MEMO



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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 JUMAIL-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)**

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

DepED

MATATAG

Bansang Makabata



Batang Makabansa



BAGONG PILIPINAS

WELCOME, PARTICIPANTS!

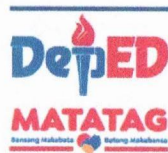
Kindly visit the link below and accomplish the online attendance form. Thank you!

ATTENDANCE FORM

bit.ly/eSF7-Orientation-Attendance



Our program will start shortly.

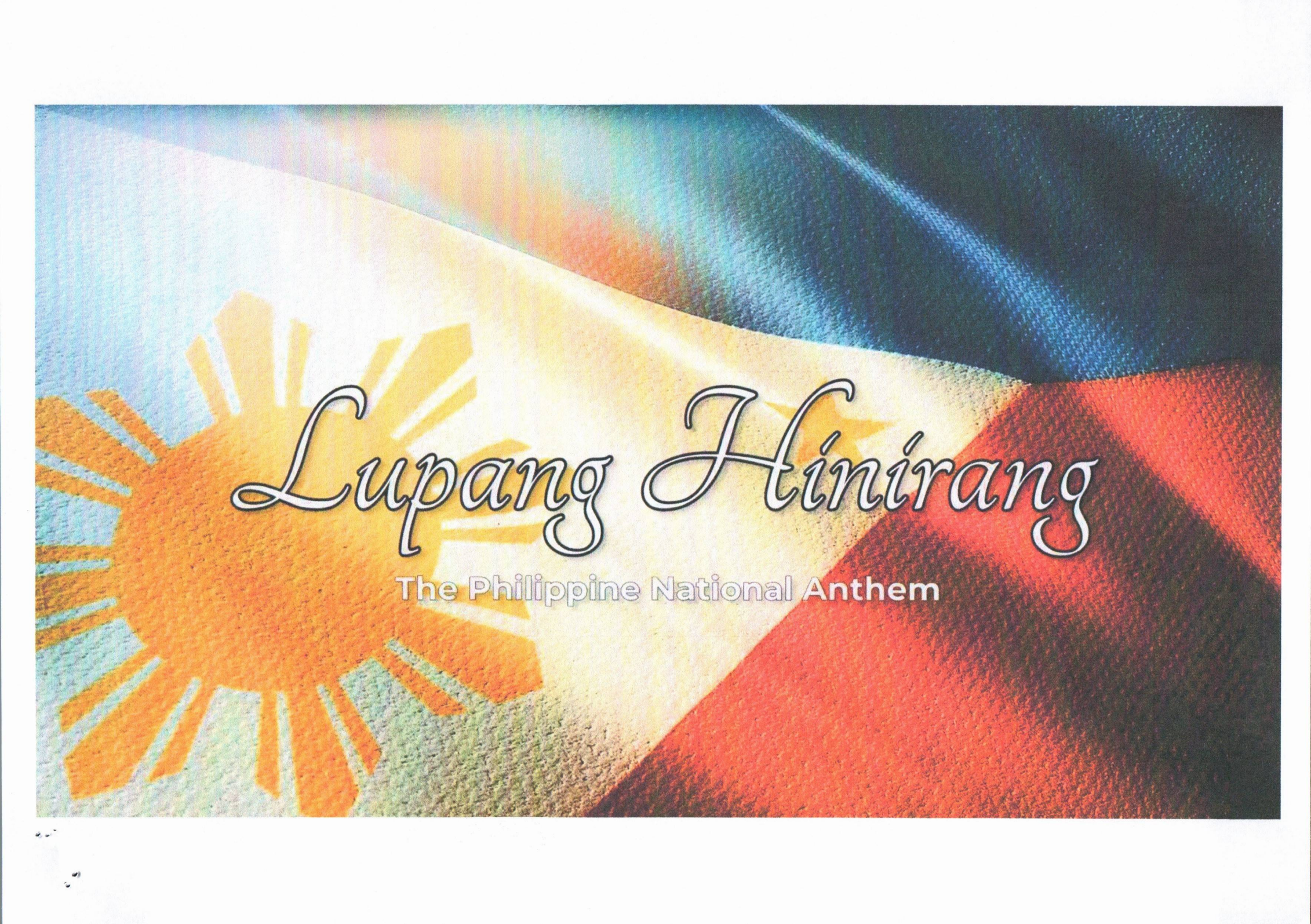


Electronic School Form 7

DM 52, s.2023 | Adoption of the DepEd eSF7

ONLINE ORIENTATION

4 and 6 October 2023



Lupang Hinirang

The Philippine National Anthem

RECOGNITION OF PARTICIPANTS

**Division Planning Officers
Public School Heads**

Planning Service Office of the Director

BHROD – School Effectiveness Division



RECOGNITION OF PARTICIPANTS

SDO Mandaue City

--

RONIL D. MANAYON

Public Schools District Supervisor

VERNIE C. RUIZ

Teacher III



WELCOME MESSAGE

MARIO M. BERMUDEZ

Director III

Bureau of Human Resource and
Organizational Development





PHOTO OPPORTUNITY

OVERVIEW AND OBJECTIVES

DEXTER N. PANTE

Chief, Project Development Officer V
BHROD – School Effectiveness Division

BACKGROUND

Old School Form 7 (SF7)

- No capability to validate if teachers are already overloaded
- No macro analysis at the Division level

Electronic School Form 7 (eSF7)

- Digitized and standardized process
- Expanded data (personnel profile and assignments)
- Easier consolidation of data (at all governance levels)



School Personnel Assignment & Basic Profile



OBJECTIVES

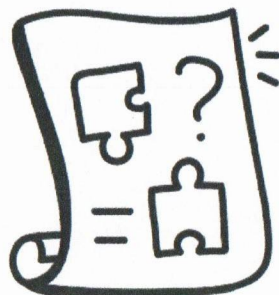
. PANTE

Development Officer V
Effectiveness Division

OVERVIEW



**Hiring
Challenges**



**Specialization
Mismatch**



**Workload
Distribution**



**Ancillary Tasks
Assignments**

OVERVIEW

Why Digitize?

- Distribute teaching load fairly and equitably
- Capture and manage school personnel information
- Data-driven HR decision-making
- Basis for the request for the creation of additional teaching and non-teaching items



OBJECTIVES

- Introduce the electronic SF7 tool and its features
- Discuss the common concerns and operational nuances
- Capacitate the Division Planning Officers and select public school heads





Electronic School Form 7

DM 52, s.2023 | Adoption of the DepEd eSF7

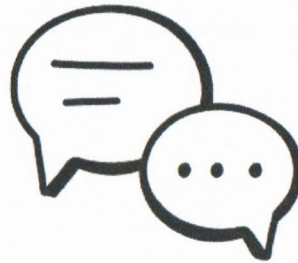
ONLINE ORIENTATION

4 and 6 October 2023

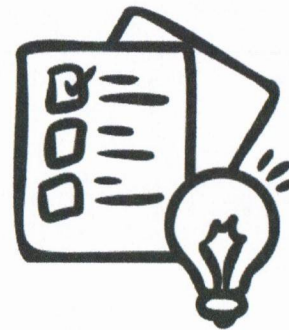
PROGRAM FLOW



Navigation



Open Forum



**General
Guidelines**

(DM 52, s.2023, Annex A)



FAQs

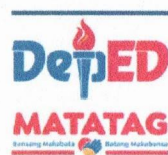


NAVIGATION

Ronil D. Manayon
Vernie C. Ruiz



OPEN FORUM



General Guidelines

in the Accomplishment of
the Electronic School Form 7



DM 052, s.2023, Adoption of the DepEd eSF7, Annex A

bit.ly/DM52s2023

GENERAL GUIDELINES

in the Accomplishment of the eSF7

1 **Consistent with DO 4, s. 2014.**

The eSF7 shall be accomplished at the **BoSY** by the **School Head**.
Non-teaching personnel shall assist the school head in accomplishing the form.

2 **SHSs submit the updated form at the beginning of the Second Semester (Third Grading Period)** to account for the changes in the subject assignments.

3 **Personnel movement = Update the eSF7 and submit it to DO** Personnel movement during the SY

4 **All school personnel should be included in eSF7.** 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.

GENERAL GUIDELINES

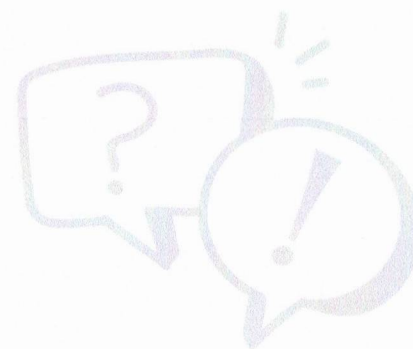
in the Accomplishment of the eSF7

- 5 Daily Program reflects the assigned workload of teaching personnel**
>> subjects taught, advisory class (if applicable), and ancillary/administrative assignments
- 6 Integrated schools with the same School ID = only 1 eSF7**
- 7 Non-teaching personnel providing shared services = mother school only**
This is to avoid double entry.
- 8 Automatically formatted in a Legal or Folio size bond paper**
- 9 Submit the accomplished electronic form to the Division Office**
on or before the fourth Friday from the opening of classes (ADJUSTED DEADLINE)
>> **soft copy (Excel file) and scanned copy** duly signed by the School Head (PDF file)



Electronic School Form 7

Frequently Asked
Questions **FAQs**



Will be made available to you via the Orientation Materials folder.



Who is responsible for accomplishing the electronic SF7 (eSF7)?



The **School Head** is overall responsible.

Non-teaching personnel can help the school head in accomplishing the form.



Do I need to use the Internet while accomplishing the form?



No. The form can be accomplished **offline**.

You need an Internet connection only when downloading the file and submitting the accomplished form to the SDO.



Does the tool require a specific version of the MS Office package?



Yes. The compatibility requirement of the eSF7 is **MS Office 2016** or later versions.



Is it necessary to accomplish a separate SF7 for Integrated Schools?



The number of School Form 7 to be prepared is based on the number of distinct School IDs under consideration.

- For Integrated Schools with the **same School ID**, accomplish **one (1) form**.
- For schools with **different school IDs**, accomplish **separate forms**.



Is it necessary to encode the personnel according to position?



No. You may encode all personnel in any order.

Once you generate the summary in the View Form, the personnel will be automatically arranged and listed according to position.



Can additional rows in the Task Assignment column be added?



*Currently, adding rows is **not allowed**.*

The tool has **20 rows** to capture teaching loads and ancillary tasks.

As an alternative, include the major ancillary tasks if there are really many things to be inputted.



Why is an “INVALID TIME” prompt appearing even if the encoded data does not exceed the prescribed time allotments?



It is most likely an issue with the prescribed time format. Kindly check the time entry. Use the prescribed time format as follows:

[00:00 AM/PM]

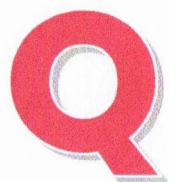


Why is an “INVALID TIME” prompt appearing when encoding time allotments?



Time allotment for each learning area is automatically validated as prescribed by **DO 31, s. 2012 and DO 31, s. 2013**.

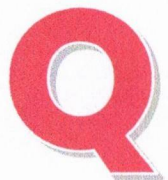
Ensure compliance with the prescribed above-mentioned DepEd guidelines. The tool will not reflect the encoded time if it exceeds the prescribed time allotment for a subject / learning area.



Where is the Work Immersion subject included?



Work Immersion is found in the dropdown list of the **SHS-specialized subjects**.



Why are some encoded data missing when generating the personnel summary in the VIEW FORM?



Before generating the summary in the **“VIEW FORM”** sheet, kindly ensure that all encoded data are saved first by clicking the **“SAVE EDITED”** button.

You may also use the **SEARCH BAR** to check if **Personal Information** was already saved.

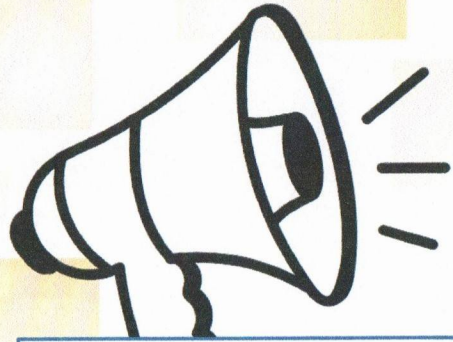


Electronic School Form 7

DM 52, s.2023 | Adoption of the DepEd eSF7

ONLINE ORIENTATION

4 and 6 October 2023



REMINDERS AND ANNOUNCEMENTS

27 OCTOBER 2023, FRIDAY

Deadline for Submission of the eSF7

LET'S LEARN TOGETHER

Create and share your **instructional / tutorial video** on how you accomplish your eSF7. Submit your video to us. More details can be found in the Orientation Materials folder.

NOT MANDATORY

QUICK LINKS

Online Orientation on the DepEd Electronic School Form 7 (SF7)
Via MS Teams | 4 and 6 October 2023

Visit the links below or scan the QR code to
access the online forms and orientation materials.

bit.ly/eSF7-Orientation-QuickLinks

bit.ly/eSF7-Orientation-Attendance

bit.ly/eSF7-Orientation-Evaluation

bit.ly/eSF7-Orientation-Materials



Contact BHROD-SED

For queries and concerns on eSF7, you may contact BHROD-School Effectiveness Division:



bhrod.sed@deped.gov.ph



(02) 8633-5397



THANK YOU!