



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

2004 - 258

DIVISION MEMORANDUM

No. 267, s. 2026

14 APR 2026

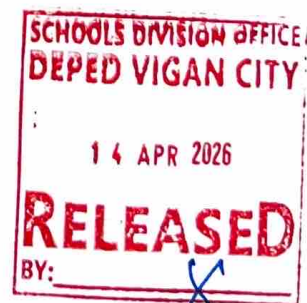
**PREPARATION OF THE ELECTRONIC SCHOOL FORM 7 (ESF7) FOR
 SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Elementary and Secondary Schools Heads
 All Others Concerned

1. In line with Regional Memorandum No. 419, s. 2026 and the Advisory from the Bureau of Human Resource and Organizational Development (BHRD) dated March 31, 2026, this Office advised all public elementary and secondary schools to ensure the complete and error-free preparation and submission of Electronic School Form 7 (eSF7) for School Year 2025-2026.
2. The primary objective of this directive is to ensure that all school-level data is accurate and updated in anticipation of the official deployment of the eSF7 submission tool.
3. A separate issuance providing specific submission procedures, links, and timelines will be released once the official guidelines are finalized by the Central Office.
4. Immediate dissemination of this Memorandum is desired.

VILMA D. EDA, CESO V
 Schools Division Superintendent

SGOD/gpc/ESF7
 4.8.2026



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Republic of the Philippines
Department of Education
 REGION I



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REGIONAL MEMORANDUM

No. 419 s. 2026

**PREPARATION OF THE ELECTRONIC SCHOOL FORM 7 (ESF7)
 FOR SCHOOL YEAR 2025-2026**

To: Schools Division Superintendents

1. Per attached Advisory relative to the issuance of DM-OUHROD-2025-1615 titled "*Accomplishment of the eSF7 for SY 2025-2026*", the Department officially directs all public schools to ensure that their eSF7 data is complete and error-free in preparation for submission.
2. A separate memorandum will be issued to provide guidance on the submission procedures and timelines. Division Planning Officers are requested to extend technical assistance to schools throughout the process.
3. For information and appropriate action.

RHODA T. RAZON
 Assistant Regional Director
 Officer-in-Charge, Office of the Regional Director

Encl.: Advisory 31 March 2026
 Reference: DM-OUHROD-2025-1615 titled "*Accomplishment of the eSF7 for SY 2025-2026*
 To be indicated in the Perpetual Index
 Under the following subjects:

BASIC EDUCATION DATA CALENDAR ENROLLMENT TEACHERS

PPRD/steph/eSF7SY2025-2026
 April 1, 2026



Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1

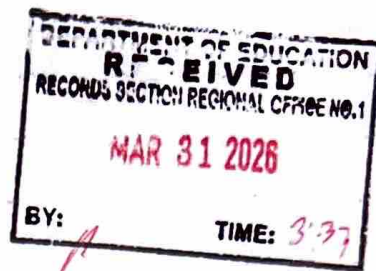




Republika ng Pilipinas

Department of Education

**BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
OFFICE OF THE DIRECTOR**



ADVISORY

31 March 2026

This Office issues this Advisory to inform all public schools to prepare their **Electronic School Form 7 (eSF7) for School Year (SY) 2025 – 2026**, relative to the issuance of DM-OUHROD-2025-1615 titled “Accomplishment of the eSF7 for SY 2025–2026.” As the tool for submitting eSF7 data has yet to be deployed by April 2026, all public schools are advised to ensure that their eSF7 data is complete and error-free in preparation for submission.

A separate memorandum will be issued to provide guidance on the submission procedures and timelines. Regional and Division Planning Officers are requested to extend technical assistance to schools throughout this process.

For information and appropriate action.

Thank you very much!


DEXTER N. PANTE

Project Development Officer V
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Bureau of Human Resource and Organizational Development



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