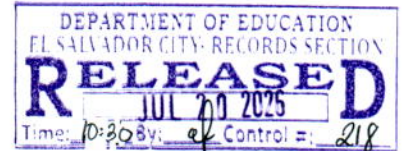




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



June 9, 2026

DIVISION MEMORANDUM
NO. 218, 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, SGOD & CID
Education Program Supervisors
Planning Officer III
All Public Elementary & Secondary School Heads
All Others Concerned

1. Pursuant to **Memorandum DM-OUHRODI-2026-2259**, titled **Preparatory Activities for the Implementation of the Electronic School Form 7 (eSF 7) for School Year 2026-2027**, all schools are hereby directed to prepare and finalize their class programs for SY 2026-2027 in accordance with existing policies on curriculum delivery, teaching assignments, and workload distribution.
2. Likewise, all schools are directed to review, validate and update the basic personnel profiles to facilitate data encoding once the eSF7 facility becomes available. Only the approved class program shall be used as the basis for the accomplishment of the Electronic School Form 7 (eSF7). Meanwhile, the template previously used in the submission of the SY 2025-2026 report shall be updated and utilized for the submission of the current school year's report.
3. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH: As stated
Reference: Memorandum DM-OUHRODI-2026-2259
To be indicated in the Perpetual Index
under the following subjects:

ELECTRONIC SCHOOL FORM 7

RE: PREPARATORY ACTIVITIES FOR THE IMPLEMENTATION OF THE ELECTRONIC SCHOOL FORM 7
(ESF7) FOR SCHOOL YEAR 2026-2027

SGOD/PLANNING/ kba



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026-2157

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;

- o Review and validate basic personnel profiles to facilitate encoding once the eSF7 facility becomes available.

- **Schools Division Offices (SDOs)**

- o Provide technical assistance and oversight to schools in the preparation and validation of class programs; and
- o Ensure compliance with existing policies and standards governing curriculum implementation, class organization, and teaching load distribution.

- **Regional Offices (ROs)**

- o Ensure proper dissemination of this Memorandum and provide the necessary guidance to SDOs regarding its implementation; and
- o 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)



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