

Republic of the Philippines  
Department of Education  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

February 6, 2025

**DIVISION MEMORANDUM**

No. **035**, s. 2025

**SUBMISSION OF ELECTRONIC SCHOOL FORM 7 (ESF7), SY2024-2025**

To : Assistant Schools Division Superintendent  
All Elementary & Secondary School Heads/School Incharge  
Division Planning Officer

1. Pursuant to DM-OUHROD-2024-3470, and as a result of the agreements finalized during the Online Orientation on the adoption of the revised Electronic School Form 7 (ESF7) Tool on January 17, 2025, this Office announces the timeline for the submission of the following documents:

Type of Document	Date of Submission	Office in-Charge	Link for Submission
eSF7 Database	On or before February 28, 2025	DepEd – CO	<a href="http://bit.ly/eSF7-SubmissionForm">bit.ly/eSF7-SubmissionForm</a>
eSF7 Excel File, and signed PDF	On or before February 17, 2025	Division Office	<a href="https://tinyurl.com/2w4dyhrk">https://tinyurl.com/2w4dyhrk</a>

2. Attached herewith is a copy of the Frequently Asked Questions (FAQs) for reference.

3. For information, guidance, and strict compliance of all concerned.

**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent



*dmmb*  
**DANTE J. MARCELO PhD, CESO VI**  
Asst. Schools Division Superintendent  
*2/6/25*

Encl. : As stated  
Reference : DM-OUHROD-2024-3470

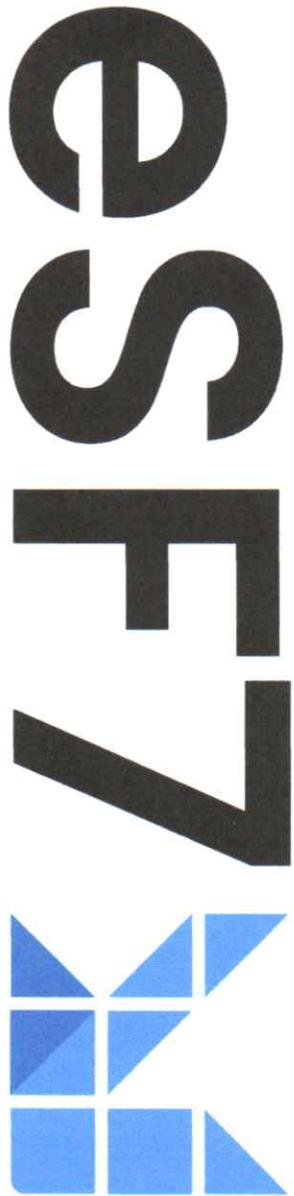
To be indicated in the Perpetual Index

Under the following subjects:

EMPLOYEES FORMS LISTS TEACHING LOAD

SGOD/myn/orc/eSF7\_SY2024-2025  
February 6, 2025

# Electronic School Form 7



## ONLINE ORIENTATION

■ MS TEAMS | 17 JANUARY 2024 | 9 AM – 12 PM

# FAQs



Discussing Frequently Asked Questions



## *Note to the User:*

*These FAQs are supplementary to the USER MANUAL.*

*To ensure standardized implementation of the Revised eSF7,  
**everyone is expected to have read the Manual** since it is the primary  
guide to navigating and using the automated tool.*



## Question

# Which office consolidates eSF7 submissions from Schools?

For SY 2024-2025, the consolidation of all submissions shall be done at the Central Office. The complete process from accomplishment of the form to report generation is detailed in Annex A of DM-OUHROD-2024-3470.



## Question

### Do we need to input the workload of Non-teaching personnel(NTPs)?

Yes. Time schedule for NTPs must be inputted. However, note that **time allotments** for their workload **will not reflect** in the Userform since the eSF7 only computes for actual classroom teaching hours.



## Question

**Do we need to input school personnel who are on leave? Do we also input those who are tagged as substitutes?**

Yes. All personnel who are on *prolonged* leave of absence will still be inputted in the Form. However, the *workload section* of these personnel *must be left blank*.

*Substitutes* are also *required to be inputted* since they are *physically reporting*.



## Question

### **Do we need to input the teacher ancillary tasks that make up the 2 hours of teachers' daily workload?**

*No. It is not necessary to input all teacher ancillary tasks in the Form. While teaching personnel perform such tasks, they do not constitute actual classroom teaching hours.*



## Question

**How are we going to indicate the time period for multigrade teachers with different subject/task taught during the same schedule?**

In principle, the manner by which the workload of multigrade teachers are inputted is similar with the rest of the teaching personnel. On the other hand, for multigrade teachers, they must select "multigrade" from the dropdown list of "Level".



## Question

### **Should each level in Integrated Schools submit eSF7 separately?**

No. Since an *integrated school* is assigned a *distinct school ID* despite having several *levels*, *one eSF7 is required*.



## Question:

# To which school do ALS mobile teachers belong for the purpose of encoding in the eSF7?

Currently, only school-based ALS teachers maybe recorded in the eSF7 since they are physically reporting in schools.



## Question

**How do we input the task of being a canteen teacher? What option from the dropdown list of Level must be chosen? How do we input the position/designation of a Head Teacher?**

*The role of a canteen teacher, especially if this entails managing the operation of the facility is already removed from the teaching personnel based on DO 002, s. 2024.*

*For NTPs, they may select mono-grade or multi-grade depending on the school's offerings.*

*If a Head Teacher functions as the School Head, provided there is documentation on an official designation, he/she may select "TIC-Head Teacher."*



## Question

**For School Heads, what should be selected in the dropdown list for Level?**

*The School Head may select either monograde or multigrade, depending on the school's offering.*



## Question

### **What should be done if there seems to be not enough rows to enter workload, especially for PE teachers in Senior High School?**

*In inputting PE sessions, various sections falling on the same time slot for different days, may be inputted in one and the same row. The names of the various sections may be inputted in the "Description."*



## Question

**What should be done if there are subjects that are being conducted in classes, but are not part of the dropdown list?**

As a general rule, all subjects and/or tasks included in the appropriate dropdown lists are based on most recent DepEd issuances governing curricular, co-curricular, extra-curricular offerings and school personnel workload.

Cases where a certain subject or task is not in the dropdown list should not be treated as a norm. However, if this happens, **select the closest subject or task available from the list and input the description of the said task in the Section/Description "column".**



## Question

# Is it necessary to input the coaching and mentoring task of a Master Teacher?

DepEd Order 005, s. 2024 defines coaching and mentoring as a teacher ancillary task of a Master Teacher. Given this, it is no longer necessary to input this in the Form.

As an ancillary task, coaching and mentoring of a Master Teacher does not constitute actual classroom teaching.



## Question

**For non-teaching personnel who do not perform administrative work, what must be selected for their Tasks?**

*Under the Subject/Task dropdown list, "Related Tasks" may be selected, and an additional description on the nature of work may be inputted in the Subject/Description column.*

*Actual days and time allotment may be inputted. However, note that the total time dedicated in the performance of such tasks will not be reflected since these are not actual classroom teaching hours.*



## Question

# How do schools input the Computer Science class for Elementary?

For computer science class in Elementary, select "Non-graded" from the dropdown list of the "Level" column then "Special Program in Science" under the Subject/Task dropdown list.

The actual elementary grade level may be inputted in the "Section/Description" column.



## Question

**Why does the total actual load (in minutes) for Advisory task not reflecting in the workload? How can this be resolved?**

Advisory task has a **maximum allowable time allotment** of 300 minutes per week. If the inputted time allotment for this task exceeds the maximum limit, the tool will not reflect it.

To address this, ensure that the **total weekly time allotment** for Advisory is **within the limit**.



## Question

# What do orange cells mean? How do schools reconcile those issues?

Orange cells mean that there are *information needing updating or revision caused by the migration process* from older versions of the automated tool to the official revised version for implementation starting SY 2024-2025.

Whenever orange cells are appearing, a simple correction may be done by *selecting the appropriate option from the dropdown list.*



## Question

# What do red cells mean? How do schools reconcile those issues?

Red cells mean that there are *overlapping time allotments*.

Whenever red cells are appearing, a simple correction may be done by *adjusting the time allotments flagged as erroneous*.



## Question

# What do green cells mean? How do schools reconcile those issues?

Green cells only appear in the Verification Sheet as a result of the migration process. Green cells mean that tasks and their time allotments coming from previous parameters need updating.

Whenever green cells are appearing, a simple correction may be done by:

1. Selecting the personnel's data from the Userform
2. Updating accordingly, either by adjusting or removing the time allotment
3. Saving the updated information by clicking "Save Data" button.



# PROCESS FLOW

Following the Process Flow for SY 2024 - 2025



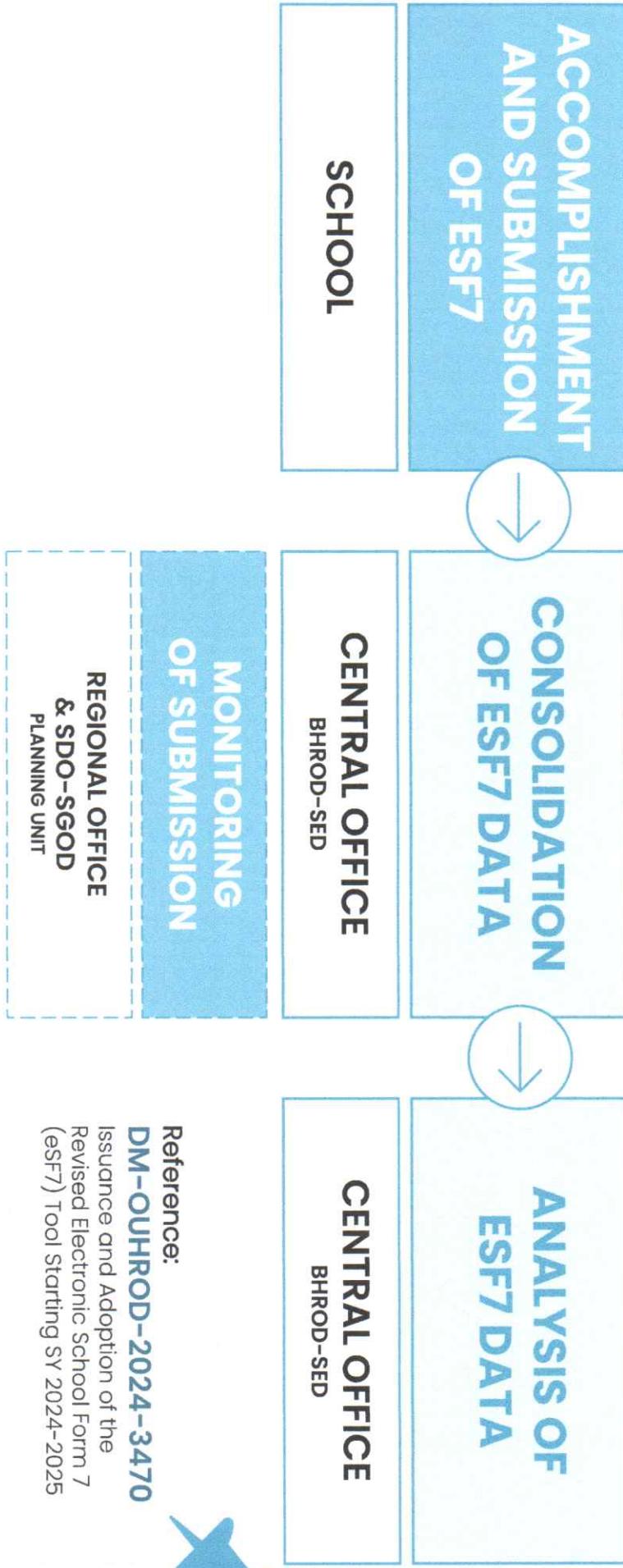
**DM-OUHROD-2024-3470**

*Issuance and Adoption of the Revised Electronic School Form 7 (eSF7) Tool Starting SY 2024-2025*



# GENERAL PROCESS FLOW

for eSF7 Data Collection, Analysis, and Report Generation



Reference:

**DM-OUHQROD-2024-3470**

Issuance and Adoption of the  
Revised Electronic School Form 7  
(eSF7) Tool Starting SY 2024-2025

# ACCOMPLISHMENT AND SUBMISSION OF eSF7

Schools accomplish and submit to the SDO their eSF7 with verified class programs and personal information.

RESPONSIBLE



SCHOOL HEADS  
WITH ASSISTANCE FROM  
NON-TEACHING STAFF

1

2

3

4

## Preparation

of the school program  
for the new school  
year

## Accomplishment

## Verification

of the eSF7 for the new  
school year.

- Preparation
- Information
- Workload

## Submission

of information in the  
accomplished eSF7 to  
ensure accuracy and  
completeness

- Personal  
information

eSF7 Database to the  
Central Office.



# MONITORING OF SUBMISSION

ROs and SDOs, through the Planning Officers, shall ensure the 100% submission of eSF7 data.

RESPONSIBLE



REGIONAL & SCHOOLS  
DIVISION OFFICES  
PLANNING OFFICERS

1

## Monitor

submission through  
the Monitoring Tool \*

2

## Follow-Up

schools that have not  
yet submitted.

3

## Guarantee 100% Submission Rate

of eSF7 data

\*Link shall be shared by January 31, 2025.



# NAVIGATING THE eSF7



Steps in Accomplishing the Revised eSF7



# NAVIGATING THE REVISED ESF7

- 1 How to input data in the USERFORM
- 2 How to Verify Information
- 3 How to Generate and Submit Reports (SF7 and database)
- 4 How to Migrate Previous eSF7 to the New Template
- 5 Other Features



# SCHOOLS MUST USE THE NEW TEMPLATE

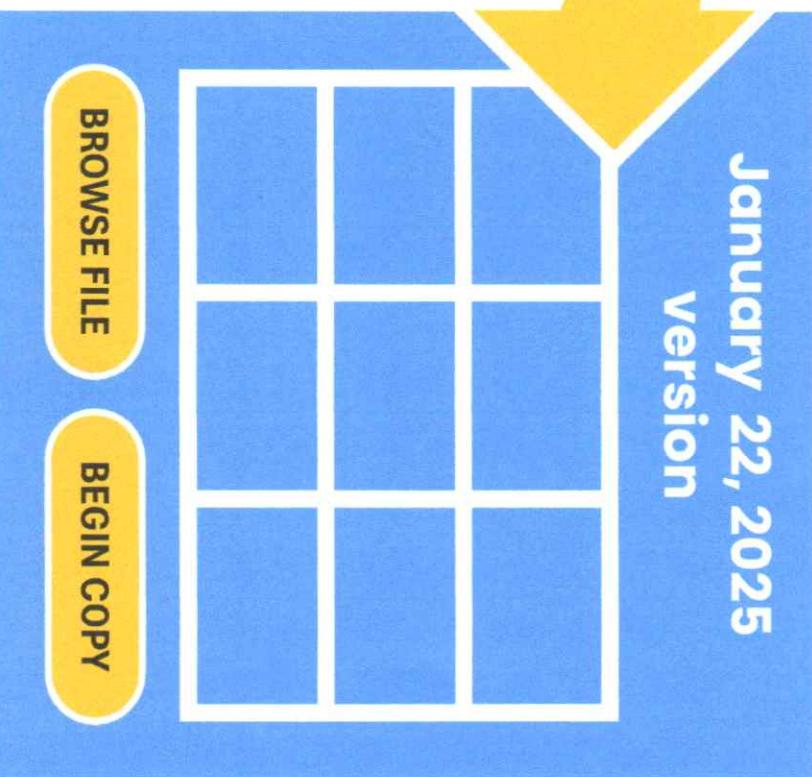
December 9, 2024

version

January 22, 2025

version

Previous SY



For schools that have already  
accomplished their eSF7,  
**migrate it to the new template.**



# DONWLOAD AND SUBMIT THE ESF7 DATABASE

## ✓ DOWNLOAD

### ✓ UPDATE FILENAME

- eSF7\_DB-SchoolID-SY or
- eSF7\_DB-SchoolID-SY\_Semester For SHS  
(for SHS IS and Standalone)

### ✓ SAVE AS EXCEL WORKBOOK (.xlsx)

DOWNLOAD  
(Database)



[bit.ly/esF7-submissionForm](http://bit.ly/esF7-submissionForm)



# ADMINISTRATIVE REMINDERS



# NEW DEADLINE FOR SY 2024 - 2025

ACCOMPLISHMENT  
AND SUBMISSION  
OF ESF7



SUBMISSION OF  
ESF7 DATABASE

SCHOOLS TO  
CENTRAL OFFICE



FEBRUARY

07

ANALYSIS OF  
ESF7 DATA

CENTRAL OFFICE  
BHROD-SED

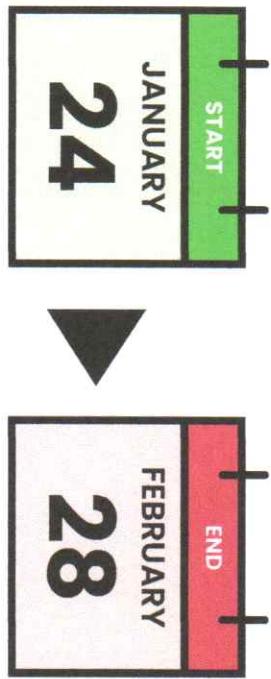


MARCH

TO

APRIL

# SUBMISSION OF THE ESF7 DATABASE

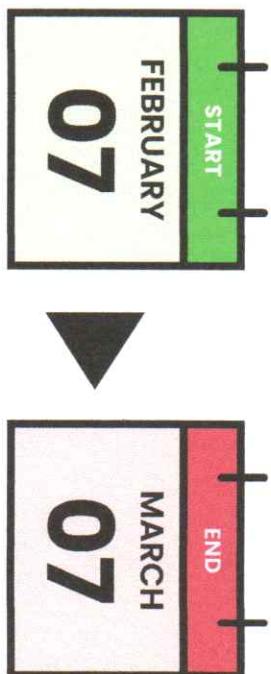


## Schools

Once accomplished using the **new template (Jan. 22, 2025 version)**, schools may submit their eSF7 Database **as early as Jan. 24, 2025**.

The Submission Form ([bitly/esF7-SubmissionForm](http://bitly/esF7-SubmissionForm)) shall be reactivated on Jan. 24 and shall accept submissions until Feb. 28, 2025.

# MONITORING OF SUBMISSION



## ROS and SDOs

ROS and SDOs shall monitor school submissions thru the **monitoring tool\***, which shall be updated **every Friday** **starting February 7 until Mar. 7, 2025**.

\*The link to the monitoring tool shall be available not later than Jan. 31, 2025.