



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

DIVISION MEMORANDUM
No. 291, s. 2026

14 JUL 2026

**PREPARATORY ACTIVITIES FOR THE IMPLEMENTATION OF THE ELECTRONIC
SCHOOL FORM 7 (ESF7) FOR SCHOOL YEAR 2026-2027**

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No 692 s. 2026 titled **Preparatory Activities for the Implementation of the Electronic School Form 7 (ESF7) for School Year 2026-2027** which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are hereby directed.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None

Reference: RM Nos. 692, s. 2026

DM-OUHRODI-2026-2259

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

TEACHERS / SCHOOL / DATA



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

REGIONAL MEMORANDUM

No. 692 s. 2026

**PREPARATORY ACTIVITIES FOR THE IMPLEMENTATION OF THE
ELECTRONIC SCHOOL FORM 7 (ESF7)
FOR SCHOOL YEAR 2026-2027**

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHRODI-2026-2259 dated June 25, 2026 from the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure, on the Preparatory Activities for the Implementation of the Electronic School Form 7 (ESF7) for the School Year 2026-2027.

2. Immediate dissemination of and compliance with this Memorandum are desired.


CRISTITO A. ECO, CESO III
Regional Director

Enclosure: None

Reference: Memorandum DM-OUHRODI-2026-2259

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

SCHOOL
FORMS

JEG/PPRD-RM on Preparatory Activities for the...
Q2_RM_018 /July 7, 2026



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026-2159

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS
ALL OTHERS CONCERNED

DEPARTMENT OF EDUCATION	
RECEIVED	
RECORDS SECTION, REGIONAL OFFICE NO. VI	
By: 	06 2026
TIME:	

FROM : 
WILFREDO E. CADRAL
Undersecretary
Human Resource and Organizational Development
and Infrastructure

SUBJECT : PREPARATORY ACTIVITIES FOR THE IMPLEMENTATION OF
THE ELECTRONIC SCHOOL FORM 7 (ESF7) FOR SCHOOL
YEAR 2026-2027

DATE : 25 June 2026

Pursuant to DepEd Order No. 004, s. 2014, and DepEd Memorandum No. 52, s. 2023, the Department of Education (DepEd) shall continue the implementation of the Electronic School Form 7 (eSF7) for School Year (SY) 2026-2027 to support the collection and analysis of school-level personnel and assignment data for planning, policy development, and decision-making.

In support of the continuing implementation of eSF7, the Department is enhancing the digital facility that will be used for collecting, validating, and consolidating School Form 7 data. To ensure readiness for the implementation of the eSF7 for SY 2026-2027, all public schools and concerned offices are directed to undertake the necessary preparatory activities, particularly the preparation and validation of class programs, in accordance with existing policies, standards, and guidelines on curriculum delivery, teaching assignments, and teacher workload.

Accordingly, all concerned shall undertake the following preparatory activities:

- **All Public Elementary and Secondary Schools**
 - Prepare and finalize their class programs for SY 2026-2027 in accordance with existing policies on curriculum delivery, teaching assignments, and workload distribution;



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- Review and validate basic personnel profiles to facilitate encoding once the eSF7 facility becomes available.
- **Schools Division Offices (SDOs)**
 - Provide technical assistance and oversight to schools in the preparation and validation of class programs; and
 - Ensure compliance with existing policies and standards governing curriculum implementation, class organization, and teaching load distribution.
- **Regional Offices (ROs)**
 - Ensure proper dissemination of this Memorandum and provide the necessary guidance to SDOs regarding its implementation; and
 - Monitor the readiness and compliance of SDOs.

A separate issuance shall be released upon the availability of the eSF7 digital facility to outline the implementation guidelines for SY 2026-2027. Consequently, the process flow and timelines prescribed under **DM-OUHROD-2024-1436**, titled **General Process Flow for eSF7 Data Gathering and Report Generation**, shall be updated accordingly.

For any clarification, you may contact **Mx. Ann Lazaro** of the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) at (02) 8633-5397 or via email at bhrod.sed@deped.gov.ph.

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Field Operations

[BHROD-SED/Lazaro]



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