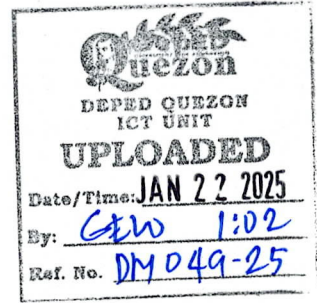




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



20 January 2025

**DIVISION MEMORANDUM**  
 DM No. 049, s. 2025

**VIRTUAL RE-ORIENTATION ON ELECTRONIC SCHOOL FORM 7  
 AND TECHNICAL ASSISTANCE ON SCHOOL FORMS**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 Division Checking Committee Members  
 District and School Forms Coordinators/ Non-Teaching  
 All Others Concerned

1. In line with the submission of the Electronic School Form 7 (eSF7) and addressing issues concerning School Form 7 in preparation for the End of School Year Activities for SY 2024-2025, all public school eSF7/School Forms Coordinators, School Heads, Public Schools District Supervisors, and designated District eSF7/School Forms Coordinators are advised to attend the **Virtual Re-Orientation on Electronic School Form 7 and Technical Assistance on School Forms** as per the schedule below:

Congressional District	Date and Time	Link
1 <sup>st</sup> and 3 <sup>rd</sup> Congressional	January 27, 2025 (8:30 am onwards)	<a href="https://tinyurl.com/QueOrientationSFs">https://tinyurl.com/QueOrientationSFs</a>
2 <sup>nd</sup> and 4 <sup>th</sup> Congressional	January 28, 2025 (8:30 am onwards)	<a href="https://tinyurl.com/QueOrientationSFs">https://tinyurl.com/QueOrientationSFs</a>

2. The activity will be conducted via **MS Teams** (with Zoom as an alternate platform in case of technical issues). Due to participant limitations on the platform, only one device/account per district (56) and school will be allowed to access the link.

DEPEDQUEZON-TM-SDS-04-009-003



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3. All participants are requested to connect to the designated link 15 minutes before the scheduled time.
4. Participants experiencing internet connectivity issues are encouraged to gather in areas with better internet access.
5. Expenses related to the conduct of eSF7/School Forms activities shall be charged against MOOE or local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum and strict compliance are desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Parmjdf01/20/2025

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**Matrix of Activities**

January 27-28, 2025

National Anthem Prayer CALABARZON HYMN LALAWIGAN NG QUEZON Quality Management Policy	<b>VIDEO PRESENTATION</b>
Presentation of Participants	<b>LEAH M. ABEJO</b> SGOD – PAR (Planning) Staff
Welcome Remarks	<b>VENUS T. BALMEDINA</b> Assistant Schools Division Superintendent (SGOD-in-Charge)
Inspirational Message	<b>ROMMEL C. BAUTISTA, CESO V</b> Schools Division Superintendent
Statement of Purpose	<b>MARK ROEM E. ESMERNA</b> SGOD – PAR (Planning) Staff
eSF7	<b>VIDEO RECORDING</b>
School Forms	<b>MARBIN JERAMIL D. FRAGATA</b> Planning Officer III
Request Forms (for Escalation to Central Office)	<b>BERNADETH A. PLACINO</b> Registrar I
<b>Open Forum</b>	
Closing Remarks	<b>JUANITO A. MERLE</b> SGOD Chief
Master of Ceremony	<b>RODELIO M. ESMERNA JR.</b> Administrative Officer II

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