



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

**Office of the Schools
Division Superintendent**

April 16, 2026

DIVISION MEMORANDUM
No. 248, s. 2026

**PREPARATION OF ELECTRONIC SCHOOL FORM 7 (eSF7)
FOR SCHOOL YEAR 2025-2026**

To: **Assistant Schools Division Superintendent
Chief SGOD and OIC - CID
Education Program Supervisors
Public and Private Elementary and Secondary School Heads/ OICs
School LIS Coordinators
All Others Concerned**

1. Attached is Regional Memorandum No. 0326, s. 2026 entitled “Preparation for the Electronic School Form 7 (eSF7) for School Year 2025-2026. All schools are advised to review and validate their personnel records, and to undertake the necessary and preparatory activities to ensure that their respective eSF7 data are complete, accurate, and error-free prior to submission.
2. For questions, we will be glad to assist you through the Planning and Research Section or email us at sdobohol.planning@gmail.com.
7. Immediate dissemination of, and strict compliance with, this Memorandum is hereby directed.


FAY C. LUAREZ EdD, PhD TM CESO VI
Schools Division Superintendent

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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

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Office of the Regional Director

13 APR 2026

REGIONAL MEMORANDUM

No. **0326** s. 2026

PREPARATION FOR THE ELECTRONIC SERVICE RECORD FORM 7 (eSF7) FOR SCHOOL YEAR 2025-2026

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This Memorandum is issued in reference to the Advisory dated March 31, 2026 from the Bureau of Human Resource and Organizational Development (BHROD), Office of the Director, relative to DM-OUHRoD-2025-1615 titled **Accomplishment of the eSF7 for SY 2025-2026**.

2. With this, all public elementary and secondary schools are advised to review and validate their personnel records, and to undertake the necessary and preparatory activities to ensure that their respective eSF7 data are complete, accurate, and error-free prior to submission.

3. Schools are further informed that the eSF7 data shall be deployed by April 2026. Any inconsistencies or incomplete personnel records may affect the timely generation and submission of the said form.

4. A separate memorandum from the Central Office shall be issued to provide detailed guidance on the procedures, requirements, and timelines for the submission of the eSF7. All concerned offices are requested to monitor and/or follow future issuances.

5. Schools Division Offices, through their respective functional units, are encouraged or requested to provide the necessary technical assistance to schools and support the preparations related to the accomplishment of the eSF7.

6. For queries, you may reach PPRD at 0917-717-4965 and look for Ms. Helen D. Sabino, CES-PPRD or Ms. Ada G. Dayondon, Planning Officer III-PPRD at 09955191667.

7. Immediate dissemination of and strict compliance with this Memorandum are directed.


ARTURO B. BAYOCOT, CESO III
Regional Director

ABB/FYA/PPRD/HDLSS/agd



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Republika ng Pilipinas
Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
OFFICE OF THE DIRECTOR

RS WU - 8204



ADVISORY

31 March 2026

This Office issues this Advisory **to inform all public schools to prepare their Electronic School Form 7 (eSF7) for School Year (SY) 2025 - 2026**, relative to the issuance of DM-OUHROD-2025-1615 titled *“Accomplishment of the eSF7 for SY 2025-2026.”* As the tool for submitting eSF7 data has yet to be deployed by April 2026, all public schools are advised to ensure that their eSF7 data is complete and error-free in preparation for submission.

A separate memorandum will be issued to provide guidance on the submission procedures and timelines. Regional and Division Planning Officers are requested to extend technical assistance to schools throughout this process.

For information and appropriate action.

Thank you very much!


DEXTER N. PANTE

Project Development Officer V
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 Bureau of Human Resource and Organizational Development



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