



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF DUMAGUETE CITY



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM  
UNNUMBERED**

To : Officer-In-Charge, Office of the Chief, SGOD  
Education Program Supervisor for SGOD  
All Public Elementary and Secondary School Heads

From : **DR. CASIANA P. CABERTE, CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Subject : **ONLINE ORIENTATION ON THE IMPLEMENTATION  
OF DEPED MEMORANDUM NO. 52, S. 2023,  
ADOPTION OF THE DEPED ELECTRONIC SCHOOL  
FORM 7 (eSF7)**

Date : October 10, 2023

1. The Department of Education has issued DepEd Memorandum (DM) 52, S. 2023, entitled "**Adoption of the DepED Electronic School Form 7 (eSF7)**" as part of the commitment to digitize essential processes for continuous improvement. The digitization of the said school form intends to maximize its function as a tool to establish a fair and equitable distribution of teaching workload. In addition, it aims to capture important school-level information crucial to the achievement of strategic workforce development management and data-driven human resource decision-making.

2. In view of this, there will be an Online Orientation on the Electronic SF7 on October 12, 2023 from 1:30 – 5:00 in the afternoon. Participants to this online orientation are all Public Elementary and Secondary School Heads and BEIS/LIS Coordinators. Link to the Online Orientation will be posted in the messenger.



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3. The objectives of the Orientation are:
- 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.
4. Immediate dissemination and compliance to the contents of this memorandum is desired.

*Casiana P. Caberte*

**CASIANA P. CABERTE, EdD, CESO VI**  
Asst. Schools Division Superintendent  
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