



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
 Schools Division of Biñan City
 RECORDS SECTION
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 By: J. O. B. B.

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DIVISION MEMORANDUM

No. 465, s. 2023

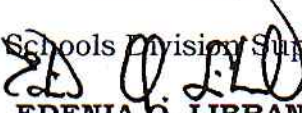
ADOPTION OF THE DEPED ELECTRONIC SCHOOL FORM 7 (eSF 7)

To: Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 All Schoolheads

1. Relative to DepEd Memorandum no. 52, s. 2023, or known as Adoption of the DepEd School Form 7 (eSF 7) for all Public Elementary and Secondary Schools Effective End-and-School Year 2023-2024, the Department institutionalized the utilization of the modified forms to simplify the processing of various school records. One of the modified forms is **School Form (SF 7)** or the School Personnel Assignment List and Basic Profile, which provides a list of the school personnel's profile and official duties.
2. In adherence to DepEd Order No. 4, s. 2014, the accomplishment of this electronic form is the primary responsibility and accountability of the **School Head and Administrative Officer II**.
3. Schoolheads are instructed to download the accomplished eSF 7 forms at <https://bit.ly/eSF7> and submit them through email: depedbinaan.planning@gmail.com **on or before November 17, 2023** for division checking and consolidation purposes.
4. For more information, please contact Mr. Charles M. Patio, Planning Officer III at tel. no.: (049)511-4191 or by email at charles.patio@deped.gov.ph.
5. Immediate and widest dissemination of this Memorandum is desired.

MANUELA S. TOLENTINO, CESO V
 Schools Division Superintendent

For the Schools Division Superintendent


EDENIA O. LIBRANDA
 Chief Education Supervisor
 Officer-in-Charge

Office of the Assistant Schools Division Superintendent

Encl: As stated
 Reference: None

SGOD/PR / CMP / CMP / DM - Adoption of the DEPED Electronic School Form (eSF 7)
 / 11/13/2023



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