



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. 284 s. 2026

April 15, 2026

**PREPARATION FOR THE ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SCHOOL
YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads
All Others Concerned

1. This memorandum is issued in reference to the Advisory dated March 31, 2026 from the Bureau of Human Resource and Organizational Development (BHROD), Office of the Director, relative to DM-OUHRoD-2025-1615 titled **Accomplishment of the eSF7 for SY 2025-2026** and Regional Memorandum No. 0326 s. 2026 titled **Preparation for the Electronic School Form 7 (eSF7) for School Year 2025-2026**.
2. With this, all public elementary and secondary schools are advised to review and validate their personnel records, and to undertake the necessary and preparatory activities to ensure that their respective eSF7 data are complete, accurate and error-free prior to submission.
3. Schools are further informed that the eSF7 data shall be deployed by April 2026. Any inconsistencies or incomplete personnel records may affect the timely generation and submission of the said form.
4. A separate memorandum from the Central Office shall be issued to provide detailed guidance on the procedures, requirements, and timelines for the submission of the eSF7. All concerned office is requested to monitor and/or follow future issuances.
5. For queries, you may reach us through 0929-7895319 look for Junicel T. Mancha, Division Planning Officer or to the Regional office through 0917-717-4965 and look for Ms. Helen D. Sabino, CES-PPRD or Ms. Ada G. Dayondon, Planning Officer III-PPRD
6. Immediate and widest dissemination of this Memorandum to all concerned is desired.

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



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

11/15/2026

13 APR 2026

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0326** s. 2026

13 APR 2026

PREPARATION FOR THE ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SCHOOL YEAR 2025-2026

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

1. This Memorandum is issued in reference to the Advisory dated March 31, 2026 from the Bureau of Human Resource and Organizational Development (BHROD), Office of the Director, relative to DM-OUHRoD-2025-1615 titled **Accomplishment of the eSF7 for SY 2025-2026**.
2. With this, all public elementary and secondary schools are advised to review and validate their personnel records, and to undertake the necessary and preparatory activities to ensure that their respective eSF7 data are complete, accurate, and error-free prior to submission.
3. Schools are further informed that the eSF7 data shall be deployed by April 2026. Any inconsistencies or incomplete personnel records may affect the timely generation and submission of the said form.
4. A separate memorandum from the Central Office shall be issued to provide detailed guidance on the procedures, requirements, and timelines for the submission of the eSF7. All concerned offices are requested to monitor and/or follow future issuances.
5. Schools Division Offices, through their respective functional units, are encouraged or requested to provide the necessary technical assistance to schools and support the preparations related to the accomplishment of the eSF7.
6. For queries, you may reach PPRD at 0917-717-4965 and look for Ms. Helen D. Sabino, CES-PPRD or Ms. Ada G. Dayondon, Planning Officer III-PPRD at 09955191667.
7. Immediate dissemination of and strict compliance with this Memorandum are directed.


ARTURO B. BAYOCOT, CESO III
Regional Director

ABB/FYA/PPRD/HDLSS/agd



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



DepEd Tayo Region VII



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

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13 APR 2026

Office of the Regional Director

received from: [Signature]
 4/15/26 @ 8:00

REGIONAL MEMORANDUM

No. 0028 s. 2026

PREPARATION FOR THE ELECTRONIC SERVICE RECORD FORM 7 (eSF7) FOR SCHOOL YEAR 2025-2026

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

1. This Memorandum is issued in reference to the Advisory dated March 31, 2026 from the Bureau of Human Resource and Organizational Development (BHROD), Office of the Director, relative to DM-OUHRoD-2025-1615 titled **Accomplishment of the eSF7 for SY 2025-2026**.
2. With this, all public elementary and secondary schools are advised to review and validate their personnel records, and to undertake the necessary and preparatory activities to ensure that their respective eSF7 data are complete, accurate, and error-free prior to submission.
3. Schools are further informed that the eSF7 data shall be deployed by April 2026. Any inconsistencies or incomplete personnel records may affect the timely generation and submission of the said form.
4. A separate memorandum from the Central Office shall be issued to provide detailed guidance on the procedures, requirements, and timelines for the submission of the eSF7. All concerned offices are requested to monitor and/or follow future issuances.
5. Schools Division Offices, through their respective functional units, are encouraged or requested to provide the necessary technical assistance to schools and support the preparations related to the accomplishment of the eSF7.
6. For queries, you may reach PPRD at 0917-717-4965 and look for Ms. Helen D. Sabino, CES-PPRD or Ms. Ada G. Dayondon, Planning Officer III-PPRD at 09955191667.
7. Immediate dissemination of and strict compliance with this Memorandum are directed.

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**DEPED TAGBILARAN CITY DIVISION
 SDS OFFICE
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 BY _____ DATE: 4/14/2026

[Signature]
ARTURO B. BAYOCOT, CESO III
 Regional Director

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Doña M. Gaisano St., Sudlon, Lahug, Cebu City
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Republika ng Pilipinas

Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
OFFICE OF THE DIRECTOR

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ADVISORY

31 March 2026

This Office issues this Advisory to inform all public schools to prepare their **Electronic School Form 7 (eSF7) for School Year (SY) 2025 – 2026**, relative to the issuance of DM-OUHROD-2025-1615 titled “*Accomplishment of the eSF7 for SY 2025-2026.*” As the tool for submitting eSF7 data has yet to be deployed by April 2026, all public schools are advised to ensure that their eSF7 data is complete and error-free in preparation for submission.

A separate memorandum will be issued to provide guidance on the submission procedures and timelines. Regional and Division Planning Officers are requested to extend technical assistance to schools throughout this process.

For information and appropriate action.

Thank you very much!


DEXTER N. PANTE

Project Development Officer V
Officer-in-Charge, Office of the Director III
Bureau of Human Resource and Organizational Development



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