



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

October 10, 2023

DIVISION MEMORANDUM

No. 434, s. 2023

**CONDUCT OF ONLINE ORIENTATION ON THE ACCOMPLISHMENT OF
E-SF 7 FOR SY 2023-2024**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Planning Officer III
Elementary and Secondary ICT 2 Coordinators
Elementary and Secondary School Heads
All Others Concerned
This Division

1. Pursuant to **DepEd Memorandum 52, s. 2023** re: **Adoption of the DepEd Electronic School Form 7 (eSF7)**, all school heads and their ICT 2 are hereby directed to attend an online orientation on October 13, 2023, from 1:00 PM to 5:00 PM via MS Teams.

2. Further, all schools are advised to do the following prior to the actual attendance of the activity.

2.1. Download, watch and study a video tutorial on the accomplishment of the eSF7 through <https://tinyurl.com/642k56j3>

2.2. Download, navigate and do mock encoding of data to the actual eSF7

2.3. Consolidate questions/clarifications including challenges encountered if there are any and present it during the activity on October 13, 2023.

3. All the identified participants are expected to be present at the said activity as it is deemed crucial for the accomplishment not only of the school report but for the Division as well. No substitute is allowed except for emergency cases of which the school head will write an excuse letter to the Office of the Schools Division Superintendent a day or two before the actual activity.



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 555-0475
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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3. Lastly, for schools with no or with unstable internet connections, you are advised to report to the Division Conference Room or stay in areas within the Division with secure and stable internet connectivity.

4. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

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

RANDOLPH B. TORTOLA ✓
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:
SCHOOL FORMS

