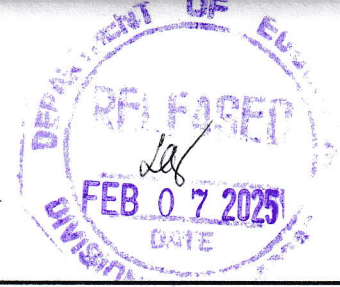




Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



Office of the Schools Division Superintendent

February 7, 2025

**DIVISION MEMORANDUM**

No. **02-039**s, 2025

**DIVISION ORIENTATION ON THE ADOPTION OF THE REVISED ELECTRONIC  
SCHOOL FORM 7 (eSF7) TOOL**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
All Elementary and Secondary School Heads  
This Division

1. In compliance with DM-OUHROD-2024-3470 "Issuance and Adoption of the Revised Electronic School Form 7 (eSF7) Tool Starting School Year 2024-2025" dated December 4, 2024, this office through the Planning and Research Section shall conduct an Orientation on February 11-12, 2025 at the Division Training Center.

2. The primary objective of the orientation is to promote standardized knowledge and understanding regarding the operationalization of the electronic tool from the data collection to report generation on school personnel assignments and basic profiles, considering the modifications incorporated since it was first introduced in School Year 2023-2024 and the deadline for submission set by the central office which will be on February 28, 2025.

3. The participants of the orientation are all Elementary and Secondary School Heads and Administrative Officer II.

4. Considering the space of the Division Training Center, the following schedules must be adhered to in order to facilitate the orientation's conduct and guarantee participants' comfort:

Cluster	District	Date and Time
Cluster 1	Burgos and Gen. Luna – 40 pax	Feb. 11 / 8:00-10:00
Cluster 2	San Isidro and Socorro West – 41 pax	Feb. 11 / 10:00-12:00
Cluster 3	Dapa East, Numancia East & San Benito – 43 pax	Feb. 11 / 1:00-3:00
Cluster 4	Dapa West and Pilar – 41 pax	Feb. 12 / 8:00-10:00
Cluster 5	Numancia West, Sapao and Socorro East – 42 pax	Feb. 12 / 10:00-12:00

5. Should you have questions and clarifications, you may contact Mr. Isagani B. Calidguid through 09501836737 or email [isagani.calidguid@deped.gov.ph](mailto:isagani.calidguid@deped.gov.ph).

6. This Office directs immediate dissemination and appropriate action of this Memorandum.

**MANUEL O. CABERTE**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl: As stated

Reference: DM-OUHROD-2025-0060

To be indicated in the Perpetual Index under the following subjects:  
ORIENTATION ESF7

SGOD/ibcalidguid  
02/07/2025