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

1. 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.

2. 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.

3. 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.

4. For any questions or concerns, please contact SGOD - Planning & Research Section via email at planning.sdomuntinlupa@deped.gov.ph.

5. 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

Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
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S600

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

SDO ... CITY
RE... OR
RECEIVED
7-31-24
BY: EVELYN N. DINGAL
TIME: 9:15am

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]

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

General Process Flow for the Electronic School Form 7 (eSF7) Data Collection, Analysis, and Report Generation

Accomplishment and Submission of eSF7	Consolidation of eSF7 Data	Submission of Consolidated eSF7 Data	Analysis of eSF7 data
SCHOOL	**SDO-SGOD Planning Unit**	**SDO-SGOD Planning Unit**	**CO BHROD-SED**
Until the 4th Friday from the Opening of Classes	*Starts on the 5th week until the 12th week from the opening of classes (8 weeks)*		*Starts on the 13th week from the opening of classes*
Accomplishes and submits to the SDO its eSF7 with verified class program and personal information	SDO consolidates eSF7 from schools and checks for completeness of school data	SDO submits the Division Consolidator Report to the Central Office through the BHROD-School Effectiveness Division	Central Office consolidates, cleans, and analyzes eSF7 data Central Office reports the results of analysis by end of Fiscal Year
Before submission, school personnel shall verify the accuracy of their: • Personal information • Workload		**Monitoring of Submission** **Regional Office** RO monitors for complete submission of all SDOs.	

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)

School Head	School Head with assistance from NTP	All School Personnel	School Head
Before the start of the school year	*May be accomplished before the start of the school year until the 4th Friday from the opening of classes*		*On or before the 4th Friday from the opening of classes*
a. Prepare the school program* for the new school year	**a.** Accomplish the eSF7 for the new school year *Use the school program as basis for inputting the teaching load.*	**a.** Verify the accuracy of the following information in the accomplished eSF7: • Personal information • Workload* **b.** Once all information is verified, the School Head shall sign and facilitate the submission of eSF7.	**a.** Submit to the SDO-SGOD-Planning Unit the accomplished and verified eSF7 in following formats: • Excel File • Signed PDF Furnish the SDO-Curriculum Implementation Division (CID) with a copy of the signed PDF.
*School Head and all school personnel may refer to existing DepEd issuances on learning areas and time allotments.			

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

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

CENTRAL OFFICE
(BHROD-SED)

Starts on the 5th week until the 12th week from the opening of classes (8 weeks)	*Starts on the 13th week from the opening of classes until end of the current Fiscal Year*
a. Consolidate eSF7 data of all Divisions **b.** Process and clean the submitted reports	**a.** Analyze eSF7 data *Divisions may also analyze their eSF7 data.* **b.** Report results of analysis by end of Fiscal Year
BHROD-SED shall provide ROs with updates on the submission status for their **monitoring**.	BHROD-SED shall provide Regional and Division-level reports. DepEd field offices may utilize the reports for decision-making purposes.