



Republic of the Philippines  
**Department of Education**  
National Capital Region  
**SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY**

Office of the Schools Division  
Superintendent

AUG 05 2024

**MEMORANDUM**  
No. 226, s. 2024

**GENERAL PROCESS FLOW FOR ESF7 DATA GATHERING AND REPORT GENERATION**

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

- Attached is DepEd Memorandum DM-OUHROD-2024-1436, dated July 29, 2024, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.
- The Department of Education (DepEd) has adopted the Electronic School Form 7 (eSF7) through Department Memorandum 52, s. 2023 (DM 52, s. 2023) as part of its continued effort to digitize important activities relevant to gathering school-level data. This will enable strategic workforce management and data-driven decisions about human resources.
- Relative to this, the General Process Flow for eSF7 Data Gathering and Report Generation is attached in this Memorandum. This process flow offers comprehensive guidelines and a timetable for gathering, analyzing, and reporting eSF7 data. Its purpose is to facilitate smooth operations, manage data efficiently, and support the various levels of governance within the Department.
- For any questions or concerns, please contact SGOD - Planning & Research Section via email at [planning.sdomuntinlupa@deped.gov.ph](mailto:planning.sdomuntinlupa@deped.gov.ph).
- Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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

SCHOOL FORM                      WORKLOAD                      PROCESS FLOW

JDN/DM/ GENERAL PROCESS FLOW FOR ESF7 DATA GATHERING AND REPORT GENERATION  
226 / July 30, 2024

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NUM-2024-226



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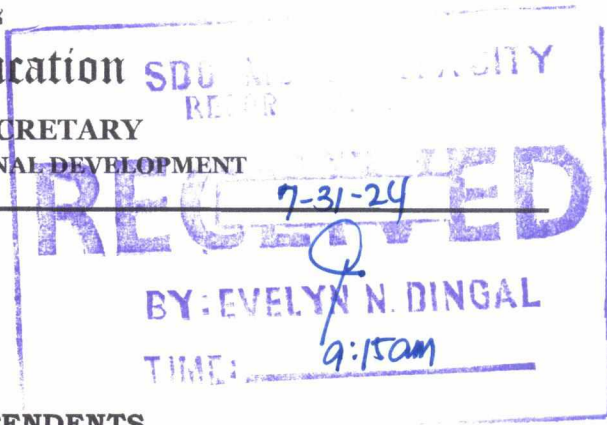


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Department of Education

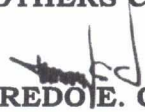
OFFICE OF THE UNDERSECRETARY

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](mailto:bhrod.sed@deped.gov.ph) or by phone at (02) 8633-5397.

For your information and appropriate action.

[BHROD-SED/Lazaro]



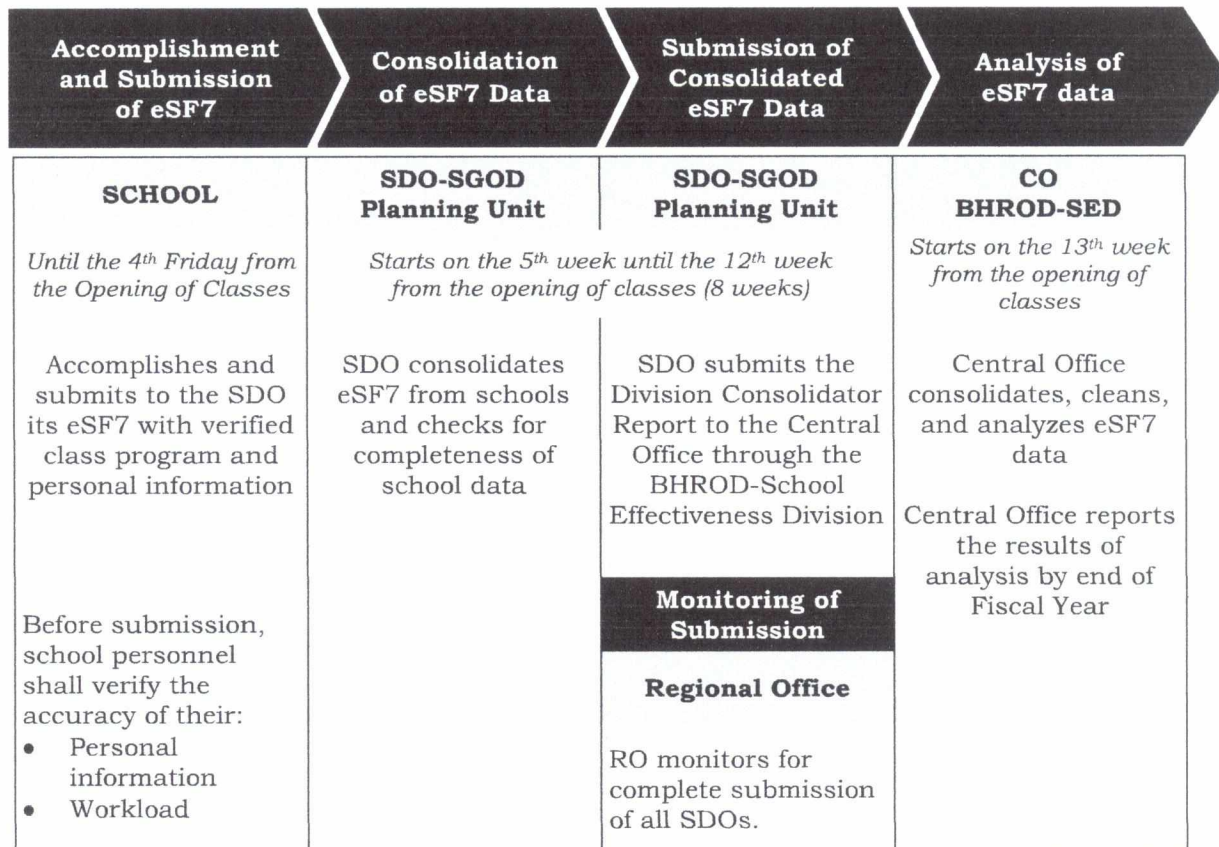
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Effectivity	03.23.23	Page	1 of 4



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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.

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

School Head	School Head with assistance from NTP	All School Personnel	School Head
<p><i>Before the start of the school year</i></p> <p><b>a.</b> Prepare the school program* for the new school year</p>	<p><i>May be accomplished before the start of the school year until the 4<sup>th</sup> Friday from the opening of classes</i></p> <p><b>a.</b> Accomplish the eSF7 for the new school year</p> <p><i>Use the school program as basis for inputting the teaching load.</i></p>	<p><b>a.</b> Verify the accuracy of the following information in the accomplished eSF7:</p> <ul style="list-style-type: none"> <li>• Personal information</li> <li>• Workload*</li> </ul> <p><b>b.</b> Once all information is verified, the School Head shall sign and facilitate the submission of eSF7.</p>	<p><i>On or before the 4<sup>th</sup> Friday from the opening of classes</i></p> <p><b>a.</b> Submit to the SDO-SGOD-Planning Unit the accomplished and verified eSF7 in following formats:</p> <ul style="list-style-type: none"> <li>• Excel File</li> <li>• Signed PDF</li> </ul> <p>Furnish the SDO-Curriculum Implementation Division (CID) with a copy of the signed PDF.</p>
<p>*School Head and all school personnel may refer to existing DepEd issuances on learning areas and time allotments.</p>			

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

SDO-SGOD Planning Unit (Division Planning Officer)	SDO-SGOD Planning Unit (Division Planning Officer)	RO (Regional Planning Officer)
<p><i>May be consolidated as early as the first week of the new school year</i></p> <p><b>a.</b> Consolidate submitted eSF7</p> <p><b>b.</b> Check the <b>completeness</b> of school submissions</p> <p><i>In case of incomplete eSF7 data, return the eSF7 to the concerned school for appropriate action.</i></p> <p>Division ITO may provide TA in terms of the installation of the Division consolidator application and other related concerns.</p>	<p><i>Starts on the 5<sup>th</sup> week until the 12<sup>th</sup> week from the opening of classes (8 weeks)</i></p> <p><b>SDO - Division Planning Officers</b></p> <p><b>a.</b> Submit the Division Consolidator Report to the Central Office through BHRD-School Effectiveness Division</p> <p><i>May submit partial reports until completion.</i></p> <p><b>RO - Regional Planning Officers</b></p> <p><b>a.</b> Monitor the complete submission of all SDOs.</p>	

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

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