



Republic of the Philippines
Department of Education
 REGION I




REGIONAL MEMORANDUM

No. 04 s. 2025

**ONLINE ORIENTATION ON THE ADOPTION OF THE REVISED
 ELECTRONIC SCHOOL FORM 7 (eSF7) STARTING SY 2024-2025**

To: Schools Division Superintendents

1. Per enclosed MEMORANDUM DM-OUHROD-2025-0060 dated January 9, 2025, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) will be conducting the **Online Orientation on the Adoption of the Revised Electronic School Form 7 (eSF7) Starting SY 2024-2025** via MS Teams on January 17, 2025 at 9:00am to 12:00pm.
2. Participants to said orientation are all Regional and Division Planning Officers.
3. For information, guidance and attendance of all concerned.


TOLENTINO G. AQUINO
 Director IV

Encl.: attached.
 Reference: MEMORANDUM DM-OUHROD-2025-0060
 To be indicated in the Perpetual Index
 Under the following subjects:

CLASSES DATA FORMS SCHOOLS TEACHERS

PPRD/pjc/RM_esf7Orientation
 January 13, 2025



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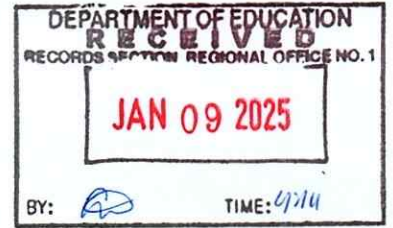
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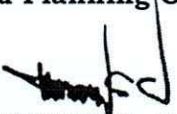
Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2025-0060

TO : **Regional Directors**
Schools Division Superintendents
Field Planning Officers

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development



SUBJECT : **ONLINE ORIENTATION ON THE ADOPTION OF THE REVISED ELECTRONIC SCHOOL FORM 7 (eSF7) STARTING SY 2024-2025**

DATE : 09 January 2025

Following the dissemination of DM-OUHROD-2024-3470 "Issuance and Adoption of the Revised Electronic School Form 7 (eSF7) Tool Starting School Year 2024-2025" dated 04 December 2024, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall conduct an **Online Orientation** on **17 January 2025 (Friday), 9:00 a.m. – 12:00 p.m.** via *Microsoft Teams*.

The primary objective of the online orientation is to promote standardized knowledge and understanding regarding the operationalization of the electronic tool from data collection to report generation on school personnel assignments and basic profiles, considering the modifications incorporated since it was first introduced in School Year 2023-2024.

Please refer to **Annex A: Details of the Online Orientation**, for proper information and guidance.

Should you have questions and clarifications, you may contact the BHROD-SED through landline (02) 8633-5397 or email bhrod.sed@deped.gov.ph.

For dissemination and appropriate action.

Copy furnished:
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| Doc. Ref. Code | DM-OUHROD | Rev | 00 |
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Center for Policy and Planning
 1212 002

Annex A - Details of the Online Orientation on the eSF7 Tool

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|------------------------------|---|
| Expected participants | All Regional Planning Officers All Division Planning Officers |
| Schedule | 17 January 2025 (Friday) 9:00 a.m. – 12:00 p.m. |
| Platform | Virtual via MS Teams https://bit.ly/eSF7Orientation-2025January |
| Agenda | <ol style="list-style-type: none"> 1. Understanding the Manual of Operations 2. Discussing Frequently Asked Questions 3. Following the Process Flow 4. Navigating the Revised eSF7 Tool 5. Announcing administrative reminders |
| Management Team | BHROD-School Effectiveness Division SDO Mandaue City |