Division Memorandum
No. 307 s. of 2025

SUBMISSION OF ELECTRONIC SCHOOL FORM 7 (eSF7)
FOR SCHOOL YEAR 2025-2026

TO: Assistant Schools Division Superintendent
Public Schools District Supervisor/District In-Charge
Public School Heads
School Administrative Officers
All Others Concerned

1. Pursuant to DM-OUHROD-2025-1615, all public schools are directed to submit the eSF7 in both excel file and signed pdf format via email to planningandresearch.northernsamar@deped.gov.ph **on or before September 26, 2025**. Submitted files must follow the prescribed file name format:

   for Elementary, JHS only and IS without SHS

   eSF7-RO8-NorthernSamar-_School ID-SchoolName-_**SY2025-2026**

   for JHS with SHS, Stand-Alone SHS and IS with SHS

   eSF7-RO8-NorthernSamar-_School ID-SchoolName-_**SY2025-2026_1stSem**

2. Pilot Schools implementing Strengthened Senior High School Curriculum shall use the tool esf7 for SSHS Pilot Schools.

3. Non-pilot schools shall comply with the standard process flow and implementation arrangements provided in DM-OUHROD-2024-1436. The school may also update the previous school year's accomplished form to prepare their eSF7 for SY 2025-2026 and allow the school personnel to verify their personnel information and workload assignments before submission to SDO.

4. For reference, schools can access guides and reference through **https://bit.ly/eSF7.**

5. Strict compliance with this Memorandum is directed.

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

RELEASED

Date: SEP 10 2025

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	:	**WILFREDO E. 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/ Lazaro]

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
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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 week until the 12th week from the opening of classes (8 weeks)*		*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 analysis by end of Fiscal Year
		Monitoring of Submission	
Before submission, school personnel shall verify the accuracy of their:		**Regional Office**	
• Personal information • Workload		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.

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Annex A: General Process Flow for eSF7 Data Gathering and Report Generation

1. ACCOMPLISHMENT AND SUBMISSION OF THE eSF7 (SCHOOL LEVEL)

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

*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	*Starts on the 5th week until the 12th week from the opening of classes (8 weeks)*
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.	**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 (BHROD-SED)	
Starts on the 5th week until the 12th week from the opening of classes (8 weeks)	*Starts on the 13th week from the opening of classes until end of the current Fiscal Year*
a. Consolidate eSF7 data of all Divisions **b.** Process and clean the submitted reports	**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 ROs with updates on the submission status for their **monitoring**.	BHROD-SED shall provide Regional and Division-level reports. DepEd field offices may utilize the reports for decision-making purposes.

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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 t o 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.

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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:
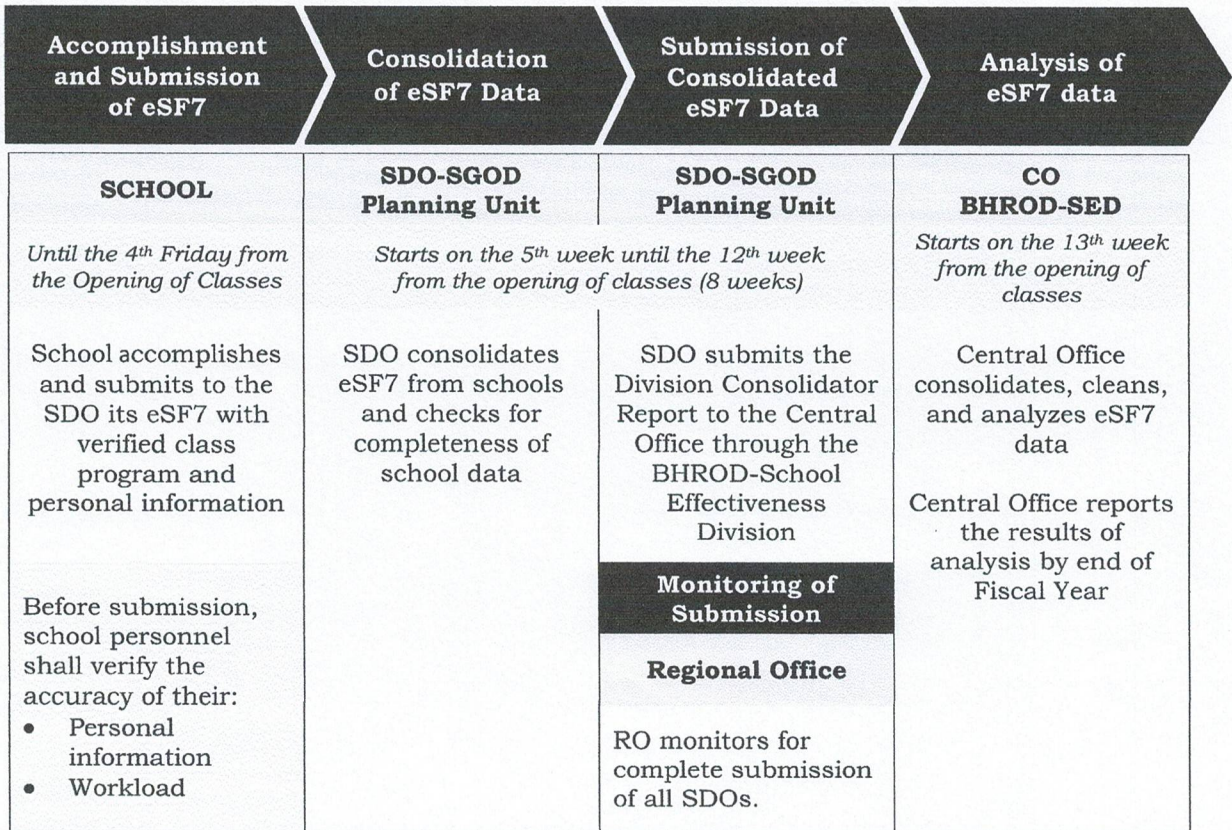
1. **Pilot Schools.** Identified pilot schools for the Strengthened SHS curriculum shall temporarily defer completion of the eSF7 until the issuance of the modified version of the tool.

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.

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Electronic School Form 7 (eSF7)
Annex to DM-OUHROD-2024-1436, dated 29 July 2024

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