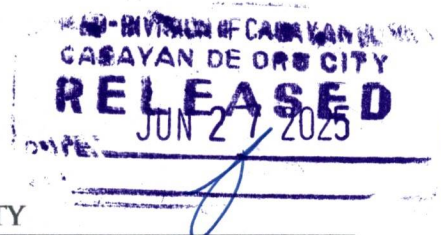




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

26 June 2025

DIVISION MEMORANDUM
No. 517 s. 2025

ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7 (ESF7) FOR
SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
All Elementary and Secondary Public-School Heads
School-Based Non-Teaching Personnel
All Others concerned

1. In reference to DM-OUHROD-2025-1615, the Department of Education (DepEd) continues to streamline school processes to improve operational efficiency and ensure that appropriate time and resources are allocated to relevant tasks. In line with this objective, the electronic School Form 7 (eSF7) was developed and implemented beginning School Year (SY) 2023-2024.

2. Since its implementation, DepEd has had access to various school-level HR data analytics, which have served crucial role in HR planning and decision-making. Similarly, the innovation has garnered initial commendations from multiple oversight agencies and partner institutions, making the eSF7 an important data source among education stakeholders. Moving forward, the continued use and enhancement of the eSF7 shall further strengthen data-driven human resource management within the basic education sector.

3. Beginning SY 2025-2026, the Department officially directs the continued use of the eSF7 tool through this issuance, consistent with the provisions of DepEd Order No. 004, s. 2014, and DepEd Memorandum No. 52, s. 2023. This directive is operationally aligned with the implementation arrangements specified in **DM-OUHROD-2024-1436, General Process Flow for ESF7 Data Gathering and Report Generation**, dated 29 July 2024.

4. In view of the pilot implementation of the Strengthened SHS curriculum scheduled for School Year 2025-2026, all concerned stakeholders are hereby directed to observe the following guidelines:

1. **Pilot Schools.** Identified pilot schools for the Strengthened SHS curriculum shall temporarily defer completion of the eSF7 until the issuance of the



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Doc. Ref. Code		Rev	
Effectivity		Page	1 of 1



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

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modified version of the tool.

2. **Non-pilot Schools.** Non-pilot schools shall adhere to the standard process flow, implementation arrangements, and timeline outlined in DM-OUHROD-2024-1436. Furthermore:

a. For non-pilot schools accomplishing the eSF7 tool for the first time

1. Download the eSF7 tool and read the User Manual via [https:// bit.ly/eSF7](https://bit.ly/eSF7).
2. Guided by the User Manual, accomplish the eSF7 completely, taking careful note of providing accurate information and data requirements.

b. For non-pilot schools updating the eSF7 from SY 2024-2025

1. Following the submission protocol implemented for SY 2024-2025, ensure school compliance with the transmittal of the accomplished eSF7 to the SDO and downloaded eSF7 database to the BHROD-School Effectiveness Division (BHROD-SED).
2. Save a copy of the accomplished eSF7 for SY 2024-2025 for the school's documentation purposes.
3. Create a duplicate copy of the saved eSF7 and rename it for SY 2025-2026, in accordance with the conventions provided in the User Manual.
4. Prepare the eSF7 for SY 2025-2026 by updating the previous school year's accomplished form.
5. Allow school personnel to verify their personal information and workload assignments.

3. **Schools Division Offices (SDOs).** All SDOs are responsible for consolidated of school submissions for SY 2025-2026.

4. **SDO-Level Consolidation and Submission SY 2025-2026.** A separate Memorandum will be released for the issuance of the Division Consolidator which shall be used by the Division Planning Officers (DPOs) in their consolidation. The guidelines for submission of consolidated reports will also be communicated separately.

5. Strict compliance of all public schools and SDOs with these instructions is expected to ensure smooth implementation and data accuracy. Attached to this Memorandum is a copy of the process flow, implementation arrangements, and timeline previously issued as an Annex to DM-OUHROD-2024-1436.

6. Attached is the Electronic School Form 7 (eSF7), Annex to DM-OUHROD-2024-1436, dated 29 July 2024, for reference.



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Doc. Ref. Code		Rev	
Effectivity		Page	2 of 1



Republic of the Philippines
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7. For clarification, you may contact the BHROD-SED at telephone number (02)-8633-5397 or email us at bhrod.sed@deped.gov.ph.
8. 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.
9. This Office directs immediate dissemination and appropriate action of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: DM-OUHROD-2025-1615
To be indicated in the Perpetual Index
under the following subjects:

IMPLEMENTATION ARRANGEMENTS
INSTRUCTIONS

PROCESS FLOW
TIMELINE

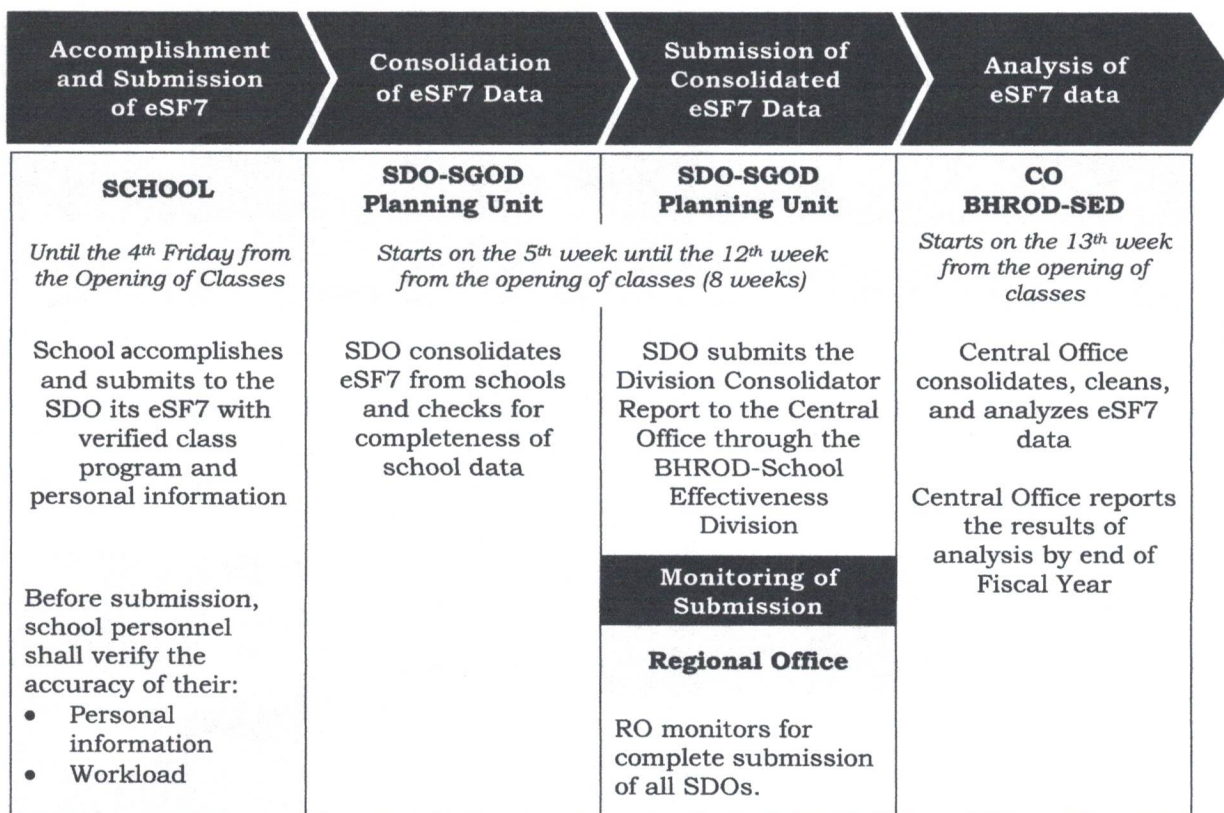
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Doc. Ref. Code		Rev	
Effectivity		Page	3 of 1

**General Process Flow of the Electronic School Form 7 (eSF7)
Data Collection, Analysis, and Report Generation**



The **General Process flow** above shall be broken down per Major Process in the different Governance Levels to better guide the Schools, Schools Division Offices, and Regional Offices on the procedures and timeline of collection, analysis, and report generation of Electronic School Form 7 (eSF7) data.

Electronic School Form 7 (eSF7)
Annex to DM-OUHROD-2024-1436, dated 29 July 2024

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

School Head	School Head with assistance from NTP	All School Personnel	School Head
<i>Before the start of the school year</i> a. Prepare the school program* for the new school year	<i>May be accomplished before the start of the school year until the 4th Friday from the opening of classes</i> a. Accomplish the eSF7 for the new school year <i>Use the school program as basis for inputting the teaching load.</i>	a. Verify the accuracy of the following information in the accomplished eSF7: - Personal information - Workload* b. Once all information is verified, the School Head shall sign and facilitate the submission of eSF7.	<i>On or before the 4th Friday from the opening of classes</i> a. Submit to the SDO-SGOD-Planning Unit the accomplished and verified eSF7 in following formats: - Excel File - Signed PDF Furnish the SDO-Curriculum Implementation Division (CID) with a copy of the signed PDF.
*School Head and all school personnel may refer to existing DepEd issuances on learning areas and time allotments.			

2. CONSOLIDATION AND SUBMISSION OF eSF7 DATA (SDO AND RO LEVELS)

SDO-SGOD Planning Unit (Division Planning Officer)	SDO-SGOD Planning Unit (Division Planning Officer) RO (Regional Planning Officer)
<i>May be consolidated as early as the first week of the new school year</i> a. Consolidate submitted eSF7 b. Check the completeness of school submissions <i>In case of incomplete eSF7 data, return the eSF7 to the concerned school for appropriate action.</i> Division ITO may provide TA in terms of the installation of the Division consolidator application and other related concerns.	<i>Starts on the 5th week until the 12th week from the opening of classes (8 weeks)</i> SDO - Division Planning Officers a. Submit the Division Consolidator Report to the Central Office through BHROD-School Effectiveness Division <i>May submit partial reports until completion.</i> RO - Regional Planning Officers a. Monitor the complete submission of all SDOs.

3. ANALYSIS OF eSF7 DATA AND REPORT GENERATION (CO LEVEL)

<i>Starts on the 5th week until the 12th week from the opening of classes (8 weeks)</i> a. Consolidate eSF7 data of all Divisions b. Process and clean the submitted reports BHROD-SED shall provide ROs with updates on the submission status for their monitoring.	<i>Starts on the 13th week from the opening of classes until end of the current Fiscal Year</i> a. Analyze eSF7 data <i>Divisions may also analyze their eSF7 data.</i> b. Report results of analysis by end of Fiscal Year BHROD-SED shall provide Regional and Division-level reports. DepEd field offices may utilize the reports for decision-making purposes.
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