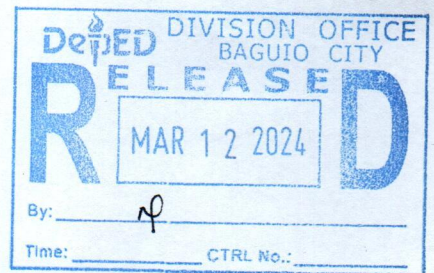




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



March 12, 2024


DIVISION MEMORANDUM

No. **170-2024**

**SCHOOL ADMINISTRATIVE OFFICERS' MEETING-WORKSHOP
ON ELECTRONIC SCHOOL FORM 7 (eSF7):**

To: All Public Schools District Supervisors
Public School Heads
School Administrative Officers
Others Concerned

1. Relative to the issuance of the Department on the adoption of DepEd Electronic School Form 7 (eSF7), and the issuance of the immediate removal of administrative tasks of public school teachers," this Office directs all the School Administrative Officers and personnel in-charge of SF7 to attend the scheduled meeting-workshop on March 15, 2024 at 1:00 p.m. onwards at the SDO Training Hall.
2. The meeting aims to present guidelines for the preparation of the aforementioned form and to harness data-driven insights on human resources at the school level. The meeting will also address additional personnel-related matters.
3. The participants are the following:
 - a. School Administrative Officers/Personnel in-charge of SF7
 - b. HRMO/AO IV
 - c. AO V (Admin. Services)
 - d. Planning Officer III
 - d. SEPS (Planning & Research)
4. Immediate dissemination of and compliance with this Memorandum is desired.


SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

