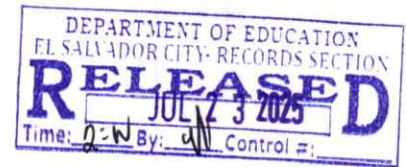




Republic of the Philippines
Department of Education

REGION X – NORTHERN MINDANAO

SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

July 22, 2025

DIVISION MEMORANDUM

No. 246, s. 2025

**ACCOMPLISHMENT AND SUBMISSION OF THE ELECTRONIC SCHOOL
FORM 7 (eSF7) FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Planning Officer III
Administrative Officer IV, Personnel Unit
School Heads, Elementary and Secondary
Division Office Personnel
All Others Concerned
This Division

1. Pursuant to **Regional Memorandum No. 490, s. 2025, regarding the Accomplishment of the Electronic School Form 7 (eSF7) for School Year 2025-2026**, the field is hereby directed to ensure compliance with the aforementioned regional directive.
2. To ensure the efficient and effective compliance of the said report, please be guided by the following instructions;
 - a. Create a duplicate copy of the eSF7 submitted last School Year 2024-2025 and renamed it for School Year 2025-2026, in accordance with the conventions provided in the User Manual accessible through <https://bit.ly/eSF7>. (Molugan National High School has to download the updated template intended for SHS Pilot Schools)
 - b. Prepare the eSF7 for SY 2025-2026 by updating the data found in the renamed version of the tool. Use the approved class program of the current school year as source of data input for the personnel workload and assignments.



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 555-0475
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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- c. Ensure that all information provided are true and correct
 - d. Download/extract the database, and submit both the tool and the extracted database through the link bit.ly/3IGXGwO.
 - e. Deadline of submission will be 5:00 PM of August 29, 2025. Further, please consider the submitted report as partial until the issuance of the updated submission guidelines by the Central Office.
3. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation;
4. Strict compliance and immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects
eSF7
School Year 2025-2026



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