



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

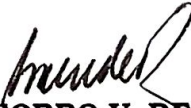
**UNNUMBERED MEMORANDUM**  
SGOD-UM-10-2-23

TO : **REY C. BONAYON**  
Planning Officer III

**MARK LESTER V. URBANO**  
Administrative Officer II  
Caramoran CES and Palumbanes IS

**CHARMIE L. COLLANTES**  
Registrar I – Catanduanes NHS

**DAVE B. TANTIADO**  
Administrative Aide I – Pandan CES

FROM :   
**SOCORRO V. DELA ROSA**  
Schools Division Superintendent

DATE : September 29, 2023

SUBJECT : **ONLINE ORIENTATION ON THE IMPLEMENTATION OF  
DEPED MEMORANDUM NO. 52, s. 2023**

With reference to the Memorandum DM-OUHROD-2023-1400 dated September 19, 2023 titled Online Orientation on the Implementation of DepEd Memorandum No. 52, s. 2023 re: Adoption of the DepEd Electronic School Form 7 (eSF7) and Regional Memorandum No. 497 s. 2023 dated September 27, 2023, you are hereby advised and authorized to attend the **Online Orientation** on October 6, 2023 (Friday).

For Information and guidance.

\_\_\_\_\_/ONLINE ORIENTATION ON THE IMPLEMENTATION OF DEPED MEMORANDUM NO. 52, s. 2023  
\_\_\_\_\_/September 29, 2023



San Roque, Virac, Catanduanes

052-8114063

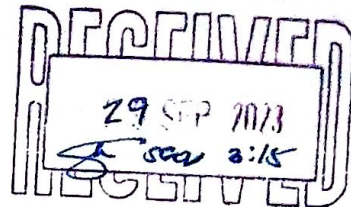
catanduanes@deped.gov.ph

www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph



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)	<a href="https://bit.ly/Visayas_eSF7">https://bit.ly/Visayas_eSF7</a>	Division Planning Officer  Select public School Heads
Mindanao Cluster	October 5, 2023 (Thursday)	<a href="https://bit.ly/Mindanao_eSF7">https://bit.ly/Mindanao_eSF7</a>	Division Planning Officer  Select public School Heads
Luzon Cluster	October 6, 2023 (Friday)	<a href="https://bit.ly/Luzon_eSF7">https://bit.ly/Luzon_eSF7</a>	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](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](mailto: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)**

<b>Program of Activities</b>		
<b>Time</b>	<b>Activity</b>	<b>Resource Person</b>
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