



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

September 7, 2023

**DIVISIONAL MEMORANDUM**

No. 267, s. 2023

**ADOPTION OF THE DEPED ELECTRONIC SCHOOL FORM 7**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Other Concerned Personnel  
This Division

1. Per DepEd Memorandum No. 052, s. 2023, this Office directs all public elementary and secondary school heads to utilize the electronic school form 7 (eSF7) or the School Personnel Assignment List and Basic Profile, effective School Year (SY) 2023-2024.
2. The electronic form can be accessed at <https://bit.ly/eSF7>. It is the sole responsibility of the school heads to complete the electronic form. Furthermore, details in accomplishing the form can be found in the manual available in the same link.
3. All accomplished eSF7 shall be submitted to [elijune.abucay@deped.gov.ph](mailto:elijune.abucay@deped.gov.ph) on or before September 15, 2023. The submitted forms shall be checked thoroughly to ensure equitable distribution of teaching loads, and the number of organized classes per grade level is followed.
4. In case of teacher excess, this Office shall validate the data and study the possibility of redeployment or reassignment to schools with acute teacher-learner ratio. Queries relative to this matter may be channeled to the same email mentioned above.
5. For information and strict compliance.

**NIMFA R. LAGO, PhD., CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

Pp: **DIONESIO L. LIWAGON, JR. CESE**   
Assistant Schools Division Superintendent

Encl.: As Stated  
Reference: DM-052-2023  
To be indicated in the Perpetual Index  
Under the following subjects:

**ADOPTION**

**ENROLLMENT**

**eSF7**

SBC/DM\_\_\_\_\_ "Adoption of the DepEd Electronic School Form 7"



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**PANDONG**  
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