

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

21 January 2025

DIVISION MEMORANDUM

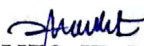
No. 049 s. 2025

**ADDENDUM TO UNNUMBERED MEMORANDUM SGOD-PRU-12-12-2024 titled:
ADOPTION AND SUBMISSION OF THE REVISED ELECTRONIC SCHOOL FORM
NO. 7 (ESF7) TOOL STARTING SCHOOL YEAR 2024-2025**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors - CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School Based Administrative Officers
All Others Concerned

1. In relation with the Unnumbered Memorandum SGOD-PRU-UM-12-12-2024 titled Adoption and Submission of the Revised Electronic School Form No. 7 (eSF7) Tool starting School Year 2024-2025, this office informs all concerned on the updates and new timeline in the preparation and submission of eSF7 SY 2024-2025.
2. Attached are publication materials provided by the BHROD for your reference.
3. Other information stated in the Unnumbered Memorandum SGOD-PRU-UM-12-12-2024 dated December 12, 2024, shall remain in effect.
4. For information, guidance, and strict compliance of all concerned.

By the Authority of the OIC – Schools Division Superintendent:


ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer-In-Charge



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The Revised eSF7 Tool
 will be uploaded
after the orientation

bit.ly/eSF7

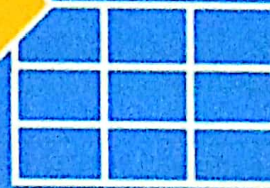


SCHOOLS MUST USE THE NEW TEMPLATE

December 9, 2024
 version

Previous SY

January 17, 2025
 version

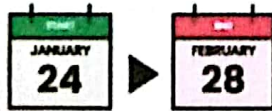


For schools that have already
 accomplished their eSF7,
migrate it to the new template.

BROWSE FILE

BEGIN COPY

**SUBMISSION
 OF THE ESF7 DATABASE**

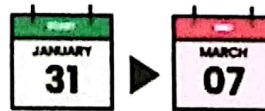


Schools

Once accomplished using the
new template (Jan. 17, 2025 version),
 schools may submit their eSF7
 Database as early as **Jan. 24, 2025**.

The Submission Form (bit.ly/eSF7-SubmissionForm)
 shall be reactivated on Jan. 24 and shall accept
 submissions until Feb. 28, 2025.

**MONITORING
 OF SUBMISSION**



ROs and SDOs

ROs and SDOs shall monitor school
 submissions thru the **monitoring tool***,
 which shall be updated **every Friday**
starting Jan. 31 until Mar. 7, 2025.

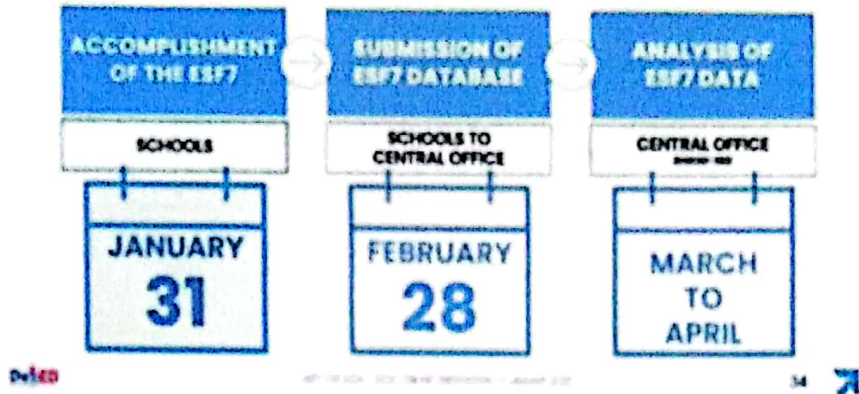
*The link to the monitoring tool shall be available before
 Jan. 31, 2025.





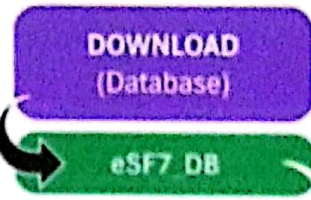
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NEW SCHEDULE FOR SY 2024 - 2025



DONWLOAD AND SUBMIT THE ESF7 DATABASE

- ✓ **DOWNLOAD**
- ✓ **UPDATE FILENAME**
 - eSF7_DB-SchoolID-SY or
 - eSF7_DB-SchoolID-SY_Semester For SIS [for SIS IS and Standalone]
- ✓ **SAVE AS EXCEL WORKBOOK (.xlsx)**



bit.ly/eSF7-SubmissionForm



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