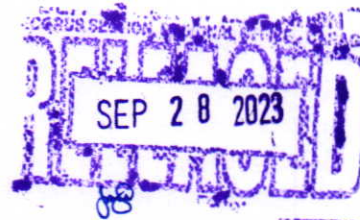




Republic of the Philippines
Department of Education
CARAGA REGION



September 28, 2023

REGIONAL MEMORANDUM

No. 026, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
DIVISION PLANNING OFFICERS
SELECT PUBLIC SCHOOL HEADS
This Region

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

1. Please find attached Memorandum DM-OUHROD-2023-1400 dated September 19, 2023, signed by Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, re: Online Orientation on the Implementation of DepEd Memorandum, 52, s. 2023, Adoption of the DepEd Electronic School Form 7 (eSF7).
2. Relative to this, an online orientation shall be conducted.

Cluster	Date & Time	Orientation Link	Target Participants
Mindanao Cluster	October 5, 2023 (Thursday)	• https://bit.ly/Mindanao_eSF7	• Division Planning Officer • Select public school heads

3. For further details and information please refer in the attached Memorandum.
4. Immediate dissemination of and compliance with this Memorandum are desired.

MARIA INES C. ASUNCION

Director III
Officer-in-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR

JOEL B. ROSALES

Chief, ASD

Encl/s.: As stated

Reference/s: NONE

To be indicated in the Perpetual Index
under the following subjects:

DATA FORM ORIENTATION TEACHING WORKLOAD

PPRD/djfm
09/28/2023



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2023-09-14598

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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 JUMAMIL-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 (e SF7)* 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