



Republic of the Philippines
Department of Education (DepEd)
Region VIII (Eastern Visayas)
DIVISION OF NORTHERN SAMAR

July 20, 2026

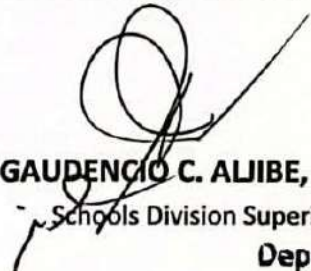
DIVISION MEMORANDUM

No. 280s. of 2026

DISSEMINATION OF DM-OUHRODI-2026-2259 ON THE PREPARATORY ACTIVITIES FOR THE IMPLEMENTATION OF THE ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SCHOOL YEAR 2026-2027

To: Assistant Schools Division Superintendents
Chief, Curriculum and Implementation Division
Chief, Schools Governance and Operations Division
Public Schools District Supervisors/District Heads
School Administrative Officers
All others concerned

1. Attached is a copy of DepEd Memorandum DM-OUHRODI-2026-2259, dated June 25, 2026, entitled "Preparatory Activities for the Implementation of the Electronic School Form 7 (eSF7) for School Year 2026-2027," for the information, guidance, and appropriate action of all concerned.
2. The memorandum provides the guidelines and preparatory activities relative to the implementation of the Electronic School Form 7 (eSF7), which aims to enhance the efficiency, accuracy, and timeliness of personnel data management and reporting in schools through a digital platform.
3. In this connection, all School Heads are directed to:
 - a. Disseminate the contents of the attached DepEd Memorandum to all concerned personnel;
 - b. Ensure the participation of school personnel in the preparatory activities related to the implementation of the eSF7; and
 - c. Verify and update school and personnel data in preparation for the encoding in the esf7 tool.
4. A separate Division Memorandum shall be issued upon the release and availability of the enhanced eSF7 tool, including any additional guidelines necessary for its implementation.
5. For clarifications, schools may coordinate through the SDO Planning and Research Section of the Schools Governance and Operations Division (SGOD).
6. Immediate and widest dissemination of and strict compliance with this Memorandum are hereby directed.


GAUDENCIO C. ALIBE, JR. CESO VI

Schools Division Superintendent

DepEd Northern Samar

RECEIVED



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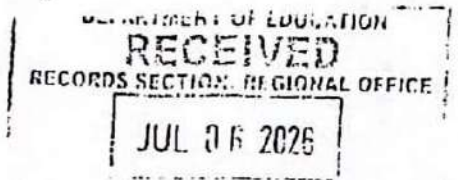


Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

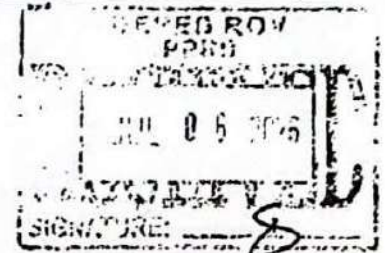
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE



By: *[Signature]* Date: *11:22 am*

MEMORANDUM

DM-OUHRODI-2026-2159



TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : *[Signature]* WILFREDO E. GABRAL
Undersecretary
Human Resource and Organizational Development
and Infrastructure

SUBJECT : PREPARATORY ACTIVITIES FOR THE IMPLEMENTATION OF
THE ELECTRONIC SCHOOL FORM 7 (ESF7) FOR SCHOOL
YEAR 2026-2027

DATE : 25 June 2026

Pursuant to DepEd Order No. 004, s. 2014, and DepEd Memorandum No. 52, s. 2023, the Department of Education (DepEd) shall continue the implementation of the Electronic School Form 7 (eSF7) for School Year (SY) 2026-2027 to support the collection and analysis of school-level personnel and assignment data for planning, policy development, and decision-making.

In support of the continuing implementation of eSF7, the Department is enhancing the digital facility that will be used for collecting, validating, and consolidating School Form 7 data. To ensure readiness for the implementation of the eSF7 for SY 2026-2027, all public schools and concerned offices are directed to undertake the necessary preparatory activities, particularly the preparation and validation of class programs, in accordance with existing policies, standards, and guidelines on curriculum delivery, teaching assignments, and teacher workload.

Accordingly, all concerned shall undertake the following preparatory activities:

- **All Public Elementary and Secondary Schools**
 - Prepare and finalize their class programs for SY 2026-2027 in accordance with existing policies on curriculum delivery, teaching assignments, and workload distribution;



- o Review and validate basic personnel profiles to facilitate encoding once the eSF7 facility becomes available.

- **Schools Division Offices (SDOs)**

- o Provide technical assistance and oversight to schools in the preparation and validation of class programs; and
- o Ensure compliance with existing policies and standards governing curriculum implementation, class organization, and teaching load distribution.

- **Regional Offices (ROs)**

- o Ensure proper dissemination of this Memorandum and provide the necessary guidance to SDOs regarding its implementation; and
- o Monitor the readiness and compliance of SDOs.

A separate issuance shall be released upon the availability of the eSF7 digital facility to outline the implementation guidelines for SY 2026–2027. Consequently, the process flow and timelines prescribed under **DM-OUHROD-2024-1436**, titled **General Process Flow for eSF7 Data Gathering and Report Generation**, shall be updated accordingly.

For any clarification, you may contact **Mx. Ann Lazaro** of the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) at (02) 8633-5397 or via email at bhrod.sed@deped.gov.ph.

Copy furnished:

Office of the Secretary
Office of the Undersecretary for Field Operations

[BHROD-SED/ Lazaro]



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