



7-2137

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

DIVISION MEMORANDUM

No. 584, s. 2026

**PREPARATORY ACTIVITIES FOR THE IMPLEMENTATION OF THE
ELECTRONIC SCHOOL FORM 7 (ESF7) FOR SY 2026-2027**

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

1. In reference to DepEd Memorandum No. DM-OUHROD1-2026-2259 entitled "*Preparatory Activities for the Implementation of the Electronic School Form 7 (ESF7) for School Year 2026-2027*," this Office informs all concerned personnel of the preparatory activities to ensure the smooth and efficient implementation of the Electronic School Form 7 (ESF7) in all public schools within the Schools Division.
2. Accordingly, all concerned schools are directed to undertake the following activities:
 - A. School-Level Preparatory Activities
 - Review and finalize class programs, teaching assignments, and workload distribution for School Year 2026-2027 in accordance with existing policies on curriculum delivery and teacher workload.
 - Validate and update school personnel records and profiles in the designated information systems.
 - Ensure the accuracy and completeness of teaching and non-teaching personnel data.
 - Designate a School ESF7 Coordinator who shall oversee the encoding, validation, and submission of required data.
3. School Heads shall be responsible for ensuring the accuracy, completeness, and timely submission of all required ESF7 data. Failure to comply with the prescribed timelines may affect the consolidation and reporting of division personnel information.
4. A separate issuance shall be released upon the availability of the eSF7 digital facility to outline the implementation guidelines for SY 2026-2027.
5. Immediate dissemination of and compliance with this Memorandum is directed.

SGOD/gpc/eSF7



Amor & Rylee
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Schools Division Superintendent



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026-2259

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

FROM : **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;

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

- **Schools Division Offices (SDOs)**

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

- **Regional Offices (ROs)**

- Ensure proper dissemination of this Memorandum and provide the necessary guidance to SDOs regarding its implementation; and
- 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:

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[BHROD-SED/Lazaro]



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Doc. Ref. Code	DM-OUHROD	Rev	00
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