



Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

January 15, 2025

**DIVISION MEMORANDUM**

No. 039, s. 2025

**ACCOMPLISHMENT OF ELECTRONIC SCHOOL FORM 7 (Upgraded Version)  
 FOR SCHOOL YEAR 2024-2025**

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
 CHIEF, CID & CONCURRENT OIC-ASDS  
 CHIEF, SCHOOL GOVERNANCE & OPERATIONS DIVISION  
 EDUCATION PROGRAM SUPERVISORS  
 PUBLIC SCHOOLS DISTRICT SUPERVISORS  
 PUBLIC ELEMENTARY & SECONDART SCHOOL HEADS  
 All Others Concerned

1. This Office through the Planning & Research Section of the SGOD in coordination of the HRMO respectfully informs all schools on the accomplishment and submission of the electronic school form 7 (e-SF7) for school year 2024-2025, data to be employed are data generated as of January 2025.
2. As an integral component of the Data Management, Filing, Generation, and Reporting of the status of the implementation of the different PPAs in the school, likewise we are closely be guided of the milestones in efficiently allocating crucial resources.
3. The Timeline, Schedule of the Submission of this reportorial to wit:

Activity	Date
Coordination Meeting with the Division LIS/BEIS TWG Members	January 20, 2025 @ 3:30 pm at the SGOD Office, Notice of Meeting to be issued to this effect.
Orientation and cascading on how to navigate the e-SF7 (upgraded version) to be attended by all Administrative Officers of the 60 public schools to be facilitated by the Division LIS/BEIS TWG Members	January 30, 2025 @ 1:00 pm at San Fernando CS Gabaldon Hall
Actual Data Gathering, Encoding, Accomplishment, Validation by the SH & PSDS & Submission of the e-SF7 (Updated Version)	January 30-February 7, 2025  February 10-12, 2025 February 14, 2025