



Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

01 April 2024

OFFICE MEMORANDUM

No. 47 s.2024

**ELECTRONIC SCHOOL FORM 7 (eSF7) AUTOMATION**

TO: **RODEL S. MEGOLLAS**  
Planning Officer III

1. Relative to the MEMORANDUM DM-OUHROD-2024-0540, the field is hereby informed about the conduct of the Electronic School Form 7 Automation on April 24-26, 2023, at the DepEd Ecotech Center, Ecotech Road, Cebu City, Cebu
2. The activity aims to
  - a. Increase understanding of the operationalization of the enhanced and MATATAG-based electronic tool;
  - b. Extend technical guidance to concerned DepEd personnel regarding the salient features of the electronic tool; and
  - c. Provide a venue for the piloting of the enhanced and MATATAG-based eSF7.
3. Please see the attached communication for further information and guidance.
4. The travel, meals and accommodation, and incidental expenses of the participant shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
6. Immediate compliance with this Memorandum is desired.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As indicated

Reference: DM-OUHROD-2024-0540



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

eSF7                  Automation

RSM/eSF7 Automation  
April 1, 2024



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Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0540**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
REGIONAL INFORMATION TECHNOLOGY OFFICERS  
SCHOOLS DIVISION PLANNING OFFICERS  
ALL OTHERS CONCERNED

**FROM :**   
**WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development*

**SUBJECT :** ELECTRONIC SCHOOL FORM 7 (eSF7) AUTOMATION

**DATE :** 22 March 2024

Relative to the Department Memorandum (DM) 52, s. 2023, *Adoption of the Electronic School Form 7* and in preparation for the coming School Year (SY) 2024-2025, the Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) shall conduct an orientation on the eSF7 with the following objectives:

- Increase understanding of the operationalization of the enhanced and MATATAG-based electronic tool;
- Extend technical guidance to concerned DepEd personnel regarding the salient features of the electronic tool; and
- Provide a venue for the piloting of the enhanced and MATATAG-based eSF7.

Given this, the BHROD-SED invites the identified field personnel and encourages their participation in the said activity. The details are as follows:

**Activity:** Orientation and capacity-building workshops on the enhanced and MATATAG-based eSF7

**Date:** April 15-19, 2024 (Batches 1-2 for Luzon)  
April 22-26, 2024 (Batches 3-4 for Visayas and Mindanao)

**Venue:** DepEd Ecotech Center, Ecotech Road, Cebu City, Cebu



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
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**Expected Participants:** All Regional Planning Officers  
All Regional Information Technology Officers  
All Schools Division Planning Officers

**Transportation & Other Allowable Expenses:** Charged to local funds

**Registration:** Kindly confirm your attendance by visiting <https://bit.ly/eSF7-Orientation2024-Reg> and completing the registration form

**Itinerary:** Refer to **Annex A**, *Indicative Program and Schedule of Batches*

For clarifications and other concerns, you may contact the BHROD-SED at telephone number (02) 8633-5397 or through email address at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For your information and appropriate action.

**Annex A: Indicative Program and Schedule of Batches**

Schedule	
Date	Batch/Participants
April 15-17, 2024	Batch 1 NCR, CAR, Region I, Region II, Region IV-B
April 17-19, 2024	Batch 2 Region III, Region IV-A, Region V
April 22-24, 2024	Batch 3 Region VI, Region VII, Region VIII
April 24-26, 2024	Batch 4 Region IX, Region X, Region XI, Region XII, CARAGA

Indicative Program (Batch 1)	
Date	Activity
April 15	<p><b>AM</b></p> <ul style="list-style-type: none"> <li>Arrival of the SED program team at the venue</li> <li>Setting the technical requirements and conducting a dry run in the assigned hall</li> </ul> <p style="text-align: center;">*****</p> <p><b>PM</b> <b>Arrival of Batch 1 Participants</b></p>
April 16	<p><b>Whole day</b></p> <p>Session 1 Preliminaries Session 2 Features of the eSF7 Session 3 Tool Navigation Session 4 Hands-on activity</p>
April 17	<p><b>AM</b></p> <p>Session 5 Continuation of hands-on activity Session 6 Summary Session 7 Closing <i>End of Batch 1</i></p>

Indicative Program (Batch 2)	
Date	Activity
April 17	<p><b>PM</b> <b>Arrival of Batch 2 Participants</b></p>
April 18	<p><b>Whole day</b></p> <p>Session 1 Preliminaries Session 2 Features of the eSF7 Session 3 Tool Navigation Session 4 Hands-on activity</p>
April 19	<p><b>AM</b></p> <p>Session 5 Continuation of hands-on activity Session 6 Summary Session 7 Closing <i>End of Batch 2</i></p> <p><b>PM</b> <b>Return to Station</b></p>

<b>Indicative Program (Batch 3)</b>	
<b>Date</b>	<b>Activity</b>
April 22	<p><b>AM</b></p> <ul style="list-style-type: none"> <li>• Arrival of the SED program team at the venue</li> <li>• Setting the technical requirements and conducting a dry run in the assigned hall</li> </ul> <p style="text-align: center;">*****</p> <p><b>PM</b> <b>Arrival of Batch 3 Participants</b></p>
April 23	<p><b>Whole day</b></p> <p>Session 1 Preliminaries Session 2 Features of the eSF7 Session 3 Tool Navigation Session 4 Hands-on activity</p>
April 24	<p><b>AM</b></p> <p>Session 5 Continuation of hands-on activity Session 6 Summary Session 7 Closing <i>End of Batch 3</i></p>

<b>Indicative Program (Batch 4)</b>	
<b>Date</b>	<b>Activity</b>
April 24	<p><b>PM</b> <b>Arrival of Batch 4 Participants</b></p>
April 25	<p><b>Whole day</b></p> <p>Session 1 Preliminaries Session 2 Features of the eSF7 Session 3 Tool Navigation Session 4 Hands-on activity</p>
April 26	<p><b>AM</b></p> <p>Session 5 Continuation of hands-on activity Session 6 Summary Session 7 Closing <i>End of Batch 4</i></p> <p><b>PM</b> <b>Return to Station</b></p>