



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

Office of the Schools Governance Operations Division

DIVISION MEMORANDUM

August 11, 2025

No. 538, s. 2025

**GUIDELINES ON THE ACCOMPLISHMENT, COLLECTION AND MONITORING OF
THE ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SCHOOL YEAR 2025-2026**

To: Public Elementary and Secondary School Heads
School Registrar and eSF7 Coordinator
All Others Concerned

1. Attached is Regional Memorandum No. 0791 s. 2025 entitled "**GUIDELINES ON THE ACCOMPLISHMENT, COLLECTION AND MONITORING OF ELECTRONIC SCHOOL FORM 7 (eSF7)**", and in line with the DepEd Memorandum No. DM-OUHROD-2025-1615 and the established process flow under DM-OUHROD-2024-1436, this Office issues the following guidelines on the accomplishment of, collection and monitoring of the Electronic School Form 7 (eSF7) for School Year 2025-2026.
2. All public schools are required to accomplish the eSF7 for SY 2025-2026 following the timelines and protocols summarized below:
 - a. Accomplish and submit the verified eSF7 to the respective Schools Division Office (SDO) on or before the 4th Friday from the opening of classes.
 - b. Submit the eSF7 in both Excel (**.xlsx/.xls**) and **signed PDF** formats.
 - c. Schools must allow all personnel to verify their personal data and workload assignments prior to submission.
3. Non-pilot schools shall continue to use the previous years' eSF7 tool by creating a duplicate copy of their year SY 2024-2025 file, renaming it appropriately and updating the contents for the current school year.
4. Pilot schools implementing the Strengthened Senior High School (SSHS) curriculum shall use the Modified eSF7 Tool, available via bit.ly/eSF7.
5. The SDO Consolidator Tool for SY 2025-2026 is not yet available and schools are advised to submit their files to this link: <https://tinyurl.com/eSF7TagbSY2025-2026>.
6. Immediate dissemination and strict compliance with this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph



DEPED TAGBILARAN CITY DIVISION
SDS OFFICE
DOWNLOADED

BY: _____ DATE: 8/8/2025
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

received SGOP: ~~SG~~
8/8/25 @ 4:50 PM

07 AUG 2025

REGIONAL MEMORANDUM

No. 0791 s. 2025

GUIDELINES ON THE ACCOMPLISHMENT, COLLECTION, AND MONITORING OF THE ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SCHOOL YEAR 2025-2026

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. In line with DepEd Memorandum No. DM-OUHROD-2025-1615 and the established process flow under DM-OUHROD-2024-1436, this Office issues the following guidelines on the accomplishment, collection, and monitoring of the Electronic School Form 7 (eSF7) for School Year 2025-2026.
2. All public schools are required to accomplish the eSF7 for SY 2025 following the timelines and protocols summarized below:
 - a. Accomplish and submit the verified eSF7 to the respective **Schools Division Office (SDO)** on or before the **4th Friday from the opening of classes**.
 - b. Submit the eSF7 in both **Excel (.xlsx/.xls)** and **signed PDF** formats.
 - c. Schools must allow all personnel to verify their personal data and workload assignments prior to submission
3. Non-pilot schools shall continue to use the previous year's eSF7 tool by creating a duplicate copy of their SY 2024-2025 file, renaming it appropriately, and updating the contents for the current school year.
4. Pilot schools implementing the Strengthened Senior High School (SSHS) curriculum shall use the Modified eSF7 Tool, available via bit.ly/eSF7.
5. The SDO Consolidator Tool for SY 2025-2026 is not yet available. However, SDOs are advised to:
 - a. Begin collecting and monitoring school submissions
 - b. Hold all eSF7 files at the Division level until the official tool is released
 - c. Refrain from submitting any SY 2025-2026 eSF7 files to the Central Office at this time
6. The Monitoring Tool for SY 2025-2026 will only be issued once consolidated data from SDOs are submitted to the Central Office using the official Division Consolidator Tool.
7. The General Process Flow for the eSF7 implementation is summarized in Annex A to aid all governance levels in understanding their respective roles and timelines.
8. Immediate dissemination and of strict compliance with this Memorandum is desired.



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STJ/FYA/PPRD/MLB/agd



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: (032) 256-9466/639773295904 local 700



DepEd Tayo Region VII



region7.deped.gov.ph





Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

Annex A – GENERAL PROCESS FLOW OF THE ELECTRONIC SCHOOL FORM 7 (eSF7)

GENERAL PROCESS FLOW OF THE ELECTRONIC SCHOOL FORM 7
 (ESF7) DATA COLLECTION, ANALYSIS, AND REPORT GENERATION
 REFERENCE: **DM-OUHROD-2024-1436**

1	2	3	4
<p>ACCOMPLISHMENT AND SUBMISSION OF ESF7</p> <p>SCHOOL</p> <p>Until the 4th Friday from the Opening of Classes</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 info • Workload 	<p>CONSOLIDATION OF ESF7 DATA</p> <p>SDO-SGOD Planning Unit</p> <p>Starts on the 5th week until the 12th week from the opening of classes (8 weeks)</p> <p>SDO consolidates eSF7 from schools and checks for completeness of school data</p>	<p>SUBMISSION OF CONSOLIDATED ESF7 DATA</p> <p>SDO-SGOD Planning Unit</p> <p>Starts on the 5th week until the 12th week from the opening of classes (8 weeks)</p> <p>SDO submits the Division Consolidator Report to the Central Office through the BHROD-School Effectiveness Division</p> <p>MONITORING OF SUBMISSION</p> <p>REGIONAL OFFICE</p> <p>RO monitors for complete submission of all SDOs.</p>	<p>ANALYSIS OF ESF7 DATA</p> <p>CO BHROD-SED</p> <p>Starts on the 13th week from the opening of classes</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>



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
 Telephone Number: (032) 256-9466/639773295904 local 700

DepEd Tayo Region VII

region7.deped.gov.ph





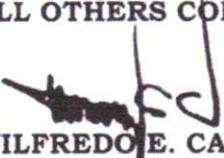
Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-1615

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS
SCHOOL-BASED NON-TEACHING PERSONNEL
ALL OTHERS CONCERNED

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

SUBJECT : **ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7**
(ESF7) FOR SCHOOL YEAR 2025-2026

DATE : 19 June 2025

The Department of Education (DepEd) continues to streamline school processes to improve operational efficiency and ensure that appropriate time and resources are allocated to relevant tasks. In line with this objective, the electronic School Form 7 (eSF7) was developed and implemented beginning School Year (SY) 2023–2024.

Since its implementation, DepEd has had access to various school-level HR data analytics, which have served a crucial role in HR planning and decision-making. Similarly, the innovation has garnered initial commendations from multiple oversight agencies and partner institutions, making the eSF7 an important data source among education stakeholders. Moving forward, the continued use and enhancement of the eSF7 shall further strengthen data-driven human resource management within the basic education sector.

Beginning SY 2025–2026, the Department officially directs the continued use of the eSF7 tool through this issuance, consistent with the provisions of DepEd Order No. 004, s. 2014, and DepEd Memorandum No. 52, s. 2023. This directive is operationally aligned with the implementation arrangements specified in **DM-OUHROD-2024-1436, General Process Flow for ESF7 Data Gathering and Report Generation, dated 29 July 2024.**



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8633-7206
Email Address: usec.hrod@deped.gov.ph
Website: <https://www.deped.gov.ph>

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 2



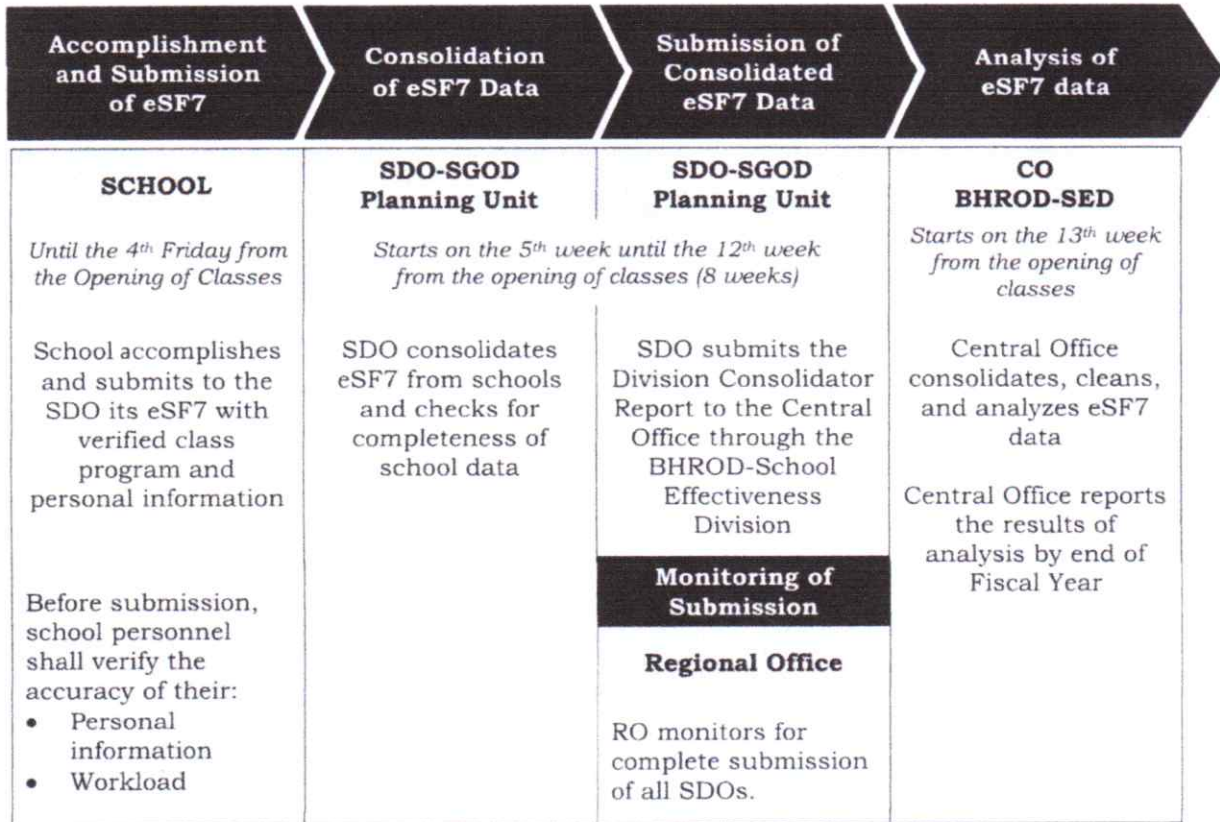
In view of the pilot implementation of the Strengthened SHS curriculum scheduled for School Year 2025–2026, all concerned stakeholders are hereby directed to observe the following guidelines:

1. **Pilot Schools.** Identified pilot schools for the Strengthened SHS curriculum shall temporarily defer completion of the eSF7 until the issuance of the modified version of the tool.
2. **Non-pilot Schools.** Non-pilot schools shall adhere to the standard process flow, implementation arrangements, and timeline outlined in DM-OUHROD-2024-1436. Furthermore:
 - a. **For non-pilot schools accomplishing the eSF7 tool for the first time**
 1. Download the eSF7 tool and read the User Manual via <https://bit.ly/eSF7>.
 2. Guided by the User Manual, accomplish the eSF7 completely, taking careful note of providing accurate information and data requirements.
 - b. **For non-pilot schools updating the eSF7 from SY 2024-2025**
 1. Following the submission protocol implemented for SY 2024-2025, ensure school compliance with the transmittal of the accomplished eSF7 to the SDO and downloaded eSF7 database to the BHROD-School Effectiveness Division (BHROD-SED).
 2. Save a copy of the accomplished eSF7 for SY 2024-2025 for the school's documentation purposes.
 3. Create a duplicate copy of the saved eSF7 and rename it for SY 2025-2026, in accordance with the conventions provided in the User Manual.
 4. Prepare the eSF7 for SY 2025-2026 by updating the previous school year's accomplished form.
 5. Allow school personnel to verify their personal information and workload assignments.
3. **Schools Division Offices (SDOs).** All SDOs are responsible for the consolidation of school submissions for SY 2025-2026.
4. **SDO-Level Consolidation and Submission for SY 2025-2026.** A separate Memorandum will be released for the issuance of the Division Consolidator which shall be used by the Division Planning Officers (DPOs) in their consolidation. The guidelines for submission of consolidated reports will also be communicated separately.

Strict compliance of all public schools and SDOs with these instructions is expected to ensure smooth implementation and data accuracy. Attached to this Memorandum is a copy of the process flow, implementation arrangements, and timeline previously issued as an Annex to DM-OUHROD-2024-1436.

For clarification, you may contact the BHROD-SED at telephone number (02)-8633-5397 or email us at bhrod.sed@deped.gov.ph.

**General Process Flow of 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.

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>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> <ul style="list-style-type: none">a. Consolidate eSF7 data of all Divisionsb. 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>