



Republic of the Philippines
Department of Education
 MIMAROPA REGION
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Division of Marinduque
RECORDS SECTION
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 Name: 01052
 Signature:
 Date: FEB 11, 2025

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

To : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

From : **LYNN G. MENDOZA, EdD**
 OIC, Schools Division Superintendent

Subject: **RE-ORIENTATION ON THE POLICY AND GUIDELINES ON ENROLLMENT AND WORKSHOP ON THE REVISED ELECTRONIC SCHOOL FORM 7 (eSF7)**

Date : February 11, 2025

1. In relation to the Issuance and Adoption of the Revised Electronic School Form 7 (ESF7) Tool starting School Year 2024-2025, this Office through, Project Plan, Do Research, Innovate of Governance and Operations Division-Planning and Research Section, will conduct a **Re-Orientation on the Policy and Guidelines on Enrollment and Workshop on Revised Electronic School Form 7 (eSF7)** in two clusters with the following dates and venue:

Elementary and Secondary	Date	Venue
Boac North, Boac South, Gasan, Mogpog and Buenavista	February 19, 2025	Mogpog Conference Hall, Mogpog District
Santa Cruz East, Santa Cruz North, Santa Cruz South, Torrijos	February 17, 2025	Santa Cruz North District Conference Hall

2. This activity aims to:
- a. reinforce awareness and understanding of the policy and guidelines on enrolment;
 - b. ensure consistent implementation, compliance, and improved enrolment processes;

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- c. equip participants with the knowledge and skills needed to accurately use the revised and corrected Electronic School Form 7; and
 - d. ensure proper data management, compliance, and efficiency in school reporting.
3. Participants to the said activity are all public elementary and secondary Schools Heads and Administrative Officer II. They are required bring the excel file of revised/corrected eSF7, laptop, extension wires, portable Wi-Fi (if available) and own food provision.
 4. Corrected eSF7 template including the video recording, detailed procedures, new timeline and guidelines for the different governance level can now be access at <https://tinyurl.com/2024RevisedESF7>.
 5. Attached is the Program Matrix of the said activity.
 6. For any concerns or queries regarding this matter, please coordinate with Marisol O. Luarca, Planning Officer III of the SGOD-Planning and Research Section (PRS) at marisol.luarca@deped.gov.ph
 7. Immediate dissemination of the contents of this Memorandum is desired.

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PROGRAM MATRIX

**Re-Orientation on the Policy and Guidelines on Enrollment and
Workshop on the Revised Electronic School Form 7 (eSF7)
February 17 and 19, 2025**

PROGRAM OF ACTIVITIES	
8:00 – 8:15 AM	Arrival and Registration
8:16 – 8:30 AM	Preliminaries
8:31 – 9:00 AM	DM 32, s. 2024 Enrolment Guidelines
9:01 – 9:30 AM	DO 20, s. 2018 Amendment to DO 47 s. 2016 Omnibus Policy on Kindergarten
9:31 – 10:00 AM	DO 54 s. 2016 Transfer of Documents
10:01 – 10:15 AM	BREAK
10:16 – 11:00 AM	OPEN FORUM
11:01 – 11:59 AM	Discussion: Memorandum on Issuance and Adoption of the Revised Electronic School Form 7 (eSF7)
LUNCH BREAK	
1:00 – 1:30 PM	Continuation of Discussion
1:31 – 2:00 PM	OPEN FORUM
2:01 – 4:00 PM	Workshop on eSF7
4:01 – 4:30 PM	Submission of Output (Databased for BHROD, Excel file and PDF file for Planning Research, and PDF file for CID.
4:31 – 5:00 PM	Validation of Output and Distribution of Certificate

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