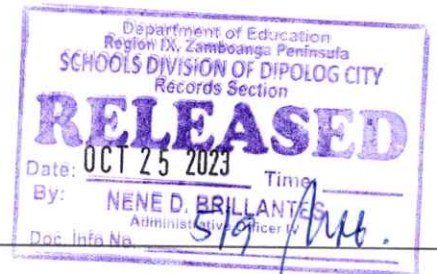




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



October 24, 2023

DIVISION MEMORANDUM

NO. 519, s. 2023

MONITORING OF THE ADOPTION OF DEPED ELECTRONIC SCHOOL FORM 7

**TO: Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division
Chief, Curriculum and Implementation Division
All Division and District Supervisors
All Elementary and Secondary School Principals
All Others Concerned
This Division**

1. DepEd Order No. 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 2013-2014, institutionalized the utilization of the modified forms to simplify the processing of various school records, thus allowing public school teachers and school heads to focus on the core business of curriculum delivery. One of these modified forms is School Form 7 (eSF7) 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 its commitment articulated in the MATATAG Agenda to digitize its essential processes, the Department of Education issues the Electronic School Form 7 (eSF7) to be adopted by all public schools effective School Year 2023-2024.
3. The deadline for submission of eSF7 is on **Friday, October 27, 2023**. Please upload it to this link: <https://bit.ly/3tHt0UJ>.
4. Along with this, SDO Dipolog will monitor the compliance of this report from October 25 to 27, 2023.
5. Hereunder is the composition of the monitoring team.

Ronillo S. Yarag	- Chairman
Marie Antoinette F. Nazareth	- Vice Chairman
Luisiano S. Murro, Jr.	- Member
Neil Nonato F. Sebastian	- Member
Marie C. Refugio	- Member
Cielbert E. Dondoyano, Jr.	- Secretariat
6. For further inquiries, please see or call Marie Antoinette F. Nazareth, Planning and Research Section-SGOD, DepEd, Dipolog City, cellphone number 09235861403.
7. For immediate dissemination and compliance.


MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent

