



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

December 27, 2024

DIVISION MEMORANDUM

No. 582, s. 2024

**PREPARATION OF THE REVISED ELECTRONIC SCHOOL FORM 7
(ESF7) TOOL FOR SCHOOL YEAR 2024-2025**

- To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned
1. Anent to Memorandum from the Office of the Undersecretary for Human Resource and Organizational Development dated December 4, 2024, on the **Issuance and Adoption of the Revised School Electronic School Form 7 (ESF7) Tool starting School Year 2024 – 2025**, all schools are expected to prepare the ESF7 on or before the end of January 2025 and keep a copy (both hard and soft) as school file subject to validation and to be used as reference for relevant planning and actions.
 2. 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.
 3. DM-OUHROD-2024-1436, the **“General Process Flow for ESF7 Data Gathering and Report Generation”** dated July 29, 2024, Annex A of which is the **“Adjusted Process Flow for eSF7 Data Gathering and Report Generation for SY 2024 -2025”** provides support of the modified timeline for eSF7 accomplishment and submission to data analysis. To access the eSF7 Package including the revised tool, visit the link <https://bit.ly/eSF7>.
 4. All concerned personnel are directed to read eSF7 User Manual before navigating and/or completing the school form. All inquiries and clarification may be sent to the Planning Officer of the SGOD Office for consolidation to be coursed at the BHROD-School Effectiveness Division (SED).
 5. Attached as Enclosures are the cited Memoranda as references.
 6. Immediate and wide dissemination of the Memorandum is enjoined.

NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent



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

MEMORANDUM
DM-OUHROD-2024-3470

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:
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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/Lazam]

30 JUL 2024



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

Accomplishment and Submission of eSF7	Consolidation of eSF7 Data	Submission of Consolidated eSF7 Data	Analysis of eSF7 data
<p align="center">SCHOOL</p> <p><i>Until the 4th Friday from the Opening of Classes</i></p> <p>Accomplishes and submits to the SDO its eSF7 with verified class program and personal information</p> <p>Before submission, school personnel shall verify the accuracy of their:</p> <ul style="list-style-type: none"> • Personal information • Workload 	<p align="center">SDO-SGOD Planning Unit</p> <p><i>Starts on the 5th week until the 12th week from the opening of classes (8 weeks)</i></p> <p>SDO consolidates eSF7 from schools and checks for completeness of school data</p>	<p align="center">SDO-SGOD Planning Unit</p> <p>SDO submits the Division Consolidator Report to the Central Office through the BHROD-School Effectiveness Division</p> <p align="center">Monitoring of Submission</p> <p align="center">Regional Office</p> <p>RO monitors for complete submission of all SDOs.</p>	<p align="center">CO BHROD-SED</p> <p><i>Starts on the 13th week from the opening of classes</i></p> <p>Central Office consolidates, cleans, and analyzes eSF7 data</p> <p>Central Office reports the results of analysis by end of Fiscal Year</p>

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.

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. Prepare the school program* for the new school year</p>	<p><i>May be accomplished before the start of the school year until the 4th Friday from the opening of classes</i></p> <p>a. Accomplish the eSF7 for the new school year</p> <p><i>Use the school program as basis for inputting the teaching load.</i></p>	<p><i>On or before the 4th Friday from the opening of classes</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 the 4th Friday from the opening of classes</i></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) RO (Regional Planning Officer)
<p><i>May be consolidated as early as the first week of the new school year</i></p> <p>a. Consolidate submitted eSF7</p> <p>b. Check the completeness of school submissions</p> <p><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><i>Starts on the 5th week until the 12th week from the opening of classes (8 weeks)</i></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><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> <p>a. Consolidate eSF7 data of all Divisions</p> <p>b. Process and clean the submitted reports</p> <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> <p>a. Analyze eSF7 data <i>Divisions may also analyze their eSF7 data.</i></p> <p>b. Report results of analysis by end of Fiscal Year</p> <p>BHROD-SED shall provide Regional and Division-level reports. DepEd field offices may utilize the reports for decision-making purposes.</p>