



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023-375

To : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Planning Officer II
Elementary and Secondary Public School Heads
All Others Concerned

Subject : ADOPTION OF THE DEPED ELECTRONIC SCHOOL FORM 7 (Esf7)

Date : September 18, 2023

Herewith are Regional Memorandum AD-2023-188 and DepEd Memorandum No. 052, s. 2023 dated September 05, 2023 informing all the concerned DepEd personnel in the institutionalization of Electronic School Form 7 (eSF7) which provides a list of school personnel's profile and official duties. One of the purposes of this action is to maximize its function as a tool in establishing a fair and equitable distribution of teacher workload.

Anent to this, Public Schools District Supervisors are hereby directed to ensure the compliance of School Heads to this issuance, as the latter hold the primary responsibility and accountability of this task in adherence to DO 4, s. 2014.

This official electronic form can be downloaded from <https://bit.ly/eSF7>. The data consolidator template to be used by the Schools Division Offices (SDOs) through the Planning Office is likewise available at the aforementioned online link.

Further, this Office reiterates the Department's inherent commitment to protect and respect its personnel's personal information in various virtual and online school systems.

For information and compliance.

For and in the absence of the
Schools Division Superintendent

PETER JASON C. SENARILLOS
Senior Education Program Specialist
Officer-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
29-08/07
DATE: SEP 21 2023 TIME: 1:07 PM
BY: [Signature]

Enclosed: As stated
CID/bsd



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Republic of the Philippines
Department of Education
 DAVAO REGION

DepEd Schools Division of Digos City
 RECORDS SECTION
 RECEIVED
 DATE: 12 SEP 2023
 TIME: 11:48
 108107

Office of the Regional Director

REGIONAL MEMORANDUM
 AD-2023-188

To : Assistant Regional Director
 Schools Division Superintendents
 Chief of Functional Divisions - PPRD and AD

Subject: ADOPTION OF THE DEPED ELECTRONIC
 SCHOOL FORM 7 (eSF7)

Date : September 11, 2023

Herewith is DepEd Memorandum No. 052, s. 2023 dated September 05, 2023 informing all the concerned DepEd personnel in the institutionalization of Electronic School Form 7 (eSF7) which provides a list of school personnel's profile and official duties. One of the purposes of this action is to maximize its function as a tool in establishing a fair and equitable distribution of teacher workload.

Anent to this, Schools Division Superintendents are hereby directed to ensure the compliance of School Heads to this issuance, as the latter hold the primary responsibility and accountability of this task.

Further, this Office reiterates the Department's inherent commitment to protect and respect its personnel's personal information in various virtual and online school systems.

For information and strict compliance.

ALLAN G. FARNAZO
 Director IV

Enclosed: As stated.

ROA3/PS/ljtj

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED

By: *[Signature]*
 Date: *[Signature]* 12, 2023
 23521



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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.

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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.