



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023-468

To : MELACRES L. CAMPOMAYOR
Principal 1

ELIZABETHA R. BUERON
Principal IV

MYLENE G. SAMONTE
Principal I

Subject : ATTENDANCE TO THE ONLINE ORIENTATION ON THE
IMPLEMENTATION OF DEPED MEMORANDUM 52, S. 2023
ADOPTION OF THE DEPED ELECTRONIC SCHOOL FORM 7 (eSF7)

Date : October 4, 2023

Pursuant to Memorandum DM-OUHROD-2023-1400 signed by Gloria Jumawil - Mercado, Undersecretary for Human Resource and Organizational Development, this Office informs the conduct of the Online Orientation on the Implementation of DepEd Memorandum 52, s. 2023 also known as Adoption of the DepEd Electronic School Form 7 (eSF7). The schedule for Mindanao cluster is on October 6, 2023 at 1:00 P.M. on the following link https://bit.ly/Mindanao_eSF7.

In view of this, the above-mentioned personnel are hereby directed to represent the Division of Digos City on the scheduled date. For confirmation of attendance, please accomplish the link on or before September 29, 2023, through: https://bit.ly/AttendanceConfirmation_eSF7. To facilitate the simultaneous discussion of the policy, please submit issues and concerns on or before October 4, 2023, through <https://bit.ly/Issues-ESF7> for submission to BHROD, Central Office.

For further inquiries and clarifications on this matter, contact Dr. Cherry Ann D. Into, Education Program Supervisor of the Policy Planning and Research Division, via (082)224-0750.

Immediate dissemination of this Memorandum is highly desired.

MELANIE P. ESTACIO

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

23-109767
DATE: OCT 04 2023 TIME: 2:09pm
BY: [Signature]

For and in the absence of SDS:

[Signature] 10/4/23
SOLLIE B. OLIVER
SGOD-Chief
Officer-In-Charge

Enclosed: As stated.
SGOD/PR/ama



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

PPRD-2023-130

To : Schools Division Superintendents
 Regional Office Functional Division Chiefs
 All Others Concerned

Subject: ATTENDANCE TO THE ONLINE ORIENTATION ON THE
 IMPLEMENTATION OF DEPED MEMORANDUM 52, S. 2023

Date : September 29, 2023

02 OCT 2023

TIME: 2:51

Pursuant to Memorandum DM-OUHROD-2023-1400 signed by Gloria Jumamil - Mercado, Undersecretary for Human Resource and Organizational Development, this Office informs the conduct of Online Orientation on the Implementation of DepEd Memorandum 52, s. 2023 also known as Adoption of the DepEd Electronic School Form 7. The schedule and participants to this activity are listed below:

Cluster	Date and Time	Orientation Link	Target Participants
Mindanao	October 6, 2023 1:00 P.M.	https://bit.ly/Mindanao_eSF7	DPOs 3 Schools Heads per SDO from (Large, Medium, Small School)

For confirmation of attendance, please accomplish the link on or before **September 29, 2023**, through: https://bit.ly/AttendanceConfirmation_eSF7. To facilitate the simultaneous discussion of the policy, all focal persons from public schools are requested to submit issues and concerns on or before **October 4, 2023**, through <https://bit.ly/Issues-ESF7> for submission to BHROD, Central Office.

For further inquiries and clarifications on this matter, contact Dr. Cherry Ann D. Into, Education Program Supervisor of the Policy Planning and Research Division, via (082) 224-0750.

Immediate dissemination of this Memorandum is highly desired.

RELEASED

By: *[Signature]*
 Date: *10.2.23* Time: *2:47:23*

ALLAN G. FARNAZO
 Director IV *AM*

By the Authority of the Regional Director

[Signature]
 ROY T. ENRIQUEZ
 Chief Administrative Officer
 Officer-in-Charge

Enclosure: As Stated

ROP2/cadi



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republika ng Pilipinas

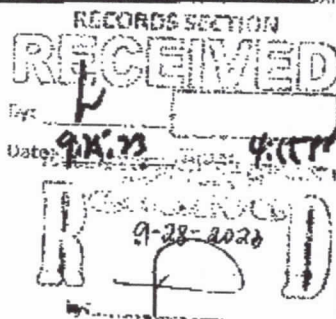
Department of Education

OFFICE OF THE UNDERSECRETARY

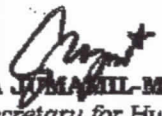
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1400



TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
DIVISION PLANNING OFFICERS
SELECT PUBLIC SCHOOL HEADS

FROM :  GLORIA J. MANAL-MERCADO
Undersecretary for Human Resource and Organizational Development

SUBJECT : ONLINE ORIENTATION ON THE IMPLEMENTATION OF DEPED
MEMORANDUM, 52, S. 2023, ADOPTION OF THE DEPED
ELECTRONIC SCHOOL FORM 7 (eSF7)

DATE : 19 September 2023

The Department of Education has issued DepEd Memorandum (DM) 52, s. 2023, *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 management and data-driven human resource decision-making.

In this regard, the Bureau of Human Resource and Organizational Development – School Effectiveness Division shall conduct an **Online Orientation on October 4-6, 2023**. The details of the activity are as follows:

A. Objectives

1. Present the general guidelines stipulated in the DepEd Memorandum;
2. Inform the end-users about the features of the electronic tool; and
3. Provide technical assistance and clarification to the nuances in implementation.

B. Participants and schedule

Cluster	Date and Time	Orientation Link	Target Participants
Visayas Cluster	October 4, 2023 (Wednesday)	https://bit.ly/Visayas_eSF7	Division Planning Officer Select public School Heads
Mindanao Cluster	October 5, 2023 (Thursday)	https://bit.ly/Mindanao_eSF7	Division Planning Officer Select public School Heads
Luzon Cluster	October 6, 2023 (Friday)	https://bit.ly/Luzon_eSF7	Division Planning Officer Select public School Heads

The Schools Division Offices (SDOs) are further requested to **identify three (3) school head representatives** to attend the online orientation. The said participants must represent the various size typologies of public schools. For each SDO, kindly ensure the following:

Very large school or Large school – one (1) school head
Medium school – one (1) school head
Small school – one (1) school head

The attached **Annex A** provides the indicative program of activities for the said online orientation.

For confirmation of attendance, please complete the attendance form **on or before September 29, 2023 (Friday):** https://bit.ly/AttendanceConfirmation_eSF7.

For further concerns and clarifications, please contact Mr. Raymond Jason V. Aquino at BHRD – SED through bhrod.sed@deped.gov.ph or landline at **(02) 8633 5397**.

For your information and appropriate action.

**Online Orientation on the Implementation of DepEd Memorandum 52, s. 2023,
Adoption of the DepEd Electronic School Form 7 (eSF7)**

Program of Activities		
Time	Activity	Resource Person
8:00 – 8:30 AM	Registration	SED technical staff
8:30 – 8:45 AM	Program Preliminaries - National anthem - Prayer - Recognition of participants	SED technical staff
8:45 – 9:00 AM	Welcome Message	BHROD Director
9:00 – 9:15 AM	Presentation of overview and objectives	SED Chief
9:15 – 11:45 AM	Orientation Proper - General provisions and guidelines of DM 52, s. 2023	SED technical staff
	Orientation Proper - eSF7 tool implementation	SED technical staff, SDO Mandaue City Resource Persons
	Orientation Proper - Open Forum	SED technical staff, SDO Mandaue City Resource Persons
11:45 – 12:00 NN	Conclusion - Closing message - Reminders and acknowledgments	SED technical staff