



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. **787**, s. 2023

September 7, 2023

**ADOPTION OF THE DEPED ELECTRONIC SCHOOL FORM 7(e SF7)**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Public Elementary and Secondary School Heads  
**All Others Concerned**

1. Pursuant to DepEd Memorandum No. 052, s.2023 titled, "**ADOPTION OF THE DEPED ELECTRONIC SCHOOL FORM 7(e SF7)**", and as articulated in MATATAG Agenda of the Department of Education (DepEd), this Office through the School Governance Operations Division (SGOD) announces the adoption of the **Electronic School Form 7(eSF7)** by all Public Schools effective School Year (SY) 2023-2024.

2. 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 planned personnel and management of data driven human resource decision making.

3. In adherence to DO 4,s. 2014, the accomplishment of the electronic form is the primary responsibility and accountability of the **School Head**.

4. The 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 also available at the aforementioned online link.

5. The commercialization of the eSF7 is highly discouraged. Teachers, School Heads and all concerned DepEd personnel including Officials from the School Division 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 DO4,s.2014 and DO58,s.2017.

6. Please find enclosure for the General Guidelines.

7. Immediate dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

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**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.

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