



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

12 Oct 2023

DIVISION MEMORANDUM
SGOD No. **123** s. 2023

ADOPTION OF THE DEPED ELECTRONIC SCHOOL FORM 7 (SF7)

To: Public School District Supervisors/Principals In-Charge
Public Elementary & Secondary School Heads
All Others Concerned

1. In reference to DepEd Memorandum No. 052, s. 2023 on the **Adoption of the DepEd Electronic School Form 7 (eSF7)** and DepEd Order 4, s. 2014, otherwise known as the **Adoption of Modified School Forms (SFs) for all Public Elementary and Secondary Schools Effective End-of-School Year 2023-2024**, there is the institutionalized utilization of the modified forms to simplify the processing of various records, thus allowing public school teachers and school heads to focus on the core business of curriculum delivery. One of this modified forms is the School Form 7 (SF7) or the School Personnel Assignment List and Basic Profile, which provides a list of the school personnel's profile and official duties.

2. As part of the its commitment articulated on the MATATAG Agenda to digitize its essential processes, the Department of Education (DepEd) issues the Electronic School Form 7 (eSF7) to be adopted by all public schools effective School Year 2023-2024.

3. The digitization of the form maximizes its function as a tool in establishing a fair and equitable distribution of teacher workload. Moreover, it aims to capture important school-level information crucial in the achievement of strategic workforce management and data-driven human resource decision-making.

4. In adherence to DO 4, s. 2014, the accomplishment of this electronic form is the primary responsibility and accountability of the **School Head**.

5. This official electronic form can be downloaded at <https://bit.ly/eSF7>. The User Manual is likewise available at the aforementioned online link for procedural guides. Once downloaded, all schools are advised to rename the file using the following naming convention:

- Region_SDO_School Name_School Year
- Sample: Region XII_South Cotabato_Maligaya Elementary School_SY 2023-2024

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

For SHS, this naming convention shall be used.

- Region_SDO_School Name_School Year_Semester
 - Sample: Region XII_South Cotabato_Maligaya National High School_SY 2023-2024_1st Semester
6. All teaching, teaching-related and nonteaching personnel in school with all the funding source (Nationally Paid and Locally Paid personnel), teaching loads, and ancillary services shall be encoded and reflected in the eSF7 Tool. The instructions as shown in the user manual must be followed for a correct and accurate data inputs.
7. School Heads are expected to complete the encoding of all school personnel to the electronic School Forms (eSF 7) tool on or before October 27, 2023.
8. In accordance with Republic Act No. 10173 or the **Data Privacy Act of 2012**, the Department reiterates its inherent commitment to protect and respect its personnel's personal information in various virtual and online school system. All personal information collected shall be safely stored and processed with utmost confidentiality. This information shall only be accessible to authorized personnel using their official DepEd account.
9. The commercialization of the eSF7 is highly discouraged. Teachers, school heads and all concerned DepEd personnel including officials from schools division office are cautioned against individuals and groups that may attempt to sell digitized copies of this new form as well as other modified school forms released through DO 4, s. 2014 and DO 58, s. 2017.
10. For inquiries, clarifications, and technical assistance, personnel concerned may contact Mark Jefferson R. Montano, Planning Officer III through cellphone number 09177068755 or FB messenger.
11. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA
Schools Division Superintendent

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

By the Authority of the Schools Division Superintendent:

JASMIN P. ISLA
Assistant Schools Division Superintendent

Encl.: As stated

References: DM 052, S. 2023

DO 4, S. 2014

RA 10173

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

DATA	FORMS
SCHOOL HEADS	TEACHERS

MJRM/DM-adoption of the DepEd electronic school form (SF) 7
0000/October 12, 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

Email Address: south_cotabato@deped.gov.ph

