



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

October 9, 2023

DIVISION MEMORANDUM
NO. 506 S. 2023

**VIRTUAL ORIENTATION ON THE ADOPTION OF THE DEPED ELECTRONIC
SCHOOL FORM 7 (eSF7)**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID
OIC, Office of the Chief Education Supervisor, SGOD
Education Program Supervisor
Public Schools District Supervisor
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Pursuant to DepEd Memorandum (DM) 52, s. 2023 titled “**Adoption of the DepEd Electronic School Form 7(eSF7)**”, this Office, through the Research and Planning Unit of the School Governance and Operations Division (SGOD), will conduct a Virtual Orientation on the Adoption of the DepEd Electronic School Form 7(eSF7) on October 14, 2023 (Saturday) at 9:00 AM. The link will be posted later in the District Planning Officers’ group chat.
2. This activity aims to:
 - a. orient the Schools on the guidelines stipulated in DepEd Memorandum (DM) 52, s. 2023.
 - b. capacitate the School Heads and School Planning Coordinators on how to encode the needed data on school personnel in the eSF7; and
 - c. provide technical assistance to any issues that may arise in the encoding in the eSF7.
3. Participants to this virtual orientation are the District Supervisors, School Heads and School Planning Coordinators in the Elementary, Secondary and Integrated Schools.
4. The school will first submit the accomplished hard copy of the electronic eSF7 to their respective District Supervisors for validation



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before it is uploaded to the Capiz Division link: <https://tinyurl.com/Capiz-eSF7>. The electronic eSF7 must be uploaded on or before October 27, 2023.

5. Involved Personnel are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled “Updated Guidelines on the Grant of Vacation Service Credits to Teachers.” On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered.
6. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC/D. APOSIN EdD, CESO V
-Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 052, s. 2023
To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYEES

FORMS

RECORDS

TEACHERS



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Enclosure No. 2 to SDM No. 506 s., 2023

TRAINING MATRIX
VIRTUAL ORIENTATION ON THE ADOPTION OF THE DEPED ELECTRONIC
SCHOOL FORM 7 (Esf7)

TIME	ACTIVITY/SESSION	SPEAKER
9:00 - 9:30 AM	National Anthem	On-air
9:30 - 9:45 AM	Prayer	On-air
9:45 - 10:00 AM	Welcome Address	Lunie B. Sampani OIC-Office of the Assistant Schools Division Superintendent
10:00 -10:15 AM	Inspirational Speech	Dr. Miguel Mac D. Aposin, CESO V Schools Division Superintendent
10:15 - 10:30 AM	D.O. 052 s, 2023	Eduardo Villafuerte
10:30 – 10:45 AM	Overview, Guidelines and Process Flow	Rachelle Bolido Dayang
10:45 – 11:00 AM	General Guidelines	July Falagne
11:00 - 11:30 PM	Electronic School Form (eSF7)	Romy Bermudo
11:30 – 12:00 NN	Q&A	Eduardo Villafuerte

ANNEX A

Resource Speakers:

Eduardo Villafuerte

Rachelle Bolido Dayang

July Falagne

Romy Bermudo



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