Republic of the Philippines

Department of Education

REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

August 18, 2025

DIVISION MEMORANDUM
No. **232** ,   s. 2025

SUBMISSION OF ELECTRONIC SCHOOL FORM 7 (eSF7), SY2025-2026

To   :   Assistant Schools Division Superintendent
All Elementary & Secondary School Heads/School Incharge
Division Planning Officer

1.   Pursuant to DM-OUHROD-2025–1615, all elementary and secondary school heads are required to submit the eSF7 in both excel (.xlsx format), and signed PDF format **on or before August 29, 2025** strictly following the prescribed file name format:

For Elem to JHS:
     eSF7-R##-SDO-SchoolID_SchoolName-SY
     eSF7-R02-Batanes-102311_BascoCS-SY2025-2026

For SHS:
     eSF7-R##-SDO-SchoolID_SchoolName-SY_Sem
     eSF7-RO2-Batanes-300411_BatanesNSHS-SY2025-2026_1stSem

2.   In view of the pilot implementation of the Strengthened SHS curriculum scheduled for School Year 2025–2026, all concerned stakeholders are hereby directed to observe the following guidelines:

a) **Pilot Schools**
Identified pilot schools for the Strengthened SHS program shall use the modified version of the eSF7 tool.

b) **Non-pilot Schools**
Non-pilot schools shall adhere to the standard process flow, implementation arrangements, and timeline outlined in DM-OUHROD-2024-1436.
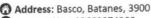Furthermore:
Non-pilot schools updating eSF7 from SY 2024-2025 to SY2025-26

b.1. Following the submission protocol implemented for SY 2024-2025, ensure school compliance with the transmittal of the accomplished eSF7 to the SDO and downloaded eSF7 database to the BHROD-School Effectiveness Division (BHROD-SED).

b.2. Save a copy of the accomplished eSF7 for SY 2024-2025 for the school's documentation purposes.

Address: Basco, Batanes, 3900
Contact No.: 09603974200
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: https://batanes.deped.gov.ph

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b.3. Create a duplicate copy of the saved eSF7 and rename it for SY 2025-2026, in accordance with the conventions provided in the User Manual.

b.4. Prepare the eSF7 for SY 2025-2026 by updating the previous school year's accomplished form.

b.5. Allow school personnel to verify their personal information and workload assignments before submission.

3. It is further informed that the **ARAL Programs** are not yet included in the current eSF7 template. Since the ARAL Programs are not yet available in the current eSF7 template, please select the existing options for similar remediation programs: *NMP (National Mathematics Program) for ARAL-Math*, and *NRP (National Reading Program) for ARAL-Reading*. Indicate the applicable ARAL program in the Section/Description field of the template. For ARAL-Science: Based on information, this will not yet be implemented this school year. Please do not input it for now. In case there are changes in the implementation of the ARAL Program, you may use the "Remediation" dropdown and indicate "ARAL-Science" in the Section/Description field.

4. General Process Flow of the eSF7 data collection, analysis, and report generation.

1	2	3	4
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
Before submission, school personnel shall verify the accuracy of their: • Personal info • Workload		**MONITORING OF SUBMISSION** **REGIONAL OFFICE** RO monitors for complete submission of all SDOs.	Central Office reports the results of analysis by end of Fiscal Year

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
PREPARE THE SCHOOL PROGRAM* for the new school year	ACCOMPLISH THE ESF7 for the new school year Use the school program as basis for inputting the teaching load.	VERIFY THE ACCURACY OF DATA in the accomplished eSF7: • Personal info • Workload* Once all info is verified, the School Head shall SIGN AND FACILITATE THE SUBMISSION OF ESF7.	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.			

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5.   Link for the submission of eSF7 in excel format **https://tinyurl.com/4s6a8h56**

6.   The Division Planning Officer is responsible for consolidation, and monitoring of submission and uploading of the templates from the schools.

7.   For information, guidance, and strict compliance of all concerned.

DANTE J. MARCELO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent

VIOLETA B. GASILAO
Chief Education Supervisor, CID
Officer-in-Charge

Encl.   : None
Reference : DM 052, s. 2023 Adoption of the DepEd Electronic School Form 7 (eSF7)
              DM-OUHROD-2024-1436 General Process Flow for ESF7 Data Gathering
              and Report Generation
              DM-OUHROD-2025-1615 Accomplishment of the Electronic School Form 7
              (eSF7) for School Year 2025-2026

To be indicated in the Perpetual Index
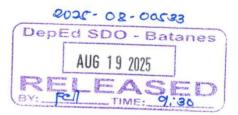   Under the following subjects:
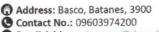   EMPLOYEES   FORMS   LISTS   TEACHING LOAD

SGOD/myn/orc/eSF7_SY2025-2026
August 18, 2025

DepED MATATAG | BAGONG PILIPINAS |

🏠 Address: Basco, Batanes, 3900
📞 Contact No.: 09603974200
✉ Email Address: batanes@deped.gov.ph
📘 Facebook: facebook.com/deped.batanes
🌐 Website: https://batanes.deped.gov.ph

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