



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 26 2024

MEMORANDUM

No. 046, s. 2024

**REITERATION OF DEPED MEMORANDUM NO. 052, S. 2023
“ADOPTION OF THE DEPED ELECTRONIC SCHOOL FORM 7 (eSF7)”**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance & Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. This Office reiterates the provisions of **DepEd Memorandum No. 052, s. 2023**, titled Adoption of the DepEd Electronic School Form 7 (eSF7), which 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 function 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. Relative to this, all public schools must continue to utilize the Electronic School Form 7 (eSF7), in keeping with its commitment to digitize its core operations as stated in the MATATAG Agenda.
3. By digitizing the form, its potential as a tool for achieving a just and equal division of teacher labor is maximized. In addition, it seeks to gather vital school-level data that is essential to strategic workforce management and data-driven human resource decision-making.
4. The creation of a school personnel database will require the collection of additional data items. The additional data will only be used for determining the needs for professional development and teacher training, forecasting labor market trends, and other important human resource analytics.
5. The electronic version's standardized procedure advances the values of effectiveness, equity, honesty, and openness. With this electronic version, school staff will spend less time and effort managing records and entering data without sacrificing the data's dependability, quality, or accuracy.
6. According to DO 4, s. 2014, the School Head bears the primary accountability and obligation for the completion of this electronic form. Any updates or changes in the personnel status should be reported and updated in the eSF7.
7. Accomplished eSF7 shall be uploaded through the link: <https://bit.ly/M07-eSF7-CONSOLIDATION> or email at planning.sdomuntinlupa@deped.gov.ph.

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8. Immediate dissemination of, and strict compliance with this Memorandum is desired.

For:
EVANGELINE P. LADINES CESO V
Schools Division Superintendent

By:

VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent

Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

SCHOOL
TEACHER
SCHOOL FORM

JDN/DM/Reiteration of DM 52, s. 2023 "Adoption of the DepEd Electronic School Form 7 (eSF7)"
046 / February 26, 2024

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