



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

10 Oct 2023

DIVISION MEMORANDUM

No. 546 s. 2023

**ONLINE ORIENTATION ON THE ADOPTION OF THE DEPED
ELECTRONIC SCHOOL FORM 7 (eSF7)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. With reference to DepEd Memorandum (DM) 52, s. 2023, *Adoption of the DepEd Electronic School Form 7 (eSF7)* and as part of its commitment articulated in the MATATAG agenda to digitize its essential processes, the Department of Education (DepEd) issues the Electronic School Form 7 (eSF7) to be adopted by all public schools effective School Year (SY) 2023-2024.
2. In this regard, the Planning and Research Section (PRS) of this division shall conduct an **Online Orientation** for **all public elementary and secondary school heads** on **October 16, 2023**. The objectives of the activity are as follows:
 - a. Present the general guidelines stipulated in the DepEd Memorandum;
 - b. Inform the end-users about the features of the electronic tool; and
 - c. Provide technical assistance and clarification to the nuances in implementation.
3. Select school heads who participated in the *National Orientation for Luzon Cluster* shall serve as resource persons in this activity.
4. The attached **Enclosure 1** provides the indicative timeline of activities for your perusal.
5. For confirmation of attendance, please complete the attendance form on or before **October 13, 2023 (Friday)**: <https://tinyurl.com/AttendaceeSF7>
6. Immediate dissemination of and compliance with this Memorandum are desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent



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Encl.: None

Reference: DepEd Order (Nos. 4, s. 2014 and 58, s. 2017)

DepEd Memorandum (DM) 52, s. 2023

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

EMPLOYEES
FORMS
LIST
OFFICIALS
RECORDS
RULES AND REGULATIONS
SCHOOLS

SGOD/ - online orientation on the adoption of the deped electronic school form 7 (esf7)
Tracking Number/DTS/October 10, 2023



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Enclosure 1

Indicative Program of Activities

Time	Activity	Resource Person
1:00 – 1:30 PM	Registration	PRS Technical Staff
1:30 – 2:00 PM	Program Preliminaries Recognition of Participants	PRS Technical Staff
2:00 – 2:15 PM	Message	IMELDA C. RAYMUNDO SGOD Chief
2:15 - 2:30 PM	Presentation of Overview and Objectives	MARIFE R. LAGAR Planning Officer III
2:30 – 4:30 PM	Orientation Proper -General Provisions and Guidelines of DM 52, s. 2023	PRS Technical Staff MICHAEL M. SAFRED Assistant School Principal II, Dapdap IS <i>Resource Person</i>
	Orientation Proper -eSF7 Tool Implementation	PRS Technical Staff LARVIN O. LABRADA, PhD Head Teacher III, Alsam IS <i>Resource Person</i>
	Orientation Proper -Open Forum	PRS Technical Staff GENER C. DELOS REYES, EdD Principal IV, LPIHS <i>Resource Person</i>
4:30 – 5:00 PM	Ways Forward Closing Program	MARIFE R. LAGAR Planning Officer III PRS Technical Staff