



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 234, 2024

SUBMISSION OF TEACHER AND CLASS PROGRAMS FOR SY 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to Memorandum DM-OUHROD-2024-1436 titled "General Process Flow for eSF7 Data Gathering and Report Generation", all public schools are required to prepare their teacher and class programs in accordance with the time allotment specified in the MATATAG Curriculum while awaiting the release of the enhanced Electronic School Form 7 (eSF7).
2. A copy of the said documents shall be uploaded thru the link: <https://tinyurl.com/2024-2025-ClassPrograms> on or before August 1, 2024 and one (1) hardcopy shall be submitted to the Records Office immediately for checking and verification before they are encoded in the eSF7.
3. Schools are also advised to review related issuances and IEC materials in the eSF7 Package folder **bit.ly/eSF7**.
4. Attached is the copy of the memorandum for your reference.
5. Immediate dissemination of this memorandum is desired.



for 
VILMA D. EDA, CESO V
Schools Division Superintendent

Enclosure/s: as stated

References: BHROD Announcements BY: *J*

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

ESF7 CLASS PROGRAMS

gpc/SGOD/SF7



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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]

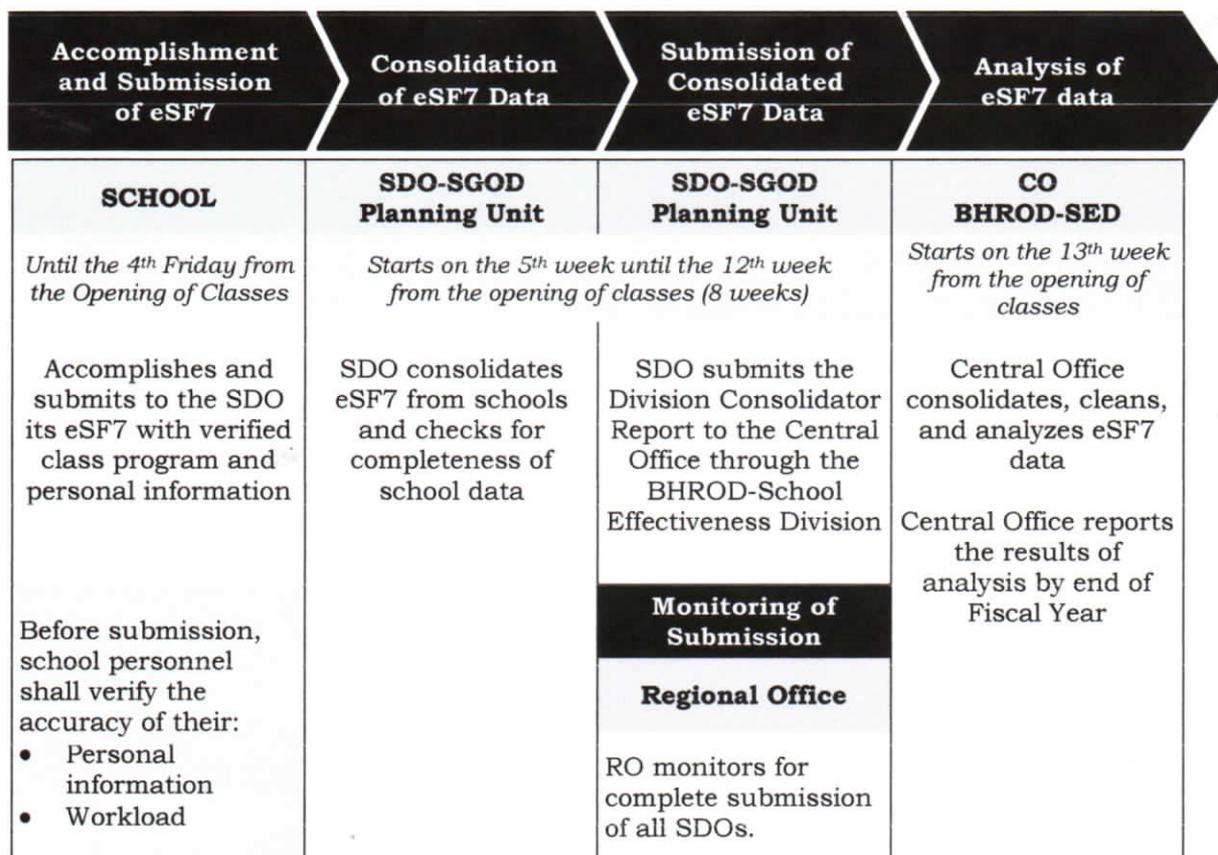


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Doc. Ref. Code	DM-OUHROD	Rev	00
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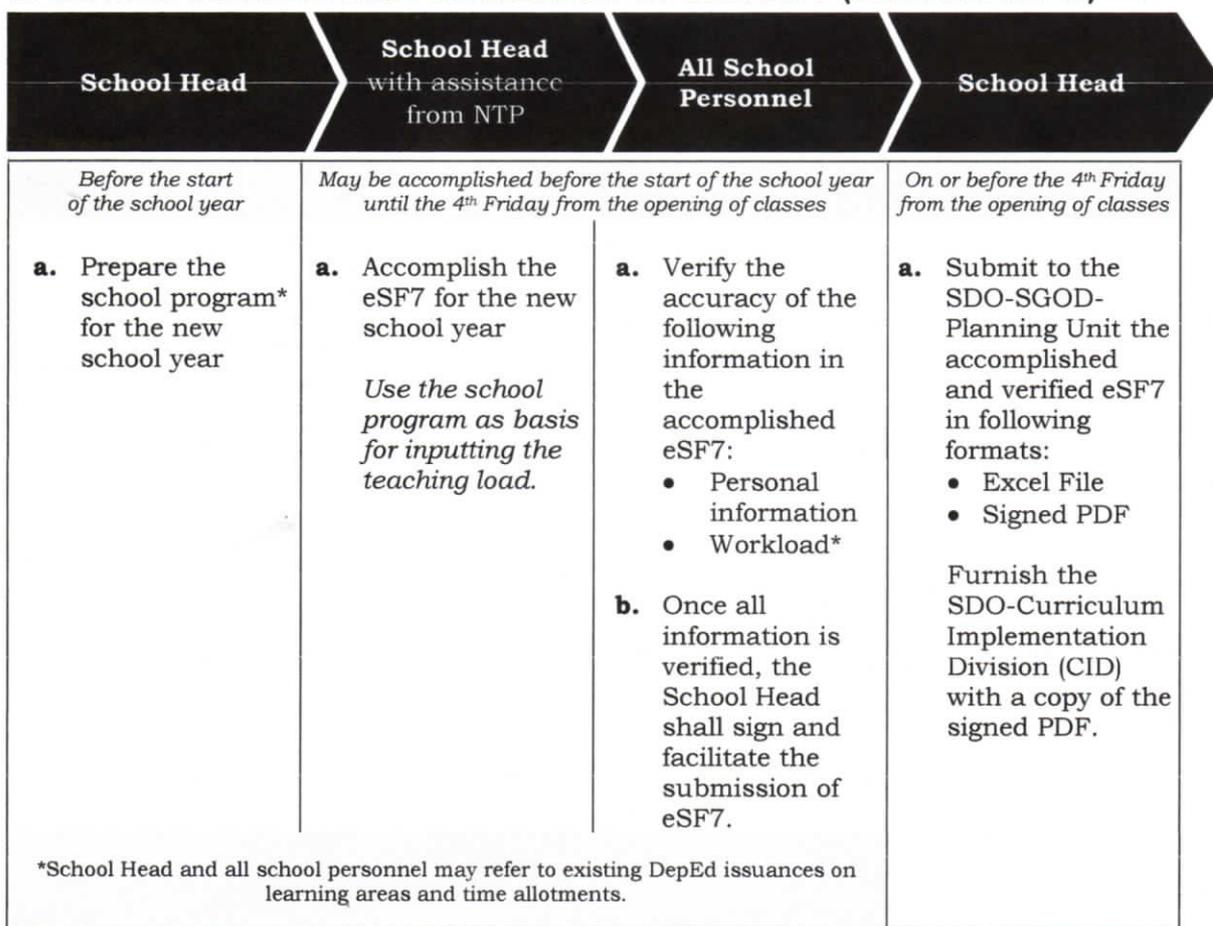
**General Process Flow for the Electronic School Form 7 (eSF7)
Data Collection, Analysis, and Report Generation**



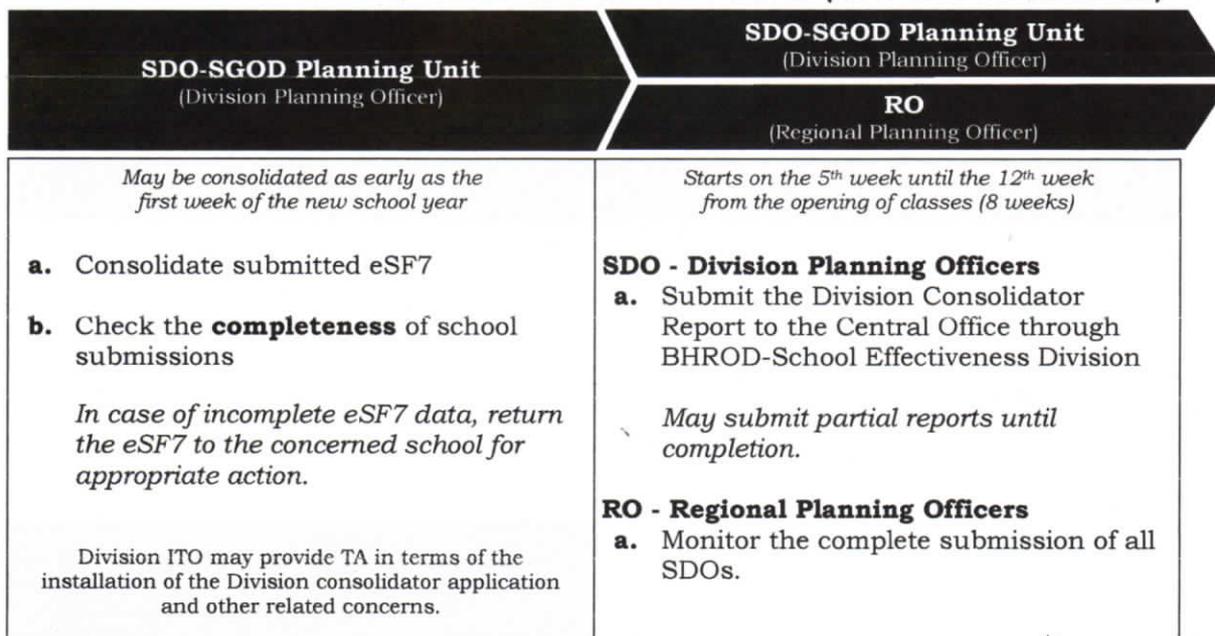
The **General Process flow** above shall be broken-down per Major Process in the different Governance Levels to better guide the Schools, Schools Division Offices, and Regional Offices on the procedures and timeline of collection, analysis, and report generation of Electronic School Form 7 (eSF7) data.

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

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



2. CONSOLIDATION AND SUBMISSION OF eSF7 DATA (SDO AND RO LEVELS)



3. ANALYSIS OF eSF7 DATA AND REPORT GENERATION (CO LEVEL)

CENTRAL OFFICE (BHROD-SED)	
<p><i>Starts on the 5th week until the 12th week from the opening of classes (8 weeks)</i></p> <ul style="list-style-type: none"> a. Consolidate eSF7 data of all Divisions b. Process and clean the submitted reports <p>BHROD-SED shall provide ROs with updates on the submission status for their monitoring.</p>	<p><i>Starts on the 13th week from the opening of classes until end of the current Fiscal Year</i></p> <ul style="list-style-type: none"> a. Analyze eSF7 data <i>Divisions may also analyze their eSF7 data.</i> b. Report results of analysis by end of Fiscal Year <p>BHROD-SED shall provide Regional and Division-level reports. DepEd field offices may utilize the reports for decision-making purposes.</p>

IMPORTANT ANNOUNCEMENT

30 July 2024 • Tuesday

eSF7 General Process Flow: *An Additional Guide*

BHROD-SED has issued the **General Process Flow for eSF7 Data Gathering and Report Generation** through **DM-OUHROD-2024-1436**. 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.

We acknowledge that the timeline specified in the DM may not be feasible due to recent developments. Therefore, it will be adjusted accordingly. In the meantime, we recommend that schools prepare their class programs while awaiting the release of the enhanced Electronic School Form 7 (eSF7). Schools may also review related issuances and IEC materials that our team will upload to the eSF7 Package folder (bit.ly/eSF7).

We appreciate your patience and cooperation during this transition.

Thank you.

Sincerely,

BHROD-SED



IMPORTANT ANNOUNCEMENT

23 July 2024 • Tuesday

eSF7 Tool Update

The Policy Guidelines on the Implementation of the MATATAG Curriculum (DO_s2024_010) have been issued today. In line with this, the eSF7 tool will be updated to reflect the revised time allotments specified in the MATATAG Curriculum. Please be advised that this update may cause a delay in the release of the enhanced tool. However, we are committed to finalizing and releasing the updated eSF7 tool at the earliest possible time.

In the interim, we recommend that schools prepare their class programs in accordance with the MATATAG Curriculum while awaiting the release of the electronic School Form 7 (eSF7).

Additionally, our team will begin uploading IEC materials to the eSF7 Package folder (bit.ly/eSF7) by Thursday, July 25, 2024. These materials can be shared with schools for their review and to aid in the preparation for the accomplishment of the eSF7 tool.

We appreciate your patience and cooperation during this transition.

Thank you.

Sincerely,

BHRD-SED

DepEd MATATAG

