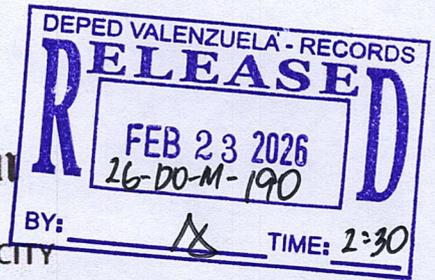




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Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



**Office of the Schools Division  
 Superintendent**

**DIVISION MEMORANDUM**

No. 0178, s. 2026

To: OIC - Assistant Schools Division Superintendent  
 Chief Education Program Supervisors - CID and SGOD  
 Public School District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

**WORKSHOP AND DATA REVIEW ON ELECTRONIC SCHOOL FORM 7 (eSF7)  
 AND TEACHERS' LOAD**

1. Pursuant to DepEd Memorandum No. 52, s. 2023 on the adoption of the electronic School Form 7 (eSF7), and DM-OUHROD-2025-1615 dated 19 June 2025 directing the continued accomplishment and consolidation of eSF7 for SY 2025-2026, this Office announces the conduct of the Workshop and Data Review on eSF7 and Teachers' Load on February 24-25 and March 2, 2026 at the Valenzuela City Academic Center for Excellence (ValACE). The activity aims to ensure systematic encoding, checking, validation, and establishment of a complete Division-level eSF7 repository (Excel file and signed PDF) in preparation for SDO consolidation and reporting requirements.
2. All BEIS Officers/In-Charge are required to attend the workshop. Participants are instructed to bring their laptop (with MS Excel installed), extension cords, and pocket WiFi, if available, to ensure smooth and uninterrupted processing of files.
3. In addition, a validation and final data review shall be conducted on March 4-5, 2026 at the SGOD Office. Selected BEIS Officers (see attached list of TWG members) are required to participate in the validation of submitted eSF7 files to ensure completeness and accuracy prior to final consolidation.
4. Expenses for meals and snacks during the workshop and validation activities shall be charged to the Division MOOE while transportation and other incidental expenses of participants shall be charged to their respective school local fund, subject to existing government rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

**NOEL D. BAGANO**  
 Schools Division Superintendent

sgod/csj  
 February 19, 2026



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6. Joshua Dela Pena
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