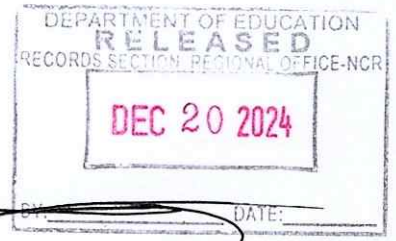




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



18 December 2024

REGIONAL MEMORANDUM

ORD No. 1339, s. 2024

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

**ISSUANCE AND ADOPTION OF THE REVISED ELECTRONIC SCHOOL FORM
(ESF7) TOOL STARTING SCHOOL YEAR 2024-2025**

1. This is in reference to the attached Memorandum DM-OUHROD-2024-3470, dated December 4, 2024 signed by Undersecretary Wilfredo E. Cabral, 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 **Annex A: Adjusted Process Flow for eSF7 Data Gathering and Report Generation for SY 2024-2025**, which contains the detailed responsibilities of each level of governance and timeline of submission. Refer also to **bit.ly/eSF7** for more information.
3. The Schools are to: (a) accomplish all the sheets in the eSF7 Excel file; (b) download the “database” under “Userform” Sheet; (c) upload the “database” file at **bit.ly/eSF7-SubmissionForm**; (c) print the SF7 under the “View” Sheet, have it signed by the School Head, and scan it (d) send the accomplished eSF7 Excel file and scanned SF7 file with signature file to the Schools Division Office.
4. The Schools Division Office shall: (a) receive and ensure the protection and safe keeping of the accomplished eSF7 Excel file and scanned SF7 file with signature in consideration of RA 10173 – Data Privacy Act of 2012, and (b) using the Division Planning Officer’s DepEd email, accomplish this regional monitoring form: **bit.ly/NCRreSF7SubmissionUpdate**.
5. This Office, through the Policy, Planning and Research Division (PPRD), shall monitor the completeness of submission of all Schools Division Offices (SDOs).
6. For clarifications and further inquiries, kindly contact Mr. Vergel Jairus J. Emas, (PPRD), through this Viber number: 09088960977.



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7. For immediate dissemination and strict compliance.

JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-in-Charge, Office of the
Assistant Secretary for Operations

References: *DM-OUHROD-2024-3460: Issuance and Adoption of the Revised Electronic School Form (ESF7) Tool Starting School Year 2024-2025; eSF7 Manual*

To be indicated in the Perpetual Index under the following subjects:
DATA EMPLOYEES SCHOOLS

PPRD/JAI – *Issuance and Adoption of the Revised Electronic School Form (ESF7) Tool Starting School Year 2024-2025*
December 18, 2024



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OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-2470

TO : Regional Directors
Schools Division Superintendents
Field Planning Officers
Public Elementary and Secondary School Heads
School-Based Administrative Officers
All Others Concerned

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

SUBJECT : **ISSUANCE AND ADOPTION OF THE REVISED ELECTRONIC SCHOOL FORM 7 (ESF7) TOOL STARTING SCHOOL YEAR 2024-2025**

DATE : 04 December 2024

Pursuant to DepEd Order No. 4, s. 2014 "Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014" and DepEd Memorandum No. 052, s. 2023 "Adoption of the DepEd Electronic School Form 7 (eSF7)," the Office of the Undersecretary for Human Resource and Organizational Development (OUHROD), through the Bureau of Human Resource and Organizational Department – School Effectiveness Division (BHROD-SED), issues the **Revised eSF7 Tool** for adoption starting SY 2024-2025.

The revised eSF7 tool aims to continuously streamline the processes involved in accomplishing school-level reports and simplify procedures geared toward a data-driven approach to school-based workforce management.

Specific to teaching personnel, the eSF7 tool is guided by the DepEd policy on the operationalization of the national curriculum. The recent developments in the implementation of the curriculum, specifically the flexibility in time allotments for learning areas, necessitated a thorough and careful finalization of the revised eSF7 tool.

In line with DM-OUHROD-2024-1436 "General Process Flow for eSF7 Data Gathering and Report Generation" dated 29 July 2024, please see **Annex A** for the **Adjusted Process Flow for eSF7 Data Gathering and Report Generation for SY 2024-**



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2025 which is provided in support of the modified timeline from eSF7 accomplishment and submission to data analysis. To access the eSF7 Package including the revised tool, please visit the link <https://bit.ly/eSF7>.

All concerned personnel are directed to read the eSF7 User Manual carefully before navigating and/or completing the school form.

To effectively and efficiently manage possible queries and clarifications, the BHROD-School Effectiveness Division (SED) encourages Division-level consolidation of questions before coursing them through the official MS Teams platform with the link <https://bit.ly/eSF7-PlanningOfficersGC>. In case SDO Planning Officers are not yet group members, they may submit a request to join, subject to approval by the Group Administrator.

For immediate dissemination and compliance.

**Copy furnished:
OFFICE OF THE SECRETARY**



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Annex A: Adjusted Process Flow for eSF7 Data Gathering and Report Generation for SY 2024-2025

In light of recent developments on mechanisms affecting the implementation of the eSF7, the **General Process Flow** provided below has been adjusted accordingly.

Accomplishment and Submission of eSF7	Consolidation of eSF7 Data	Analysis of eSF7 Data
SCHOOL	CO BHROD-SED	CO BHROD-SED
<i>December 9, 2024 – January 17, 2025</i>	<i>January 20 – February 28, 2025</i>	<i>March 3 – 31, 2025</i>
<p>Accomplishes the eSF7</p> <p>Submits a copy to the SDO with verified class program and personal information</p>	<p>Receives eSF7 database from schools</p> <p>Consolidates and cleans eSF7 data</p>	<p>Analyzes eSF7 data</p> <p>Reports the results of the analysis</p>
<p>Before submission, school personnel shall verify the accuracy of their:</p> <ul style="list-style-type: none"> • Personal information • Workload 	Monitoring of Submissions by the Regional Offices and Schools Division Offices	
<p>Submit the eSF7 database to the BHROD-SED</p>	<ul style="list-style-type: none"> • ROs monitor the complete submission of all SDOs • SDOs monitor the complete submission of all schools 	

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

School Head	School Head with assistance from NTP	All School Personnel	School Head
<p><i>Before the start of the school year</i></p> <p>a. Prepares the school program* for the new school year</p>	<p><i>December 9, 2024 – January 17, 2025</i></p> <p>a. Accomplish the eSF7 for the new school year</p> <p><i>Use the school program as a 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><i>On or before January 17, 2025</i></p> <p>a. Submits to the SDO-SGOD-Planning Unit a copy of the accomplished and verified eSF7 in the following formats:</p> <ul style="list-style-type: none"> • Excel File • Signed PDF <p>Furnishes the SDO-Curriculum Implementation Division (CID) with a copy of the signed PDF.</p> <p>b. Submits the eSF7 database to the BHROD-SED at bit.ly/eSF7-Submit</p>
<p>*The School Head and all school personnel may refer to existing DepEd issuances on learning areas and time allotments.</p>			



2. CONSOLIDATION OF THE eSF7 DATA (BHROD)

CENTRAL OFFICE (BHROD-SED)

January 20 – February 28, 2025

Monitoring of Submissions by ROs and SDOs	
<p>a. Receives eSF7 database from schools</p> <p>b. Checks the completeness of school submissions</p> <p><i>In case of incomplete eSF7 data, CO shall inform the concerned school through their respective SDO for appropriate action.</i></p> <p><i>SDOs are furnished with the communication for monitoring and resubmission.</i></p> <p>c. Consolidates and cleans submitted eSF7 databases</p>	<p>a. SDOs monitor the complete submission of all schools</p> <p>b. Whenever necessary, the SDOs monitor the accurate resubmission of schools with returned eSF7</p> <p>c. For continuous improvement of school processes, the SDOs evaluate the workload distribution practices of schools based on submitted eSF7</p> <p>d. ROs monitor complete submissions of all its SDOs</p>

3. ANALYSIS OF eSF7 DATA AND REPORT GENERATION (BHROD)

CENTRAL OFFICE (BHROD-SED)

March 3 – 31, 2025

<p>a. Analyzes eSF7 data</p> <p>b. Reports results of analysis</p> <p>c. Provides Division-level and Regional-level reports</p> <p>*DepEd field offices may utilize the reports for decision-making purposes.</p>
