



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

09 JUL 2025

DIVISION MEMORANDUM

No. 305, s. 2025

**ISSUANCE AND ADOPTION OF THE REVISED ELECTRONIC SCHOOL FORM 7
(ESF7) TOOL STARTING SCHOOL YEAR 2025-2026**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 579, s. 2025, titled Accomplishment of the Electronic School Form 7 (ESF7) for School Year 2025-2026, which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As stated
Reference: Regional Memorandum No. 579, s. 2025
Memorandum DM-OUHROD-2025-1615
To be indicated in the Perpetual Index
under the following subjects:
FORMS SCHOOLS



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

JUN 25 2025

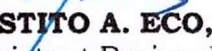
REGIONAL MEMORANDUM

No. 579, s. 2025

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

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2025-1615 dated June 19, 2025, titled Accomplishment of the Electronic School Form 7 (ESF) for School Year 2025-2026, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.


CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Enclosure: None

Reference: Memorandum DM-OUHROD-2025-1615

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

SCHOOL

FORM

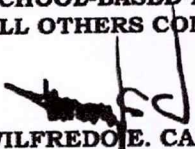
JSS/PPRD-RM on Accomplishment of ESF7...
Q2_RM_013/June 23, 2025



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-1615

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS
SCHOOL-BASED NON-TEACHING PERSONNEL
ALL OTHERS CONCERNED

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

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

DATE : 19 June 2025

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.

Since its implementation, DepEd has had access to various school-level HR data analytics, which have served a 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.

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.

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 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>.
 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 the consolidation of school submissions for SY 2025-2026.
4. **SDO-Level Consolidation and Submission for 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.

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.

For clarification, you may contact the BHROD-SED at telephone number (02)-8633-5397 or email us at bhrod.sed@deped.gov.ph.