



Republic of the Philippines  
**Department of Education**  
Region VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

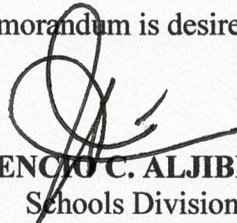
February 24, 2025

**DIVISION MEMORANDUM**

No. 074 s. 2025

**ORIENTATION ON THE REVISED ELECTRONIC SCHOOL FORM 7 (eSF7)**

1. Pursuant to Department Memorandum (DM) No. 52, s. 2023 titled "Adoption of the Electronic School Form 7," the Planning and Research Section of the School Governance and Operations Division (SGOD) shall conduct an orientation on the MATATAG-Based Electronic Form 7 on February 28, 2025, at the Bulwagan ng mga Guro, DepEd Division Office, from 8:30 A.M. to 4:30 P.M.
2. This activity aims to:
  - a. Continuously streamline the processes involved in accomplishing school level reports and simplify procedures geared toward a data-driven approach to school-based workforce management;
  - b. Extend technical guidance to concerned DepEd personnel regarding the flexibility in time allotments for learning areas and the salient features of the electronic tool.
3. The participants required to attend this activity are the forty-six (46) Designated District Administrative Officers.
4. Participants are enjoined to bring laptop with installed MS Office 365, 64-bit version.
5. This Memorandum shall serve as the travel order of the participants.
6. Immediate and wide dissemination of this memorandum is desired.

  
**GAUDENCIO C. ALJIBE JR., PhD., CESO VI**  
Schools Division Superintendent



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar


Telephone No: (055) 500 1020

Email Address: [nsamardivision@deped.gov.ph](mailto:nsamardivision@deped.gov.ph)

Division Office Website: <http://depednsamarph>

DepEd Northern Samar

**RELEASED**

  
Date: FEB 25 2025