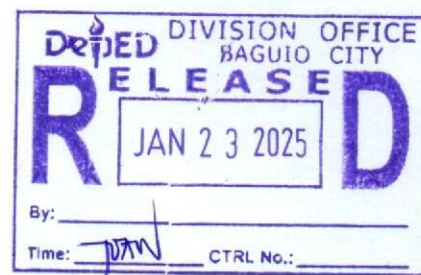




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



January 23, 2025

**DIVISION MEMORANDUM**

No. **065-2025**

**REVISED TEMPLATE OF THE ELECTRONIC SCHOOL  
 FORM 7 (eSF7)**

To : Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 Administrative Officer II/III  
 All Others Concerned

1. Relative to DM 052, s. 2023 titled Adoption of the DepEd Electronic Form 7, the Bureau of Human Resource and Organizational Development - School Effectiveness Division, issued the corrected eSF7 tool effective January 2025.
2. Schools may access the updated eSF7 tool (January 22, 2025 version) through [bit.ly/eSF7](http://bit.ly/eSF7). The user manual, references, process flow and presentation materials can be accessed in the given link.
3. Deadline of submission of new eSF7 for SY 2024-2025 is as follows:

Activity	Governance level	Deadline
Accomplishment and submission of eSF7	Schools to SDO (Planning and Research)	February 7, 2025
Submission of eSF7 Database	Schools to Central Office	February 28, 2025
Analysis of eSF7 Data	Central Office	March to April 2025

4. Immediate and wide dissemination of this Memorandum is desired.

  
**SORAYA T. FACULO, PhD, CESO VI**  
 Schools Division Superintendent



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