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Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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MEMORANDUM
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TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 REGIONAL AND SCHOOLS DIVISION OFFICE
 PLANNING OFFICERS
 PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
 ALL OTHERS CONCERNED

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : GENERAL PROCESS FLOW FOR ESF7 DATA GATHERING
 AND REPORT GENERATION

DATE : 29 July 2024

As part of its ongoing commitment to digitize essential processes, the Department of Education (DepEd) has introduced the Electronic School Form 7 (eSF7) through Department Memorandum 52, s. 2023 (DM 52, s. 2023). This initiative aims to standardize and digitize the SF7 to capture crucial school-level data, facilitating strategic workforce management, and data-driven human resource decisions.

Since its implementation, the eSF7 has been instrumental in collecting data that allows for detailed analysis of workload distribution and validation of personnel profiles.

In alignment with the guidelines outlined in DM 52, s. 2023 and in preparation for the Beginning of School Year (BOSY) 2024-2025, this Office, through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), is issuing the **General Process Flow for eSF7 Data Gathering and Report Generation** (see Annex A). This process flow provides detailed procedures and timeline for the collection, analysis, and reporting of eSF7 data to ensure smooth facilitation, effective data management, and further guide the different governance levels in the Department.

For any questions or concerns, please contact BHROD-SED via email at bhrod.sed@deped.gov.ph or by phone at (02) 8633-5397.

For your information and appropriate action.

[BHROD-SED/Lazaro]

30 JUL 2024

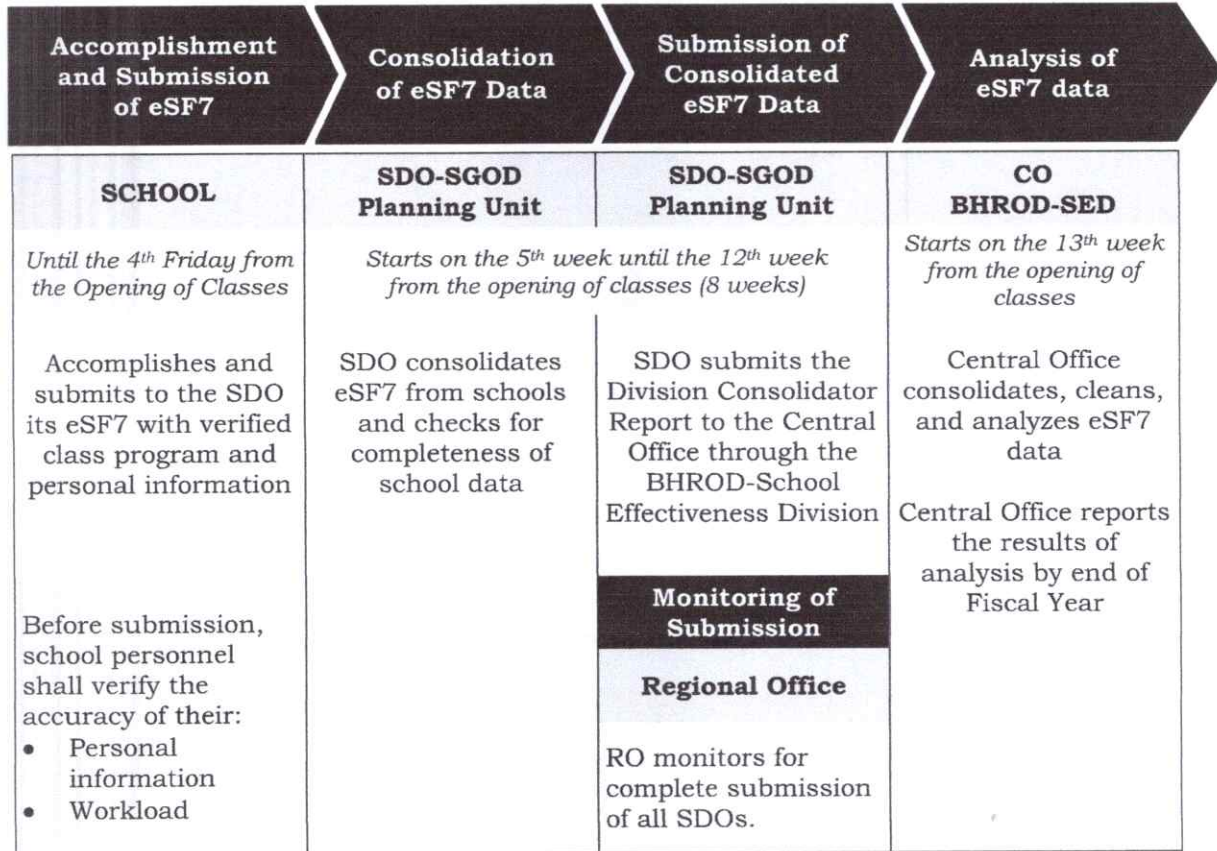


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**General Process Flow for the Electronic School Form 7 (eSF7)
Data Collection, Analysis, and Report Generation**



The **General Process flow** above shall be broken-down per Major Process in the different Governance Levels to better guide the Schools, Schools Division Offices, and Regional Offices on the procedures and timeline of collection, analysis, and report generation of Electronic School Form 7 (eSF7) data.

1. ACCOMPLISHMENT AND SUBMISSION OF THE eSF7 (SCHOOL LEVEL)

School Head	School Head with assistance from NTP	All School Personnel	School Head
<p><i>Before the start of the school year</i></p> <p>a. Prepare the school program* for the new school year</p>	<p><i>May be accomplished before the start of the school year until the 4th Friday from the opening of classes</i></p> <p>a. Accomplish the eSF7 for the new school year</p> <p><i>Use the school program as basis for inputting the teaching load.</i></p>	<p>a. Verify the accuracy of the following information in the accomplished eSF7:</p> <ul style="list-style-type: none"> • Personal information • Workload* <p>b. Once all information is verified, the School Head shall sign and facilitate the submission of eSF7.</p>	<p><i>On or before the 4th Friday from the opening of classes</i></p> <p>a. Submit to the SDO-SGOD-Planning Unit the accomplished and verified eSF7 in following formats:</p> <ul style="list-style-type: none"> • Excel File • Signed PDF <p>Furnish the SDO-Curriculum Implementation Division (CID) with a copy of the signed PDF.</p>
<p>*School Head and all school personnel may refer to existing DepEd issuances on learning areas and time allotments.</p>			

2. CONSOLIDATION AND SUBMISSION OF eSF7 DATA (SDO AND RO LEVELS)

SDO-SGOD Planning Unit (Division Planning Officer)	SDO-SGOD Planning Unit (Division Planning Officer)	RO (Regional Planning Officer)
<p><i>May be consolidated as early as the first week of the new school year</i></p> <p>a. Consolidate submitted eSF7</p> <p>b. Check the completeness of school submissions</p> <p><i>In case of incomplete eSF7 data, return the eSF7 to the concerned school for appropriate action.</i></p> <p>Division ITO may provide TA in terms of the installation of the Division consolidator application and other related concerns.</p>	<p><i>Starts on the 5th week until the 12th week from the opening of classes (8 weeks)</i></p> <p>SDO - Division Planning Officers</p> <p>a. Submit the Division Consolidator Report to the Central Office through BHROD-School Effectiveness Division</p> <p><i>May submit partial reports until completion.</i></p> <p>RO - Regional Planning Officers</p> <p>a. Monitor the complete submission of all SDOs.</p>	

3. ANALYSIS OF eSF7 DATA AND REPORT GENERATION (CO LEVEL)

CENTRAL OFFICE (BHROD-SED)	
<p><i>Starts on the 5th week until the 12th week from the opening of classes (8 weeks)</i></p> <ul style="list-style-type: none"> a. Consolidate eSF7 data of all Divisions b. Process and clean the submitted reports <p>BHROD-SED shall provide ROs with updates on the submission status for their monitoring.</p>	<p><i>Starts on the 13th week from the opening of classes until end of the current Fiscal Year</i></p> <ul style="list-style-type: none"> a. Analyze eSF7 data <i>Divisions may also analyze their eSF7 data.</i> b. Report results of analysis by end of Fiscal Year <p>BHROD-SED shall provide Regional and Division-level reports. DepEd field offices may utilize the reports for decision-making purposes.</p>