



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

Office of the Schools Division Superintendent

January 27, 2025

DIVISION OFFICE MEMORANDUM

No. 028, s. 2025

**UPDATES ON DIVISION MEMORANDUM NO. 001 S, 2025 (CONDUCT  
OF VIRTUAL MEETING ON THE ADOPTION OF THE REVISED  
ELECTRONIC SCHOOL FORM FOR SY 2024-2025)**

To: Assistant School Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors, SGOD&CID  
Planning Officer III  
Elementary and Secondary Schools  
All Concerned  
**This Division**

1. This is to inform the field that e-SF7 Tool released last December 9, 2025 have undergone enhancements and has been re uploaded as an enhanced tool through <https://bit.ly/eSF7> including its user manual and all other reference materials.
2. Generation and submission of the summary report shall strictly be followed as stipulated in page 27 of the **eSF7-2024\_User Manual\_v1.pdf**. To facilitate the smooth and organized collection of summary reports both in excel and pdf files, please deposit all reports to <https://bit.ly/GeneratedReport> .
3. Further, there will no longer be a conduct of virtual or face-to-face orientation. Hence, the field is directed to view the recording of the comprehensive virtual meeting by the Central Office with the Planning Officers last December 17, 2025 through the link provided in item 2 above for the full instructions.



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4. Lastly, for the timeline of activities, please see the details below.

<b>Activities</b>	<b>Date</b>	<b>Concerned Office</b>
Accomplishment of the eSF7	January 31, 2025	Schools
Submission of eSF7 Data	February 28, 2025	Schools to Central Office
Analysis of the eSF7 Data	March to April 2025	BHROD-Central Office

5. 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 account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

6. Strict compliance and 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:

**Revised eSF7**  
**SY 2024-2025**



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