



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM-2023-09-398
DEPED MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 398, s. 2023

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
This Division

From: **CHERRY MAE L. LIMBACO-REYES**
Schools Division Superintendent

Date: September 20, 2023

Subject: **Submission of Electronic School Form 7 (eSF7)**

1. Pursuant to the attached DepEd Memorandum No. 052, s. 2023 *re: Adoption of the DepEd Electronic School Form (eSF7)* dated September 5, 2023. All schools are directed to strictly follow general guidelines stated in the said memorandum.
2. Schools are directed to submit the accomplished Electronic School form (eSF7) both in softcopy (excel file) and scanned copy duly signed by the School head (PDF file) on or before September 28, 2023.
3. Excel file shall be submitted through email to novem.sescon@deped.gov.ph.
4. Queries related to this can be relayed to Novem A. Sescon Planning Officer III through 09064709040,

Copy Furnished:



Address: Sayre Highway, Purok 6, Casisang, Malaybalay City
Telefax: (088) 314 - 0094
Email Address: malaybalay.city@deped.gov.ph



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Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **052**, s. 2023

SEP 05 2023

ADOPTION OF THE DEPED ELECTRONIC SCHOOL FORM 7 (eSF7)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. DepEd Order No. 4, s. 2014, otherwise known as the **Adoption of Modified School Forms (SFs) for all Public Elementary and Secondary Schools Effective End-of-School Year 2013-2014**, institutionalized the utilization of the modified forms to simplify the processing of various school records, thus allowing public school teachers and school heads to focus on the core business of curriculum delivery. One of these modified forms is School Form 7 (SF7) or the **School Personnel Assignment List and Basic Profile**, which provides a list of the school personnel's profile and official duties.
2. As part of its commitment articulated in the MATATAG Agenda to digitize its essential processes, the Department of Education (DepEd) issues the **Electronic School Form 7 (eSF7)** to be adopted by all public schools effective School Year (SY) 2023-2024.
3. The digitization of the form maximizes its function as a tool in establishing a fair and equitable distribution of teacher workload. Moreover, it aims to capture important school-level information crucial in the achievement of strategic workforce management and data-driven human resource decision-making.
4. Additional data elements shall be collected and used for the development of a school personnel database. The supplementary information shall strictly be utilized in the identification of teacher training and professional development needs, projection of workforce trends, and other significant human resource analytics.
5. The standardized process of the electronic version promotes the principles of efficiency, fairness, integrity, and transparency. This electronic version shall reduce the time and effort school personnel spend in data entry and records management without compromising the accuracy, quality, and reliability of the data.
6. In adherence to DO 4, s. 2014, the accomplishment of this electronic form is the primary responsibility and accountability of the **School Head**.
7. This official electronic form can be downloaded at <https://bit.ly/eSF7>. The data consolidator template to be used by the schools division offices (SDOs) is likewise available at the aforementioned online link.

8

8. In accordance with Republic Act No. 10173 or the Data Privacy Act of 2012, the Department reiterates its inherent commitment to protect and respect its personnel's personal information in various virtual and online school systems. All personal information collected shall be safely stored and processed with utmost confidentiality. This information shall only be accessible to authorized personnel using their official DepEd account.

9. The commercialization of the eSF7 is highly discouraged. Teachers, school heads, and all concerned DepEd personnel including officials from schools division and regional offices are cautioned against individuals and groups that may attempt to sell digitized copies of this new form as well as other modified school forms released through DO 4, s. 2014 and DO 58, s. 2017.

10. For clarifications, kindly coordinate with the **Bureau of Human Resource and Organizational Development-School Effectiveness Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bhrod.sed@deped.gov.ph or telephone number (02) 8633-5397.

11. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:


GLORIA JUMAMIL-MERCADO
Undersecretary

Encl.:

As stated

Reference:

DepEd Order (Nos. 4, s. 2014 and 58, s. 2017)



To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
FORMS
LIST
OFFICIALS
RECORDS
RULES AND REGULATIONS
SCHOOLS



GENERAL GUIDELINES IN THE ACCOMPLISHMENT OF THE ELECTRONIC SCHOOL FORM 7 (eSF7)

1. Consistent with **DO 4, s. 2014** or the *Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014*, the electronic School Form 7 (eSF7) shall be accomplished at the **Beginning of the School Year (BoSY)** by the **School Head**. **Non-teaching personnel** shall assist the school head in accomplishing the form.
2. In addition to the submission at the BoSY, **Senior High Schools** shall also submit the updated form at the beginning of the **Second Semester (Third Grading Period)** to account for the changes in the subject assignments.
3. In case of **personnel movement** during the school year, an updated eSF7 shall be submitted to the Division Office.
4. All school personnel, regardless of position/nature of appointment, should be included in this form. The eSF7 automatically arranges the school personnel from the highest rank down to the lowest. This form shall also serve as an inventory list of school personnel.
5. Daily Program portion shall reflect the assigned workload of teaching personnel including subjects taught, advisory class (if applicable), and ancillary/administrative assignments.
6. Integrated schools with the same School ID shall accomplish only one (1) eSF7.
7. In the case of non-teaching personnel providing shared services, their information shall be reflected in their **mother school only** to avoid double entry.
8. In printing the electronic form, it shall be automatically formatted in a Legal or Folio size bond paper.
9. The accomplished electronic form including both the soft copy (Excel file) and the scanned copy duly signed by the School Head (PDF file) shall be submitted to the Division Office on or before the fourth Friday from the opening of classes.