

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

01 August 2024

REGIONAL MEMORANDUM

ORD. No. 774, s. 2024

To: Schools Division Superintendents
Division Planning Officers
All Others Concerned

**GENERAL PROCESS FLOW FOR ESF7 DATA GATHERING
AND REPORT GENERATION**

1. This is in reference to the attached Memorandum DM-OUHROD-2024-1436, dated July 29, 2024 signed by Wilfredo E. Cabral, Regional Director and Officer-in-Charge, Office of the Undersecretary Human Resource and Organizational Development relative to the above-captioned subject, the contents of which are self-explanatory, for information and appropriate action.
2. In view thereof, this Office reiterates the provision of the said issuance, highlighting paragraph 3 on the **"General Process Flow for eSF7 Data Gathering and Report Generation in Annex A, which contains the detailed procedures and timeline for the collection, analysis, and reporting of eSF7 data to ensure smooth facilitation and effective data management"**.
3. This Office, through the Regional Planning Officers shall monitor the regular submission of all SDOs of the ESF7 Division Consolidator Report. In relation to this, the Schools Division Planning Officers shall accomplish this eSF7 Submission Monitoring link: **bit.ly/NCR eSF7 Monitoring** every week starting August 30, 2024 after sending the same report to the BHROD-SED, Central Office.
4. For questions on the eSF7, please contact BHROD-SED via email at bhrod.sed@deped.gov.ph or phone at (02) 8633-5397. If you have any questions about the monitoring link, please email the Policy, Planning, and Research Division at pprd.ncr@deped.gov.ph.
5. Immediate dissemination and compliance with this Memorandum is desired.

JOCELYN DR ANDAYA
Director IV

Encl.: As stated



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-1436

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND SCHOOLS DIVISION OFFICE
PLANNING OFFICERS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

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

SUBJECT : **GENERAL PROCESS FLOW FOR ESF7 DATA GATHERING**
AND REPORT GENERATION

DATE : 29 July 2024

As part of its ongoing commitment to digitize essential processes, the Department of Education (DepEd) has introduced the Electronic School Form 7 (eSF7) through Department Memorandum 52, s. 2023 (DM 52, s. 2023). This initiative aims to standardize and digitize the SF7 to capture crucial school-level data, facilitating strategic workforce management, and data-driven human resource decisions.

Since its implementation, the eSF7 has been instrumental in collecting data that allows for detailed analysis of workload distribution and validation of personnel profiles.

In alignment with the guidelines outlined in DM 52, s. 2023 and in preparation for the Beginning of School Year (BOSY) 2024-2025, this Office, through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), is issuing the **General Process Flow for eSF7 Data Gathering and Report Generation** (see Annex A). This process flow provides detailed procedures and timeline for the collection, analysis, and reporting of eSF7 data to ensure smooth facilitation, effective data management, and further guide the different governance levels in the Department.

For any questions or concerns, please contact BHROD-SED via email at bhrod.sed@deped.gov.ph or by phone at (02) 8633-5397.

For your information and appropriate action.

[BHROD-SED/Lazaro]

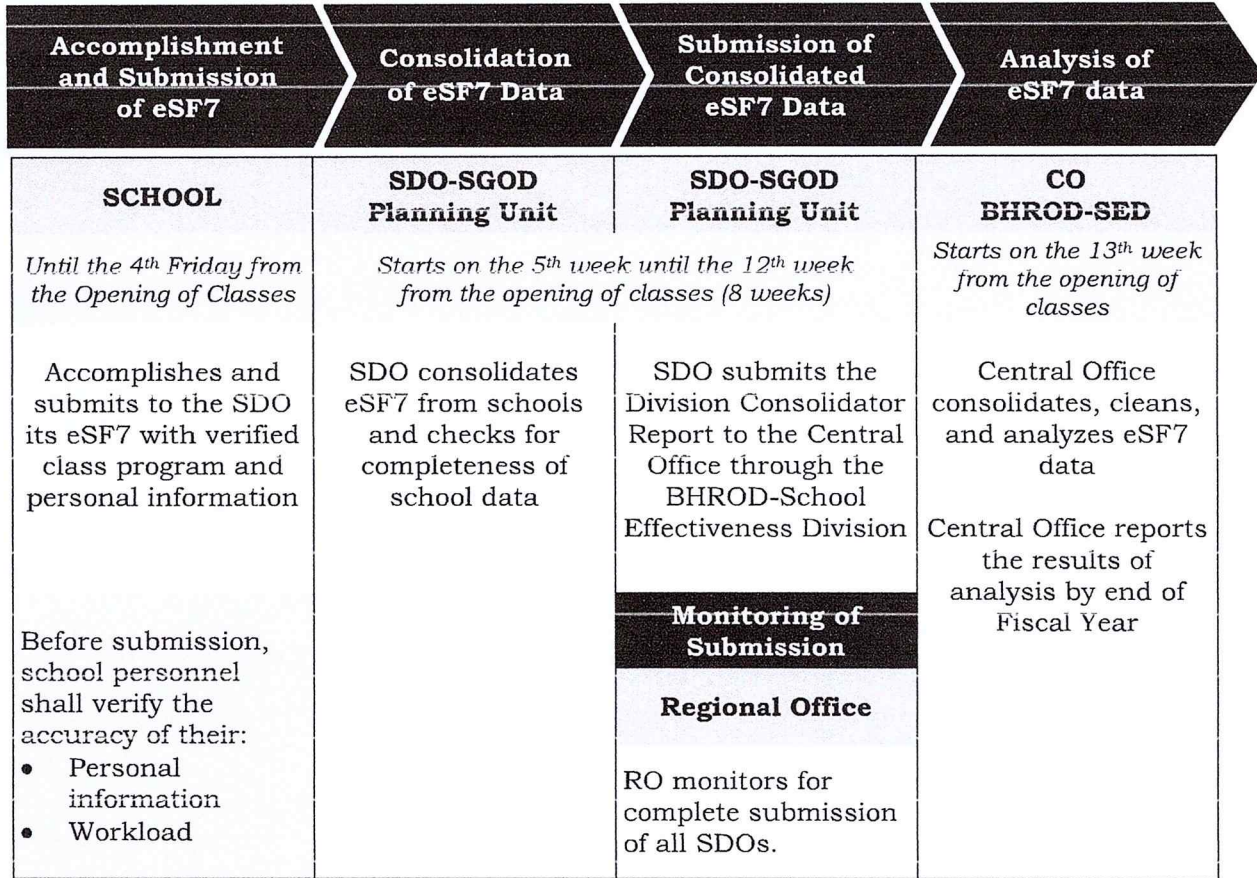


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**General Process Flow for the Electronic School Form 7 (eSF7)
Data Collection, Analysis, and Report Generation**



The **General Process flow** above shall be broken-down per Major Process in the different Governance Levels to better guide the Schools, Schools Division Offices, and Regional Offices on the procedures and timeline of collection, analysis, and report generation of Electronic School Form 7 (eSF7) data.

Annex A: General Process Flow for eSF7 Data Gathering and Report Generation

1. ACCOMPLISHMENT AND SUBMISSION OF THE eSF7 (SCHOOL LEVEL)

School Head	School Head with assistance from NTP	All School Personnel	School Head
<i>Before the start of the school year</i>	<i>May be accomplished before the start of the school year until the 4th Friday from the opening of classes</i>		<i>On or before the 4th Friday from the opening of classes</i>
<p>a. Prepare the school program* for the new school year</p>	<p>a. Accomplish the eSF7 for the new school year</p> <p style="text-align: center;"><i>Use the school program as basis for inputting the teaching load.</i></p>	<p>a. Verify the accuracy of the following information in the accomplished eSF7:</p> <ul style="list-style-type: none"> • Personal information • Workload* <p>b. Once all information is verified, the School Head shall sign and facilitate the submission of eSF7.</p>	<p>a. Submit to the SDO-SGOD-Planning Unit the accomplished and verified eSF7 in following formats:</p> <ul style="list-style-type: none"> • Excel File • Signed PDF <p>Furnish the SDO-Curriculum Implementation Division (CID) with a copy of the signed PDF.</p>
<p>*School Head and all school personnel may refer to existing DepEd issuances on learning areas and time allotments.</p>			

2. CONSOLIDATION AND SUBMISSION OF eSF7 DATA (SDO AND RO LEVELS)

SDO-SGOD Planning Unit (Division Planning Officer)	SDO-SGOD Planning Unit (Division Planning Officer)
SDO-SGOD Planning Unit (Division Planning Officer)	RO (Regional Planning Officer)
<i>May be consolidated as early as the first week of the new school year</i>	<i>Starts on the 5th week until the 12th week from the opening of classes (8 weeks)</i>
<p>a. Consolidate submitted eSF7</p> <p>b. Check the completeness of school submissions</p> <p style="text-align: center;"><i>In case of incomplete eSF7 data, return the eSF7 to the concerned school for appropriate action.</i></p> <p>Division ITO may provide TA in terms of the installation of the Division consolidator application and other related concerns.</p>	<p>SDO - Division Planning Officers</p> <p>a. Submit the Division Consolidator Report to the Central Office through BHROD-School Effectiveness Division</p> <p style="text-align: center;"><i>May submit partial reports until completion.</i></p> <p>RO - Regional Planning Officers</p> <p>a. Monitor the complete submission of all SDOs.</p>

3. ANALYSIS OF eSF7 DATA AND REPORT GENERATION (CO LEVEL)

CENTRAL OFFICE (BHROD-SED)	
<p><i>Starts on the 5th week until the 12th week from the opening of classes (8 weeks)</i></p> <ul style="list-style-type: none"> a. Consolidate eSF7 data of all Divisions b. Process and clean the submitted reports <p>BHROD-SED shall provide ROs with updates on the submission status for their monitoring.</p>	<p><i>Starts on the 13th week from the opening of classes until end of the current Fiscal Year</i></p> <ul style="list-style-type: none"> a. Analyze eSF7 data <i>Divisions may also analyze their eSF7 data.</i> b. Report results of analysis by end of Fiscal Year <p>BHROD-SED shall provide Regional and Division-level reports. DepEd field offices may utilize the reports for decision-making purposes.</p>