



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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01 Jun 2026

**DIVISION MEMORANDUM**

No. **059**, s. 2026

**SUBMISSION OF ELECTRONIC SCHOOL FORM 7 (eSF7) FOR SY 2025-2026**

To: This Division  
All School Heads

1. This memorandum serves as a formal notice regarding the submission of Hardcopy **Electronic School Form 7 (ESF7)** for **School Year 2025-2026**.
2. Please ensure that all information entered is accurate and complete before submission. Your prompt and proper compliance will help facilitate the timely preparation of payroll-related reports.
3. Kindly submit your ESF7 in two (2) copies to Payroll Office. The deadline for submission is on **June 4, 2026**.
4. Should you have any concerns or require further assistance, please do not hesitate to contact Mr. Glen J. Gula, Administrative Officer II-Payroll In-charge.
5. Thank you for your continued support and cooperation.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index  
under the following subjects:

MEETINGS

Judith B. Alba/CID/DM – submission of electronic school form 7 (esf7) for sy 2025-2026  
0380/June 01, 2026

