



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

July 8, 2026

**DIVISION MEMORANDUM**

No. **230**, 2026

**DISSEMINATION OF DM-OUHRODI-2026-2259 ON THE PREPARATORY  
ACTIVITIES FOR THE IMPLEMENTATION OF THE ELECTRONIC SCHOOL  
FORM 7 (eSF7) FOR SCHOOL YEAR 2026-2027**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors and OIC-PSDSs  
Public Elementary and Secondary School Heads  
Division Administrative Officer V (HRMO)  
Division Planning Officer  
School-Based Non-Teaching Personnel  
All others concerned

1. For the information, guidance, and strict compliance of all concerned, this Office disseminates **Memorandum DM-OUHRODI-2026-2259** dated June 25, 2026 titled "*Preparatory Activities for the Implementation of the Electronic School Form 7 (eSF7) for School Year 2026-2027.*"
2. Pursuant to DepEd Order No. 004, s. 2014, and DepEd Memorandum No. 52, s. 2023, the Department continues the implementation of the eSF7 to support data collection and analysis regarding school-level personnel and assignments. While the digital facility is being enhanced for better data collection, validation, and consolidation, all public schools and offices must undertake immediate preparatory activities, specifically the preparation and validation of class programs.
3. Accordingly, all concerned personnel within SDO Sorsogon Province are directed to accomplish the following mandates:
  - **All Public Elementary and Secondary School Heads and Personnel:**
    - Prepare and finalize class programs for SY 2026-2027 according to current policies on curriculum delivery, teaching assignments, and workload distribution.
    - Review and validate basic personnel profiles to ensure swift encoding once the eSF7 digital facility becomes available
  - **Schools Division Office Functional Units (SGOD, CID, HRMO, and Planning):**
    - Provide proactive technical assistance and strict oversight to schools during the preparation and validation of class programs.





Republic of the Philippines  
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Region V  
**SCHOOLS DIVISION OF SORSOGON**

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- Ensure absolute compliance with existing standards governing curriculum implementation, class organization, and teaching load distribution.
- 4. Please be advised that a separate issuance will be released by the Central Office outlining specific implementation guidelines and updated timelines once the eSF7 digital facility goes live.
- 5. For immediate clarifications, schools may coordinate through the SDO Planning/HR units, or directly reference **Mx. Ann Lazaro** of the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED) via bhrod.sed@deped.gov.ph.
- 6. Immediate & widest dissemination and compliance of this Memorandum are directed.

**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



06 Jul 2026

REGIONAL MEMORANDUM  
No. 00905, s. 2026

DISSEMINATION OF DM-OUHRODI-2026-2259 ON THE PREPARATORY  
ACTIVITIES FOR THE IMPLEMENTATION OF THE ELECTRONIC  
SCHOOL FORM 7 (ESF7) FOR SCHOOL YEAR 2026-2027

To : Assistant Regional Director  
Schools Division Superintendents  
Chief of Policy, Planning, and Research Division  
Chief of Administrative Division  
Chiefs, Schools Governance and Operations Division (SGOD)  
Public Schools District Supervisors  
RO/SDO Administrative Officers V (HRMO)  
RO/SDO Planning Officers  
School Heads of Public Elementary and Secondary Schools  
School based Non-Teaching Personnel  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of **Memorandum DM-OUHRODI-2026-2259** dated June 25, 2026, titled "*Preparatory Activities for the Implementation of the Electronic School Form 7 (eSF7) for School Year 2026-2027.*"
2. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**GILBERT A. SABSAD**  
Regional Director

Encl.: As stated.

To be indicated in the Perpetual Index  
under the following subjects

DATA  
FORMS  
RESOURCES  
TEACHERS

PPRD/rtb/msc  
07/06/2026

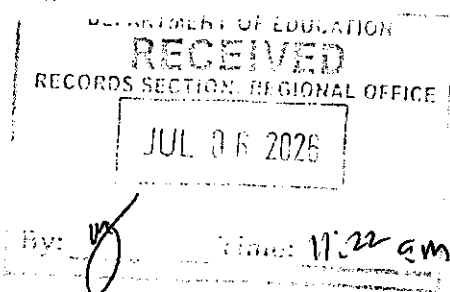


Republika ng Pilipinas

# Department of Education

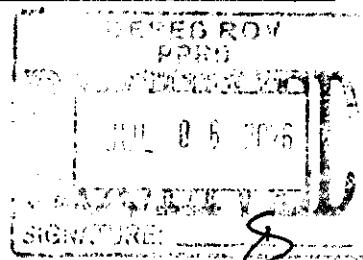
## OFFICE OF THE UNDERSECRETARY


### HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE



**MEMORANDUM**  
**DM-OUHRODI-2026-2259**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC SCHOOL HEADS  
ALL OTHERS CONCERNED



**FROM :**  **WILFREDO E. GABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*  
*and Infrastructure*

**SUBJECT :** PREPARATORY ACTIVITIES FOR THE IMPLEMENTATION OF  
THE ELECTRONIC SCHOOL FORM 7 (ESF7) FOR SCHOOL  
YEAR 2026-2027

**DATE :** 25 June 2026

Pursuant to DepEd Order No. 004, s. 2014, and DepEd Memorandum No. 52, s. 2023, the Department of Education (DepEd) shall continue the implementation of the Electronic School Form 7 (eSF7) for School Year (SY) 2026-2027 to support the collection and analysis of school-level personnel and assignment data for planning, policy development, and decision-making.

In support of the continuing implementation of eSF7, the Department is enhancing the digital facility that will be used for collecting, validating, and consolidating School Form 7 data. To ensure readiness for the implementation of the eSF7 for SY 2026-2027, all public schools and concerned offices are directed to undertake the necessary preparatory activities, particularly the preparation and validation of class programs, in accordance with existing policies, standards, and guidelines on curriculum delivery, teaching assignments, and teacher workload.

Accordingly, all concerned shall undertake the following preparatory activities:

- **All Public Elementary and Secondary Schools**
  - Prepare and finalize their class programs for SY 2026-2027 in accordance with existing policies on curriculum delivery, teaching assignments, and workload distribution;



- o Review and validate basic personnel profiles to facilitate encoding once the eSF7 facility becomes available.
- **Schools Division Offices (SDOs)**
  - o Provide technical assistance and oversight to schools in the preparation and validation of class programs; and
  - o Ensure compliance with existing policies and standards governing curriculum implementation, class organization, and teaching load distribution.
- **Regional Offices (ROs)**
  - o Ensure proper dissemination of this Memorandum and provide the necessary guidance to SDOs regarding its implementation; and
  - o Monitor the readiness and compliance of SDOs.

A separate issuance shall be released upon the availability of the eSF7 digital facility to outline the implementation guidelines for SY 2026–2027. Consequently, the process flow and timelines prescribed under **DM-OUHROD-2024-1436**, titled **General Process Flow for eSF7 Data Gathering and Report Generation**, shall be updated accordingly.

For any clarification, you may contact **Mx. Ann Lazaro** of the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) at (02) 8633-5397 or via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

**Copy furnished:**

Office of the Secretary  
Office of the Undersecretary for Field Operations

[BHROD-SED/Lazaro]