



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 308, s. 2026

**PREPARATORY ACTIVITIES FOR THE IMPLEMENTATION OF THE
ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SCHOOL YEAR 2026-2027**

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

1. Pursuant to DepEd Memorandum DM-OUHRODI-2026-2259 dated June 25, 2026, titled *Preparatory Activities for the Implementation of the Electronic School Form 7 (eSF7) for School Year 2026-2027*, this Office directs all public schools and concerned functional divisions to undertake necessary preparatory measures. This ensures readiness for the continued collection and analysis of school-level personnel and assignment data.

2. In line with the Department's ongoing enhancement of the digital facility for collecting, validating, and consolidating School Form 7 data, emphasis is placed on the early preparation and validation of class programs. All activities must align strictly with existing policies, standards, and guidelines regarding curriculum delivery, teaching assignments, and teacher workload.

3. Accordingly, the following governance levels shall immediately carry out their respective responsibilities:

A. All Public Elementary and Secondary Schools

- **Class Program Finalization:** Prepare and finalize school class programs for SY 2026-2027 based on current learning areas and time allotments. These finalized programs will serve as the baseline for inputting teacher workloads.
- **Profile Validation:** Review and validate basic personnel profiles and personal information to ensure data accuracy and facilitate instant encoding once the enhanced eSF7 digital facility becomes available.
- **Preliminary Alignment:** Ensure school heads and personnel verify workload distribution before data entry, maintaining compliance with established teaching load standards.



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B. Schools Division Office (SDO) Functional Units

- **School Governance and Operations Division (SGOD) - Planning & Research Section:**
 - Provide targeted technical assistance, oversight, and monitoring to schools during the preparation and validation phases.
 - Prepare for data consolidation and completeness checks ahead of the standard submission timelines.
- **Curriculum Implementation Division (CID) - Public Schools District Supervisors (PSDS):**
 - Oversight and Dissemination: Ensure the immediate dissemination of these preparatory guidelines to all school heads within their respective districts. Instructional Supervision: Assist the functional divisions in monitoring the readiness of schools, ensuring that the preparation of class programs adheres to prescribed curriculum delivery standards and teaching load distributions.
 - Monitor compliance with existing policies governing curriculum implementation, class organization, and teaching load distributions across all schools.
- **Information Technology Officer (ITO):**
 - Coordinate technical preparations and readiness for future digital facility rollouts or consolidator tools.

4. Please be reminded that while initial guidelines from DM-OUHROD-2024-1436 outlined a standard process flow (e.g., school submission by the 4th Friday from the opening of classes), a separate national issuance will be released soon detailing updated implementation guidelines, timelines, and process flows once the enhanced digital facility goes live.

5. For clarifications or questions regarding these preparatory guidelines, schools may coordinate directly with the SGOD - Planning & Research Section.

6. Immediate dissemination and strict compliance of this Memorandum are directed.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Enclosure: none

References: as stated

To be indicated in the Perpetual Index
under the following subjects:

eSF7

JDN/DM/Preparatory Activities for the Implementation of the Electronic School Form 7 (eSF7) for SY 2026-2027
308 /July 10, 2026



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:

Office of the Secretary
Office of the Undersecretary for Field Operations

[BHROD-SED/Lazaro]

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

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
<i>Before the start of the school year</i> a. Prepare the school program* for the new school year	<i>May be accomplished before the start of the school year until the 4th Friday from the opening of classes</i> a. Accomplish the eSF7 for the new school year <i>Use the school program as basis for inputting the teaching load.</i>	<i>On or before the 4th Friday from the opening of classes</i> 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.	<i>On or before the 4th Friday from the opening of classes</i> 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)	
<i>May be consolidated as early as the first week of the new school year</i> a. Consolidate submitted eSF7 b. Check the completeness of school submissions <i>In case of incomplete eSF7 data, return the eSF7 to the concerned school for appropriate action.</i> Division ITO may provide TA in terms of the installation of the Division consolidator application and other related concerns.	<i>Starts on the 5th week until the 12th week from the opening of classes (8 weeks)</i> SDO - Division Planning Officers a. Submit the Division Consolidator Report to the Central Office through BHROD-School Effectiveness Division <i>May submit partial reports until completion.</i> RO - Regional Planning Officers a. Monitor the complete submission of all SDOs.

Electronic School Form 7 (eSF7)
Annex to DM-OUHROD-2024-1436, dated 29 July 2024

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)*

- a.** Consolidate eSF7 data of all Divisions
- b.** Process and clean the submitted reports

BHROD-SED shall provide ROs with updates on the submission status for their **monitoring**.

*Starts on the 13th week from the opening of classes until
end of the current Fiscal Year*

- 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 Regional and Division-level reports. DepEd field offices may utilize the reports for decision-making purposes.