

## Republic of the Philippines Department of Education REGION III

SCHOOLS DIVISION OF BULACAN

December 27, 2024

#### **DIVISION MEMORANDUM**

No. 382, s. 2024

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

Assistant Schools Division Superintendents To: Chief Education Supervisors **Education Program Supervisors** Public Schools District Supervisors Public Elementary and Secondary School Heads All Others Concerned

- 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.
- The revised eSF7 Tool aims to continuously streamline the processes 2. involved in accomplishing school-level reports and simplify procedures geared toward a data-driven approach to school-based workforce management.
- DM-OUHROD-2024-1436, the "General Process Flow for ESF7 Data 3. 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.
- All concerned personnel are directed to read eSF7 User Manual before 4. 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).
- Attached as Enclosures are the cited Memoranda as references. 5.
- 6. Immediate and wide dissemination of the Memorandum is enjoined.

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







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#### Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

#### **MEMORANDUM** DM-OUHROD-2024-34%

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.

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.

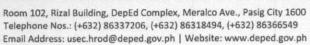
The revised eSF7 tool aims to continuously streamline the processes involved in accomplishing school-level reports and simplify procedures geared toward a datadriven approach to school-based workforce management.

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 <a href="https://bit.ly/eSF7">https://bit.ly/eSF7</a>.

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

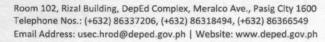
To effectively and efficiently manage possible queries and clarifications, the BHROD-School Effectiveness Division (SED) encourages Division-level consolidation of questions before coursing them through the official MS Teams platform with the link <a href="https://bit.ly/eSF7-PlanningOfficersGC">https://bit.ly/eSF7-PlanningOfficersGC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

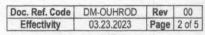
For immediate dissemination and compliance.

Copy furnished: OFFICE OF THE SECRETARY













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# Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMEN

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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

WILFREDOE, 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/Lazaroj

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

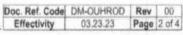
Accomplishment and Submission of eSF7	Consolidation of eSF7 Data	Submission of Consolidated eSF7 Data	Analysis of eSF7 data	
SCHOOL	SDO-SGOD Planning Unit	SDO-SGOD Planning Unit	CO BHROD-SED	
Until the 4th Friday from the Opening of Classes	Starts on the 5th we from the opening	Starts on the 13th week from the opening of classes		
Accomplishes and submits to the SDO its eSF7 with verified class program and personal information	SDO consolidates eSF7 from schools and checks for completeness of school data	SDO submits the Division Consolidator Report to the Central Office through the BHROD-School Effectiveness Division	Central Office consolidates, cleans, and analyzes eSF7 data  Central Office reports the results of	
Before submission,		Monitoring of Submission	analysis by end of Fiscal Year	
school personnel shall verify the accuracy of their:		Regional Office		
<ul><li>Personal information</li><li>Workload</li></ul>		RO monitors for complete submission of all SDOs.	,	

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 All School with assistance School Head School Head Personnel from NTP Before the start May be accomplished before the start of the school year On or before the 4th Friday of the school year until the 4th Friday from the opening of classes from the opening of classes a. Prepare the a. Accomplish the a. Verify the a. Submit to the SDO-SGODschool program\* eSF7 for the new accuracy of the for the new school year following Planning Unit the school year information in accomplished Use the school and verified eSF7 program as basis accomplished in following for inputting the eSF7: formats: teaching load. Personal Excel File information Signed PDF Workload\* Furnish the b. Once all SDO-Curriculum information is Implementation verified, the Division (CID) School Head with a copy of the signed PDF. shall sign and facilitate the submission of eSF7 \*School Head and all school personnel may refer to existing DepEd issuances on learning areas and time allotments.

### 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)

May be consolidated as early as the first week of the new school year

- a. Consolidate submitted eSF7
- b. Check the completeness of school submissions

In case of incomplete eSF7 data, return the eSF7 to the concerned school for appropriate action.

Division ITO may provide TA in terms of the installation of the Division consolidator application and other related concerns.

Starts on the 5th week until the 12th week from the opening of classes (8 weeks)

#### SDO - Division Planning Officers

a. Submit the Division Consolidator Report to the Central Office through BHROD-School Effectiveness Division

May submit partial reports until completion.

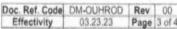
#### **RO** - Regional Planning Officers

a. Monitor the complete submission of all SDOs.





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

#### CENTRAL OFFICE

Starts on the 5th week until the 12th week from the opening of classes (8 weeks)

- a. Consolidate eSF7 data of all Divisions
- b. Process and clean the submitted reports

BHROD-SED shall provide ROs with updates on the submission status for their monitoring.

Starts on the 13th week from the opening of classes until end of the current Fiscal Year

- a. Analyze eSF7 data Divisions may also analyze their eSF7 data.
- b. Report results of analysis by end of Fiscal Year

BHROD-SED shall provide Regional and Division-level reports. DepEd field offices may utilize the reports for decision-making purposes.



