

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**

No. 237 s. 2024

**TO** : Schools Division Superintendents

**FROM** :   
**JOCELYN DR. ANDAYA**  
 Director IV

**SUBJECT** : **ADOPTION OF THE DEPED ELECTRONIC SCHOOL FORM SYSTEM (eSF7)**

**DATE** : February 5, 2024

- Enclosed is a copy of Deped Memorandum 052, s. 2023 on the Adoption of the Deped Electronic School Form 7 (eSF7) dated September 5, 2023 and Memorandum DM-OUHROD-2024-0123 dated January 30, 2024 of OIC-Undersecretary Wilfredo E. Cabral, relative to the above-captioned subject, for information and guidance.
- In this connection, it is requested that the consolidated report should be directly uploaded through this link: <https://bit.ly/eSF7-SubmitConsolidatorReport>, ASAP.
- For immediate dissemination and compliance.



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: ncr@deped.gov.ph  
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1



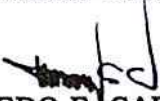
Republika ng Pilipinas

# 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 BHROD 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**

**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  
No. **052**, s. 2023

SEP 05 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.