



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **267**, s. 2026

28 APR 2026

**PREPARATION OF THE ELECTRONIC  
SCHOOL FORM 7 (eSF7) FOR SY 2025-2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Public School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 419, s. 2026 titled "Preparation of the Electronic School Form 7 (eSF7) for School Year 2025-2026," relative to the issuance of DM-OUHROD-2025-1615 on the "Accomplishment of the eSF7 for SY 2025-2026." All public elementary and secondary schools are requested to ensure that their eSF7 data are complete, accurate, and error-free in preparation for the submission of school forms for SY 2025-2026.
2. As stated in the Regional Memorandum, a separate memorandum shall be issued to provide guidance on the submission procedures and timelines. In the interim, schools are enjoined to review, validate, and update all required entries relevant to the preparation of eSF7.
3. Immediate and wide dissemination of and strict compliance with this Memorandum are directed.

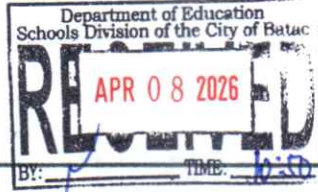
  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: None  
Reference: None  
To be included in the Perpetual Index  
Under the following subject:

BASIC EDUCATION      DATA      CALENDAR      ENROLLMENT      TEACHERS

SGOD/dro/ 26005 Preparation of the Electronic School Form 7 (Esf7) For SY 2025-2026

SDCB RECORDS UNIT  
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Republic of the Philippines  
**Department of Education**  
REGION I

APR 08 2026

**REGIONAL MEMORANDUM**

No. 419 s. 2026

**PREPARATION OF THE ELECTRONIC SCHOOL FORM 7 (ESF7)  
FOR SCHOOL YEAR 2025-2026**

To: Schools Division Superintendents

- Per attached Advisory relative to the issuance of DM-OUHROD-2025-1615 titled "Accomplishment of the eSF7 for SY 2025-2026, the Department officially directs all public schools to ensure that their eSF7 data is complete and error-free in preparation for submission.
- A separate memorandum will be issued to provide guidance on the submission procedures and timelines. Division Planning Officers are requested to extend technical assistance to schools throughout the process.
- For information and appropriate action.

**RHODA T. FAZON**

Assistant Regional Director  
Officer-in-Charge, Office of the Regional Director

Encl.: Advisory 31 March 2026  
Reference: DM-OUHROD-2025-1615 titled "Accomplishment of the eSF7 for SY 2025-2026  
To be indicated in the Perpetual Index  
Under the following subjects:

BASIC EDUCATION      DATA      CALENDAR      ENROLLMENT      TEACHERS

PPRD/steph/eSF7SY2025-2026  
April 1, 2026



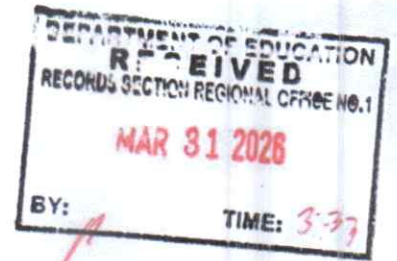
Flores St., Catbangen, City of San Fernando, La Union  
Telephone Nos.: (072) 607-8137/682-2324  
DepEd Region I      region1@deped.gov.ph  
www.depedro1.com

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Republika ng Pilipinas  
Department of Education



**BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**  
**OFFICE OF THE DIRECTOR**

## ADVISORY

31 March 2026

This Office issues this Advisory **to inform all public schools to prepare their Electronic School Form 7 (eSF7) for School Year (SY) 2025 – 2026**, relative to the issuance of DM-OUHROD-2025-1615 titled *“Accomplishment of the eSF7 for SY 2025–2026.”* As the tool for submitting eSF7 data has yet to be deployed by April 2026, all public schools are advised to ensure that their eSF7 data is complete and error-free in preparation for submission.

A separate memorandum will be issued to provide guidance on the submission procedures and timelines. Regional and Division Planning Officers are requested to extend technical assistance to schools throughout this process.

For information and appropriate action.

Thank you very much!

  
**DEXTER N. PANTE**

Project Development Officer V  
Officer-in-Charge, Office of the Director III  
Bureau of Human Resource and Organizational Development



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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