



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

March 6, 2024

**DIVISION MEMORANDUM**  
NO. **135** S. 2024

**SUBMISSION OF THE ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SCHOOL YEAR 2023-2024**

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

1. Attached is Memorandum DM-OUHROD-2024-0295 dated February 21, 2024 titled "**SUBMISSION OF THE ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SCHOOL YEAR 2023-2024**", which is self explanatory.
2. The District Planning Coordinators shall submit the eSF7 consolidator containing the eSF7 of their respective districts through this link: <https://bit.ly/3Tor2TB> on or before March 13, 2024 as the Division Deadline.
3. The eSF7 Consolidator tool and user manual can be accessed through this link: <https://bit.ly/48Xywlj>
4. Immediate dissemination of and compliance with this Memorandum are desired.

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

Encl.: As stated  
Reference: DM-OUHROD-2024-0295  
To be indicated in the Perpetual Index  
Under the following subjects:  
SCHOOLS INFORMATION TECHNOLOGY TEACHERS



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Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

MAR 05 2024

**REGIONAL MEMORANDUM**

No. 172, s. 2024

**SUBMISSION OF THE ELECTRONIC SCHOOL FORM 7 (eSF7)  
FOR SCHOOL YEAR 2023-2024**

To: Assistant Regional Director  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
Regional/Division Planning Officers  
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2024-0295 dated February 21, 2024, from **Wilfredo E. Cabral**, Regional Director, Officer-in-Charge, Office of the Undersecretary, Human Resource and Organizational Development titled **"Submission of the Electronic School Form 7 (eSF7)."**
2. The SDOs shall submit the eSF7 Division Consolidated Reports through this link: <https://bit.ly/eSF7-SubmitConsolidatorReport> on or before **March 15, 2024**.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated

To be indicated in the Perpetual Index

under the following subjects:

EMPLOYEES	FORMS	LIST
OFFICIALS	RECORDS	SCHOOLS

ADG/DepEd RO6-ADM-PS-RM3-008  
February 29, 2024



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Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM  
DM-OUHROD-2024-0295**

**TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

**FROM : WILFREDO E. CABRAL**  
*Regional Director  
Officer-in-Charge, Office of the Undersecretary for  
Human Resource and Organizational Development*

**SUBJECT : SUBMISSION OF THE ELECTRONIC SCHOOL FORM 7 (eSF7)  
FOR SCHOOL YEAR 2023-2024**

**DATE : 21 February 2024**

Relative to the implementation of DepEd Memorandum (DM) 52, s. 2023, the Adoption of the Electronic School Form 7 (eSF7), this Office reminds all Regional Offices (ROs) and Schools Division Offices (SDOs) about the **submission of the consolidated eSF7**. Item 9 of the enclosure to the said Memorandum states that the *“accomplished electronic form including both the soft copy (Excel file) and the scanned copy duly signed by the School Head (PDF file) shall be submitted to the Division Office on or before the Fourth Friday from the opening of classes.”*

Considering the adjustment period to learning the newly introduced electronic tool, the BHRD extended the deadline **from the fourth Friday from the opening of classes to November 17, 2023**, and has since been accepting submissions beyond the due date.

Given that the Department of Education puts a premium on data-driven decision-making, this Office further reiterates the importance of the data collection from the accomplished eSF7 that shall support the strengthening of school-based workforce management and instituting a conducive environment for quality teaching and learning.

The Office of the Undersecretary for Human Resource and Organizational Development (OUHROD), for this purpose, requires the complete (*i.e., validated and cleaned school-level data*) submission of the **eSF7 Division Consolidated Reports**



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**on or before March 15, 2024.** The SDOs are requested to upload the Consolidated Reports in the provided link: <https://bit.ly/eSF7-SubmitConsolidatorReport>.

For further guidance and information, all field offices of the Department may refer to the *Status of Submission* through this link: <https://bit.ly/eSF7-SubmissionStatus>.

Clarifications regarding this submission may be coursed through the **Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED)** at email address: [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or at telephone number: **(02)-8633-5397**.

**For immediate compliance.**





Republic of the Philippines  
**Department of Education**

DepEd MEMORANDUM

SEP 05 2023

No. **052**, s. 2023

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

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. DepEd Order No. 4, s. 2014, otherwise known as the **Adoption of Modified School Forms (SFs) for all Public Elementary and Secondary Schools Effective End-of-School Year 2013-2014**, institutionalized the utilization of the modified forms to simplify the processing of various school records, thus allowing public school teachers and school heads to focus on the core business of curriculum delivery. One of these modified forms is School Form 7 (SF7) or the **School Personnel Assignment List and Basic Profile**, which provides a list of the school personnel's profile and official duties.
2. As part of its commitment articulated in the MATATAG Agenda to digitize its essential processes, the Department of Education (DepEd) issues the **Electronic School Form 7 (eSF7)** to be adopted by all public schools effective School Year (SY) 2023-2024.
3. The digitization of the form maximizes its function as a tool in establishing a fair and equitable distribution of teacher workload. Moreover, it aims to capture important school-level information crucial in the achievement of strategic workforce management and data-driven human resource decision-making.
4. Additional data elements shall be collected and used for the development of a school personnel database. The supplementary information shall strictly be utilized in the identification of teacher training and professional development needs, projection of workforce trends, and other significant human resource analytics.
5. The standardized process of the electronic version promotes the principles of efficiency, fairness, integrity, and transparency. This electronic version shall reduce the time and effort school personnel spend in data entry and records management without compromising the accuracy, quality, and reliability of the data.
6. In adherence to DO 4, s. 2014, the accomplishment of this electronic form is the primary responsibility and accountability of the **School Head**.
7. This official electronic form can be downloaded at <https://bit.ly/eSF7>. The data consolidator template to be used by the schools division offices (SDOs) is likewise available at the aforementioned online link.

8. In accordance with Republic Act No. 10173 or the Data Privacy Act of 2012, the Department reiterates its inherent commitment to protect and respect its personnel's personal information in various virtual and online school systems. All personal information collected shall be safely stored and processed with utmost confidentiality. This information shall only be accessible to authorized personnel using their official DepEd account.

9. The commercialization of the eSF7 is highly discouraged. Teachers, school heads, and all concerned DepEd personnel including officials from schools division and regional offices are cautioned against individuals and groups that may attempt to sell digitized copies of this new form as well as other modified school forms released through DO 4, s. 2014 and DO 58, s. 2017.

10. For clarifications, kindly coordinate with the **Bureau of Human Resource and Organizational Development-School Effectiveness Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or telephone number (02) 8633-5397.

11. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

  
**GLORIA JUMAMIL-MERCADO**  
Undersecretary

Encl.:

As stated

Reference:

DepEd Order (Nos. 4, s. 2014 and 58, s. 2017)



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

EMPLOYEES  
FORMS  
LIST  
OFFICIALS  
RECORDS  
RULES AND REGULATIONS  
SCHOOLS





**GENERAL GUIDELINES IN THE ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7 (eSF7)**

1. Consistent with **DO 4, s. 2014** or the *Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014*, the electronic School Form 7 (eSF7) shall be accomplished at the **Beginning of the School Year (BoSY)** by the **School Head**. **Non-teaching personnel** shall assist the school head in accomplishing the form.
2. In addition to the submission at the BoSY, **Senior High Schools** shall also submit the updated form at the beginning of the **Second Semester (Third Grading Period)** to account for the changes in the subject assignments.
3. In case of personnel movement during the school year, an updated eSF7 shall be submitted to the Division Office.
4. All school personnel, regardless of position/nature of appointment, should be included in this form. 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.
5. Daily Program portion shall reflect the assigned workload of teaching personnel including subjects taught, advisory class (if applicable), and ancillary/administrative assignments.
6. Integrated schools with the same School ID shall accomplish only one (1) eSF7.
7. In the case of non-teaching personnel providing shared services, their information shall be reflected in their **mother school only** to avoid double entry.
8. In printing the electronic form, it shall be automatically formatted in a Legal or Folio size bond paper.
9. The accomplished electronic form including both the soft copy (Excel file) and the scanned copy duly signed by the School Head (PDF file) shall be submitted to the Division Office on or before the fourth Friday from the opening of classes.

# SUBMISSION OF THE ESF7 FOR SFY 2023-2024

Quick  
Guide

REFERENCE: DM-OUHROD-2024-0295

Submission Status

Submission Form

Links

[bit.ly/eSF7-SubmissionStatus](https://bit.ly/eSF7-SubmissionStatus)

[bit.ly/eSF7-SubmitConsolidatorReport](https://bit.ly/eSF7-SubmitConsolidatorReport)

## STEPS

## Responsible

- 1 Check the Submission Status**  
Check the Submission Status and inform the Regional Planning Officers (RPOs) of their Submission Status.
- 2 Inform the Divisions of the Submission Status**  
Inform the Division Planning Officers of their Submission Status.
- 3 Follow-up the Schools**  
Check the list of schools and follow up those under "Schools without SF7".
- 4 Accomplish and Submit the eSF7**  
Submit the accomplished eSF7 to the Division.
- 5 Consolidate eSF7s and Generate Report**  
Use the Division Consolidator tool to consolidate the newly submitted eSF7s and generate the Consolidator Report.
- 6 Submit the Consolidator Report**  
Submit the Consolidator Report through the **Submission Form on or before 15 March 2024**.
- 7 Update the Submission Status**  
Update the Submission Status with the latest data from the Divisions.

Only the data validated and cleaned by CO is reflected on the Submission Status. Regional Directors (RDs), through the RPOs, shall ensure the 100% submission of all SDOs.

Kindly refer to the 'Remarks' column for further information regarding the status.

If the Divisions have the SF7s of the schools already, proceed to step 5 in case of discrepancies; the Division Planning Officers shall contact SED directly for clarification.

Ensure school IDs and names are correct and all fields are filled with correct data. Download the eSF7 Tool [bit.ly/eSF7](https://bit.ly/eSF7)

Ensure school IDs and names are correct. Download the Division Consolidator Tool [bit.ly/eSF7](https://bit.ly/eSF7)

Tag as "New Batch (if clustered; additional Reports or files)" in the submission form

CO consolidates and cleans the SF7 data from the Divisions, and updates the database

Regional Office

Regional Planning Officers

Division Planning Officers

Schools

Division Planning Officers

Division Planning Officers

Central Office