



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF AKLAN

October 09, 2023

DIVISION MEMORANDUM

NO. 448, s. 2023

**DIVISION ORIENTATION ON THE IMPLEMENTATION OF DEPED
MEMORANDUM 52, 2. 2023, ADOPTION OF THE DEPED ELECTRONIC
SCHOOL FORM 7 (eSF7)**

To : **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
Principal-In-Charge of the District
District Planning Coordinators
District ICT Coordinators
All others Concerned

1. The Schools Division of Aklan, School Governance and Operations Division, Planning and Research Section will conduct the Orientation on the Implementation of DepED Memorandum No. 52, s. 2023, Adoption of the DepEd Electronic School Form 7 (eSF7) on October 13, 2023, Friday at ASJ Hall, DepEd Division Office, Poblacion, Kalibo, Aklan.
2. The objectives of this activity are the following : Present the general guidelines stipulated in the DepEd Memorandum; inform the end-users about the features of the electronic tool; and provide technical assistance and clarification to the nuances in implementation.
3. The expected participants are the District Planning Coordinators and District ICT Coordinators. Each participant is requested to bring laptop, extension cord and other basic data needed in the accomplishment of eSF7 found in Inclosure No. 1.
4. Participants are requested to bring their own snacks while traveling expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Program of Activities can be found in Inclosure No. 2.
5. Immediate dissemination and compliance of this Memorandum is desired.

FELICIANO C. BUENAFE Jr. CESO VI
Schools Division Superintendent

Reference : Memorandum DM-OUHROD-2023 – 1400
Inclosures : Attachment No. 1
Allotment : 1 (R.O. s. 1994)

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

DATA

SCHOOLS

TEACHERS

FORMS

Inclosure No. 1 to the Division No. 448, s. 2023

Basic Data Needed in Accomplishing eSF7

1. Enrollment BOSY/LIS Quick Count
2. No. of Instructional Rooms (EBEIS)
3. Tax Identification Number (TIN)
4. Degree Finished (Baccalaureate/Post-Graduate)
5. Major of Specialization and Minor (if any)
6. Post-Graduate Degree Finished
7. Religion
8. Ethnic Group
9. Birthdate
10. Data of First Day of Service (Appointment Paper/COS)
11. Date of First Day of Service (New Station)
12. PhilSys (National ID) number
13. Eligibility
14. Class Schedule for each teaching personnel
15. School Class Program - signed by the PSDS

PROGRAM OF ACTIVITIES		
TIME	ACTIVITY	RESOURCE PERSON
8:00 – 8:30am	Registration	P & R Personnel
8:30 – 8:45	Program Preliminaries - National Anthem - Prayer - Recognition of participants	P & R Personnel
8:45 – 9:00 AM	Welcome Message	SDS Feliciano C. Buenafe
9:00 – 9:15 AM	Presentation of overview and objectives	
9:15 – 11:45	Orientation Proper - General provisions and guidelines of DM 52, 2. 2023	Mrs. Maria Santia A. Arboleda Principal II Regional Science HS for Region VI
	Orientation Proper - eSF7 tool implementation	Mrs. Sally V. Agapito Principal I Numancia Integrated
	Orientation Proper - Open Forum	Mrs. Luzvi V. Mangilaya Principal I Unat-Bagacay ES
11:45 -12:00 NN	Conclusion - Closing message - Reminders and acknowledgement	