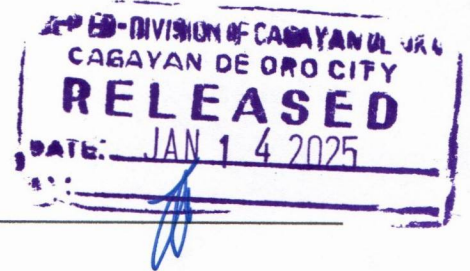




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



10 Jan 2025

DIVISION MEMORANDUM
No. 28 s.2025

ONLINE ORIENTATION ON THE ADOPTION OF THE REVISED ELECTRONIC
SCHOOL FORM 7 (eSF7) STARTING SY 2024-2025

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Field Planning Officer III
All Elementary and Secondary Public School Heads
This Division

1. Following the dissemination of DM-OUHROD-2024-3470 "Issuance and Adoption of the Revised Electronic School Form 7 (eSF7) Tool Starting School Year 2024-2025" dated 04 December 2024, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall conduct an **Online Orientation** on **17 January 2025 (Friday), 9:00 a.m. – 12:00 p.m.** via Microsoft Teams.
2. The primary objective of the online orientation is to promote standardized knowledge and understanding regarding the operationalization of the electronic tool from the data collection to report generation on school personnel assignments and basic profiles, considering the modifications incorporated since it was first introduced in School Year 2023-2024.
3. Please refer to **Annex A: Details of the Online Orientation**, for proper information and guidance. A **division link** will be provided on the said day of the **Online Orientation**.
4. Should you have questions or clarifications, you may contact the BHROD-SED through landline (02) 8633-5397 or email bhrod.sed@deped.gov.ph.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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

Office of the Schools Division Superintendent

6. This Office directs immediate dissemination and appropriate action of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: DM-OUHROD-2025-0060

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

Online Orientation ESF7

DM-010-SGOD-PR-RSM/ DIVISION MEMORANDUM
January 10, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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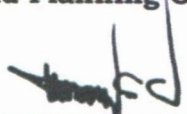


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-0060

TO : **Regional Directors**
Schools Division Superintendents
Field Planning Officers

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : **ONLINE ORIENTATION ON THE ADOPTION OF THE REVISED ELECTRONIC SCHOOL FORM 7 (eSF7) STARTING SY 2024-2025**

DATE : 09 January 2025

Following the dissemination of DM-OUHROD-2024-3470 "Issuance and Adoption of the Revised Electronic School Form 7 (eSF7) Tool Starting School Year 2024-2025" dated 04 December 2024, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall conduct an **Online Orientation** on **17 January 2025 (Friday), 9:00 a.m. – 12:00 p.m.** via *Microsoft Teams*.

The primary objective of the online orientation is to promote standardized knowledge and understanding regarding the operationalization of the electronic tool from data collection to report generation on school personnel assignments and basic profiles, considering the modifications incorporated since it was first introduced in School Year 2023-2024.

Please refer to **Annex A: Details of the Online Orientation**, for proper information and guidance.

Should you have questions and clarifications, you may contact the BHROD-SED through landline (02) 8633-5397 or email bhrod.sed@deped.gov.ph.

For dissemination and appropriate action.

Copy furnished:
OFFICE OF THE SECRETARY

Annex A - Details of the Online Orientation on the eSF7 Tool

Expected participants	All Regional Planning Officers All Division Planning Officers
Schedule	17 January 2025 (Friday) 9:00 a.m. – 12:00 p.m.
Platform	Virtual via MS Teams https://bit.ly/eSF7Orientation-2025January
Agenda	1. Understanding the Manual of Operations 2. Discussing Frequently Asked Questions 3. Following the Process Flow 4. Navigating the Revised eSF7 Tool 5. Announcing administrative reminders
Management Team	BHROD-School Effectiveness Division SDO Mandaue City

