



Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



2001-718

02 January 2025

DIVISION MEMORANDUM
 No. 006, s. 2025

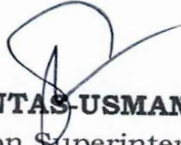
ISSUANCE AND ADOPTION OF THE REVISED ELECTRONIC SCHOOL FORM (ESF7) TOOL STARTING SCHOOL YEAR 2024-2025

To: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District In-Charge
 Public Elementary and Secondary School Heads
 All Other Concerned

- Pursuant to DepEd Order No. 4, s. 2014 "Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014" and DepEd Memorandum No. 052, s. 2023 "Adoption of the DepEd Electronic School Form 7 (eSF7)", the Office of the Undersecretary for Human Resources and Organizational Development (OUHROD), through the Bureau of Human Resource and Organizational Department – School Effectiveness Division (BHROD-SED), issues the **Revised eSF7 Tool** for adoption starting 2024-2025.
- See attached **Annex A** for the **Adjusted Process Flow for eSF7 Data Gathering and Report Generation for SY 2024-2025** which is provided in support of the modified timeline from eSF7 accomplishment and submission to data analysis.
- To access the eSF7 Package including the revised tool, please visit the link **<https://bit.ly/eSF7>**.
- All concerned personnel are directed to read the eSF7 User Manual carefully before navigating and/or completing the school form.



5. This Office directs the immediate and wide dissemination of this Memorandum


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent *Shambae H. Abantas Usman*

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

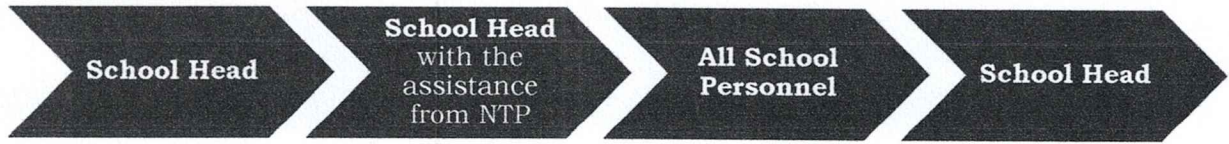
SCHOOL FORMS

SAU/DPN – Issuance and Adoption of the Revised eSF7
02 January 2025

Annex A: Adjusted Process Flow for eSF7 Data Gathering and Report Generation for SY 2024-2025

Accomplishment and Submission of eSF7	Consolidation of eSF7 Data	Analysis of eSF7 Data
SCHOOL	CO BHROD-SED	CO BHROD-SED
December 9, 2024- January 17, 2025	January 20 – February 28, 2025	March 3-31, 2025
<ul style="list-style-type: none"> ✓ Accomplishes the eSF7 ✓ Submits a copy to the SDO with verified class program and personal information <p><i>Note: Before submission, school personnel shall verify the accuracy of their:</i></p> <ul style="list-style-type: none"> a. Personal information b. Workload <ul style="list-style-type: none"> ✓ Submit the eSF7 database to the BHROD-SED 	<ul style="list-style-type: none"> ✓ Receives eSF7 database from schools ✓ Consolidates and cleans eSF7 data <p><i>Note:</i></p> <ul style="list-style-type: none"> a. RO monitors the complete submission of all SDOs b. SDOs monitor the complete submission of all schools 	<ul style="list-style-type: none"> ✓ Analyzes eSF7 data ✓ Reports the results of the analysis

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



<i>Before the start of the school year</i>	<i>December 9, 2024 – January 17, 2025</i>		<i>On or before January 17, 2025</i>
<ul style="list-style-type: none"> ✓ Prepares the school program * for the new school year 	<ul style="list-style-type: none"> ✓ Accomplish the eSF7 for the new school year using the school program as a basis for inputting the teaching load. 	<ul style="list-style-type: none"> ✓ Verify the accuracy of the following information in the accomplished eSF7: <ul style="list-style-type: none"> a. Personal information b. Workload ✓ Once all information is verified, the School Head shall sign and facilitate the submission of eSF7. 	<ul style="list-style-type: none"> ✓ Submits to the SDO-Planning Unit a copy of the accomplished and verified eSF7 in the following formats: <ul style="list-style-type: none"> a. Excel file b. Signed PDF ✓ Furnishes the SDO-Curriculum Implementation Division (CID) with a copy of the signed PDF ✓ Submits the eSF7 database to the BHRD-SED at <u>bit.ly/eSF7-Submit</u>
<p>*The School Head and all school personnel may refer to existing DepEd issuances on learning areas and time allotments.</p>			