



*Republic of the Philippines*  
*Department of Education*  
Region VIII

**SCHOOLS DIVISION OF NORTHERN SAMAR**

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October 22, 2023

Division Memorandum

No. 366 s. of 2023

**SUBMISSION OF ELECTRONIC SCHOOL FORM 7 (eSF7)**

To: Assistant Schools Division Superintendent  
Division Chiefs and Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors/PICs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In accordance with DepEd Order No. 4 s. 2014, *Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools in relation to DepEd Order No. 052, s. 2023 entitled, "Adoption of the DepEd Electronic School Form 7 (eSF7), this Office through the Schools Governance and Operations Division-Planning and Research Unit issues this memorandum on the submission of Electronic School Form 7 (eSF7) School Personnel Assignment List and Basic Profile.*
2. The digitization of the form maximizes its function as a tool in establishing a fair and equitable distribution of teacher workload. It also captures and manages school personnel information, data driven HR decision-making and basis for the request of additional item.
3. The official electronic form or eSF7 template is already sent to the District ICTs. The same can also be downloaded at <https://bit.ly/eSF7>
4. Submission of e-copy/soft copy of eSF7 is on October 27, 2023 through the link that shall be provided to the school ICT/school head, while the hard copy shall be submitted to the Planning and Research-SGOD not later than November 10, 2023.
5. The accomplishment or submission of the eSF7 is the primary responsibility and accountability of the School Head.

6. General instructions in the preparation of eSF7 are provided below:
- a. Use DepEd Account and make sure to utilize MS Office 365, 64 bit version.
  - b. The downloaded eSF7 template or file shall be renamed using the following naming convention:
    1. **Region\_SDO\_School Name\_School Year**  
(example: *RVIII\_Northern Samar\_Arellano ES\_SY 2023-2024*)
    2. **For Senior High School**  
**Region\_SDO\_School Name\_School Year\_Semester**  
(example: *RVIII\_Northern Samar\_Galutan NHS\_SY 2023-2024\_1<sup>st</sup>Sem*)
  - c. Gather the following DATA ELEMENTS before encoding:
    - Enrollment (BOSY 2023-2024/LIS Enrolment Quick Count)
    - Number of Instructional Rooms
    - Tax Identification Number (TIN)
    - Degree Finished (Baccalaureate/Post-Graduate)
    - Major of Specialization, and minor (if any)
    - Post Graduate Finished
    - Birthdate
    - Date of First Day of Service (Appointment Paper/COS)
    - Date of First Day of Service (new Station)
    - PhilSys Number (if applicable)
    - Eligibility
    - Copy of the class schedule for each teaching personnel
7. All school personnel, regardless of position, fund source and nature of appointment shall be included in the School Form 7.
8. All District Heads shall monitor and ensure 100% submission to the Division Office.
9. Compliance with this Memorandum is desired.

  
**GAUDENCIO C. ALJIBE JR., PhD, CESO VI**  
OIC-Schools Division Superintendent



*"Soar High, Northern Samar Division!"*

