



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



December 9, 2025

DIVISION MEMORANDUM

No. 581 s. 2025

Accomplishment of the Electronic Self-Assessment Tool (ESAT) for Teachers for the SY 2024–2025 PMES Cycle

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the implementation of the Philippine Professional Standards for Teachers (PPST) and the Performance Management and Evaluation System (PMES) for Teachers for School Year 2024–2025, all teachers in this Schools Division are hereby directed to **accomplish the Electronic Self-Assessment Tool (ESAT)** as part of the performance evaluation process.
2. This memorandum is issued in reference to DepEd Order on the Institutionalization of the PMES for Teachers, relevant Advisories on the Implementation of the PMES Cycle for SY 2024–2025, and Guidelines on the Utilization of PPST-based Tools for Teacher Quality Development.
3. All teachers shall individually accomplish their ESAT using the official link provided below. Teachers shall ensure that their entries are complete, honest, and accurate. **Individual Teacher ESAT Link: bit.ly/ESAT_IndTeacher**
4. Individual ESATs shall NOT be submitted directly to the Division Office. Instead, School Heads shall consolidate all accomplished Teachers' ESATs using the official School ESAT Consolidation Tool through this link:
School ESAT Consolidation Tool Link: bit.ly/ESAT_SchoolConsol
5. The Consolidated School ESAT shall be the only document to be submitted to the Division Office, **on or before January 5, 2025** through this **Submission Link: bit.ly/Sub_Consol_ESAT**. See attachment for the steps for consolidation.
7. School Heads shall ensure 100% compliance of all teachers and shall validate the accuracy of the consolidated data prior to submission.
6. The consolidated ESAT data shall serve as a primary basis for the developmental planning of the Schools Division Office (SDO) in the design and implementation of Professional Development Programs and shall further support school and individual performance development planning, teacher professional growth, and PMES documentation for the SY 2024–2025 cycle.



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7. Immediate dissemination of and compliance with this Memorandum are desired.

PETER J. GALIMBA

Assistant Schools Division Superintendent
OIC – Schools Division Superintendent

For the SDS:


BREN B. DOLAR

Administrative Officer V
In-Charge of the Division

Enclosures: : Steps for ESAT Consolidation
Reference : As stated
Allotment : Division Order No. 1, s. 2019
To be indicated in the Perpetual Index under the following subjects:
TRAINING CAPACITY BUILDING LEARNING & DEVELOPMENT
REBUTADA, A./SGOD/ 12/5/2025

Instructions in Consolidating the Accomplished e-SAT of Teachers

To consolidate all e-SAT of Beginning Towards Proficient, Proficient, Highly Proficient, and Distinguished Teachers per SCHOOL, do the following:

Step 1: Download the **eSAT Consol** file.

DO NOT open in Google Drive/Onedrive. This is a macro-enabled file that requires to be opened in Microsoft Excel.

Step 2: Create a folder for your school containing all the e-SAT of teachers.

Note: There should only be **ONE** consolidation per school.

Move the **eSAT Consol** in the same location as the created folder (NOT inside the created folder).

Step 3: Open the **eSAT Consol**.

Enable Macros. Click **Enable Editing** and **Enable Content**.

Step 4: Click the button **CONSOLIDATE e-SAT**.

Step 5: **SELECT** the folder where the e-SAT files are stored. **DO NOT** double-click / open the folder.

Click "**OK**" to start the process of consolidation.

Step 6: Wait for the consolidation to finish. Once the consolidation is done, a prompt will indicate that the files (e-SAT) were successfully consolidated. You may now explore the other sheets to view consolidated report of e-SAT data of

Step 7: Save and rename your file by adding the name / initials of your school at the end.

Example: **eSAT Consol-NEES**