



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

September 4, 2025

DIVISION MEMORANDUM
No. **602** , s. 2025

**CORRIGENDUM AND ADDENDUM ON DIVISION MEMORANDUM #545, s.2025,
GUIDELINES ON THE ACCOMPLISHMENT, COLLECTION, AND MONITORING
OF THE ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SY 2025-2026**

To: Public Schools District Supervisors
Public School Heads
All Others Concerned

1. The schools shall only submit the Excel File (softcopy) and signed PDF file of the properly accomplished eSF7 for SY 2025-2026 in the link, **<https://tinyurl.com/eSF7-SY25-26-School-Submission>**.
2. For non-pilot schools accomplishing the tool for the **first-time**:
 - Download the eSF7 tool for non-pilot schools
 - Guided by the User Manual, accomplish the eSF7 completely, taking careful note of providing accurate information and data requirements.
3. For non-pilot schools **updating with existing eSF7 last SY 2024-2025**:
 - Save a copy of the accomplished SY 2024-2025 for school file
 - Create a duplicate copy and RENAME it for SY 2025-2026
 - Prepare the eSF7 for SY 2025-2026 by updating the previous school year's accomplishment form
4. Name or Rename the eSF7 Excel file (softcopy) with this format, **eSF7-R7-BOHOL-SCHOOL ID_SchoolName-SY2025-2026**.
5. Other provisions in the Division Memorandum are still in effect.
6. For immediate dissemination and strict compliance.


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Schools Division Superintendent