DepED DIVISION OFFICE
BAGUIO CITY
RELEASED
DEC 1 2 2024
By: _____
Time: JUAN   CTRL No.: _____

12 December 2024

DIVISION MEMORANDUM
No. 723-2024

ISSUANCE AND ADOPTION OF THE REVISED ELETRONIC SCHOOL FORM 7 (SF7) TOOL STARTING SY 2024-2025

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

1. Pursuant to DepEd Order No. 4, s. 2014 titled "Adoption of the Modified School Forms for Public Elementary effective End of School Year 2013-2014" and DepEd Memorandum No. 52, s. 2023 titled "Adoption of the Electronic School Form 7 (eSF7)," the Bureau of Human Resource and Organizational Development- School Effectiveness Division, issued the revised eSF7 for adoption starting SY 2-24-2025.

2. The revised eSF7 tool aims to continuously streamline the processes involved in accomplishing school-level reports and simplify procedures geared toward a data driven approach to school-based work force management.

3. School personnel preparing the form should **read** first the eSF7 **manual** attached in this memorandum before accomplishing the said form. Materials and the electronic copy of the form can be accessed through **bit.ly/eSF7**.

4. All SF7 must be reviewed first by the Public Schools District Supervisor before uploading the file at **tinyurl.com/eSF7Baguio** not later than January 31, 2025.

5. Immediate and wide dissemination of this Memorandum is required.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent

NIEVES D. EBANIO PhD
Administrative Officer V

Electronic School Form 7

eSF7

USER MANUAL

Contents

About
the Electronic School Form 7

THE CHALLENGES

In school administration, completing School Form 7 (SF7) has traditionally been a critical process for capturing School Personnel Assignment and Basic Profile. However, historically, this process lacked comprehensive macro-level analysis at all governance levels, despite the richness of available data. This resulted in ineffective validation of school personnel workload and profiles.

Challenges in the Old Process of Completing the School Form 7
- Limited capability to verify if teachers were given an appropriate teaching load.
- Lack of macro-level analysis, resulting in data utilization and decision-making gaps.
- Lack of mechanism to address hiring challenges and specialization mismatches.

RECALIBRATING THE PROCESS

The introduction and implementation of the Electronic School Form 7 (eSF7) represent a significant advancement in addressing the challenges. By digitizing and standardizing the SF7 process, the eSF7 brings forth several key improvements:

- **Digitization and Standardization:** The eSF7 streamlines and modernizes the process, ensuring consistency and accuracy in data capture.
- **Enhanced Data Collection:** It expands the scope of data collection to include comprehensive personnel profiles and detailed assignments, providing a more nuanced understanding of school personnel's roles and responsibilities.
- **Improved Data Consolidation:** Facilitates easier consolidation of data across all governance levels, enabling a strong macro-level analysis and informed decision-making.

THE OBJECTIVES

As part of the Department's commitment to articulate the MATATAG Agenda to digitize essential processes, the adoption of this tool in public schools aims to achieve the following:

- Ensure fair and equitable distribution of teaching load.
- Efficiently capture and manage school personnel information.
- Enable strong, data-driven HR decision-making.
- Provide a basis for requesting additional teaching and non-teaching items.

By leveraging the capabilities of the eSF7, the Department can now effectively monitor workload distribution, validate personnel profiles, and conduct insightful macro-analysis.

This undertaking enhances administrative efficiency and strengthens the foundation for data-driven educational management and policy development.

Understanding
the Electronic School Form 7

The enhanced Electronic School Form 7 (eSF7) tool has been updated to align with new developments in the curriculum and ensure the collection of high-quality data for more meaningful analysis. In a data-driven decision-making process, gathering accurate and reliable information is essential. The eSF7 Tool, as an instrument for data collection and HR analytics, is equipped with features that promote information accuracy and completeness.

ABOUT THE SHEETS

The eSF7 Tool comprises several sheets designed to facilitate data input, review, and generation of the official School Form 7. Each sheet serves a specific purpose:

1. **VERIFICATION**
   This sheet displays basic information about school personnel for their review and confirmation of data accuracy. Key details include name, TIN, age, and educational background, among others.

2. **SCHOOL_DASHBOARD**
   The School Dashboard provides an overview of school information, tracks the number of personnel who have verified their details, and presents demographic summaries, such as personnel count by position and specialization.

3. **USERFORM**
   The USERFORM sheet allows schools to input and update essential information about the school and its personnel.

4. **VIEW**
   This sheet formats all data entered in the USERFORM into the official School Form 7 template. It is used for printing and submission to the Schools Division Office.

UPDATES ON THE TOOL

New, Updated, Replaced, and Removed Data Elements

These data elements are in the USERFORM and VERIFICATION sheets and require responses:

- **New** – A newly introduced data element that does not replace any element from the previous eSF7 tool.
- **Updated** – A data element revised for standardization (e.g., Degree Finished with an expanded list of baccalaureate degrees).
- **Replacement** – A new data element that replaces a removed one.
- **Removed** – A data element that has been omitted from the updated eSF7 tool; not all removed elements have replacements.

Section	Data Element	Update	Description or Change Made	Previous Data Element
USERFORM SHEET				
SCHOOL INFO	Number of Shifts	REPLACEMENT	Number of shifts of the school.	No. of Instructional Room
	Number of Learners	REMOVED		
ADD PERSONNEL	TIN	UPDATED	Updated instructions for employees without TIN yet.	
PERSONNEL DATA	Position / Designation	UPDATED	Extensive list of positions and designations	
	Degree Finished / Baccalaureate	UPDATED	Extensive list of baccalaureate degrees	
	PRC Specialization	UPDATED	Updated list of Specializations; removed "Other"	Major / Specialization
	Minor	UPDATED	Updated list of Specializations; removed "Other"	
	Post-Graduate / Degree	UPDATED	Updated dropdown list for post-graduate	
	Status (Item)	REPLACEMENT	Deployment Status of the Plantilla Item	Hide
	HIDE	REMOVED		
	Civil Status	NEW	Civil status of the personnel	
WORKLOAD	Subject / Task	UPDATED	Updated list of Subjects and Tasks	
	Conforme and Approved	NEW	Names of Personnel and School Head for verification purposes.	
VERIFICATION SHEET				
Verification	Checkboxes	NEW	Signifies that personal information is correct and verified	

DATA DICTIONARY

This data dictionary is designed to help schools better understand the data elements in the enhanced eSF7 and guide them in preparing the required school and personnel information. The descriptions provided are specific to the enhanced eSF7.

> *Important Note:*
> *Each data element has a consistent meaning across the eSF7 tool, regardless of which sheet it appears in. It is important to recognize that these elements are identical across all sheets and should not be interpreted differently.*

Basic School Data

Seq.	Data Element	Description
1	School ID	Six-digit unique identifier of schools
2	School Name	Name of the school that is registered in BEIS
3	Region	The region where the school is located.
4	Division	Schools Division Office
5	Municipality	Municipality of the school
6	School District	Schools District Office
7	School Year	Current School Year
8	Number of Shifts	Number of shifts

Personnel Information

Seq.	Data Element	Description
Personal Information		
1	TIN	Nine-digit Tax Identification Number of the personnel; shall be used as their unique identifier.
2	Full Name	Full name (including name extension) of the personnel as it appears in the PSA record or birth certificate
3	Sex	Sex at birth of the personnel
4	Birthdate	Date of birth of the personnel as it appears in the PSA record or birth certificate
5	Religion	Religion of the personnel
6	Ethnic Group	Ethnic group where the personnel belong
7	Philsys (National ID) Number	Philsys (National ID) Number
8	Civil Status	Marital and parentage status of the personnel, as defined by law.

Employment Details

9	Position / Designation	The Position Title and the official Designation of the personnel.
10	Fund Source	Source of personnel's remuneration
11	Nature of Appointment	The employment status of the personnel, whether Regular Permanent, Provisional, Casual, Contractual, etc.
12	Hiring Arrangement	The recruitment process, whether regular or special, that the personnel has undergone.
13	Employee Number	Unique identifier of the personnel as provided by their respective employer.
14	Status (Item)	School deployment of the personnel.
15	Day of First Service	The same as the APPOINTMENT DATE of the personnel.
16	Day of First Service (New Station)	Date of the day of first service in the new station of **transferred personnel**.

Education / Qualifications

17	Degree Finished / Baccalaureate	The college degree the personnel finished/completed.
18	PRC Specialization	The Majorship / Specialization the personnel applied for during the LET.
19	Minor	The Minor (at least 18 units) of the personnel with a degree in Education.
20	Post-Graduate	The level of post-graduate program taken by the personnel.
21	Eligibility	License that qualifies the personnel for the position.

School Class Program / Schedule

Seq.	Data Element	Description
1	Category (School Level)	The school level for the subject/task
2	Grade Level	The grade level for the subject/task
3	Subject / Task	The subject to be taught / task to be performed by the personnel
4	Section	The section of the class. Additional information may be added.
5	Days and Times	Schedule of the task
6	Trainings (Yes / No)	This is to indicate whether a teacher assigned to teach a subject outside his/her specialization has attended related training.

VALIDATION FEATURES

The eSF7 tool is equipped with validation features that ensure data entry accuracy and completeness. These validation features may take the form of visual prompts or error messages. Below are listed ways to address or correct the error/issue.

1. **Orange Color Fill**
   This signifies that the input is invalid or not an option.

   How to Troubleshoot:
   Enter or select the correct answer from the dropdown list.

   Incorrect / Outdated

PERSONAL DATA	
DEGREE FINISHED / BACCALAUREATE	BSED

   →

   Corrected / Updated

PERSONAL DATA	
DEGREE FINISHED / BACCALAUREATE	BACHELOR OF SECONDARY EDUCATION

2. **Invalid Time Allotment / Invalid Subject for Its Level [Remarks Column]**
   This indicates that the total time allocated for a particular subject does not meet the prescribed time requirements or that the selected subject is not applicable for the specified grade level.

   How to Troubleshoot: Input the correct schedule / Select the correct subject.

3. **Red Color Fill**
   This signifies that there are conflicting schedules.

   How to Troubleshoot: Input the correct schedule.

   With conflicting schedules due to overlapping times

FROM	TO
(00:00 AM|PM)	(00:00 AM|PM)
8:00 AM	8:45 AM
8:30 AM	9:30 AM

   Input the correct schedule

   No overlapping schedule

FROM	TO
(00:00 AM|PM)	(00:00 AM|PM)
8:00 AM	8:45 AM
8:45 AM	9:30 AM

4. **Red Triangle** at the upper right-hand corner of a cell
   Provides an additional help/instruction. Place the cursor on the cell read.

   > (^_^):
   > --Need to select **position/ designation** first in the ORK **personal info** (c26) to

	Category	Lvl	Subject/ Task

Navigating
the Electronic School Form 7

To facilitate the seamless accomplishment of the eSF7, the following prerequisites must be met:

Prerequisites

1. **A device with installed MS Excel (MS Office 365, 64-bit version)**
   Use a DepEd account to access the licensed platform.

2. **Collect Required Data Elements**
   a. Basic School Data
   b. Personnel Information
   c. School Class Program / Schedule

   *Refer to the **Data Dictionary** for the list of data elements for each category.*

3. **Accomplished eSF7 for the previous School Year**, if available.

Steps in Accomplishing the eSF7 Tool

Once the prerequisites are ready, follow these key steps:
1. Download the Enhanced eSF7 Template
2. Unblock the Macros
3. Accomplish the Enhanced eSF7
4. Verify the Accuracy and Completeness of Data
5. Generate the Summary

1. DOWNLOAD THE ENHANCED eSF7 TEMPLATE

1. Access the eSF7 Package at https://bit.ly/eSF7
2. Open the **1. eSF7 Tool folder**.
3. Download the Enhanced eSF7 Template
4. Once downloaded, **rename** the file using the following naming convention:

    eSF7-R##-SDO-SchoolID_SchoolName-SY

    For SHS:
    eSF7-R##-SDO-SchoolID_SchoolName-SY_Sem

    To properly indicate the Regions, follow these conventions:

CAR = CAR	|	NCR = NCR	|	CARAGA = CARAGA
Region I = R01	|	Region XII = R12		
Region IV-A = R04A	|	Region IV-B = R04B		

    Examples:
    eSF7-R04A-Laguna-108192_SanAgustinES-SY2024-2025

    For SHS
    eSF7-NCR-PasigCity-305415_KapitolyoHS-SY2024-2025_1stSem

2. UNBLOCK THE MACROS

Before using the new eSF7 tool, it is important to unblock the macros.

1. Right-click on the downloaded and renamed eSF7 file.
2. Select Properties.
3. Under the GENERAL tab, tick the **UNBLOCK** box in the Security section
4. Click Apply then OK to close the dialog box.
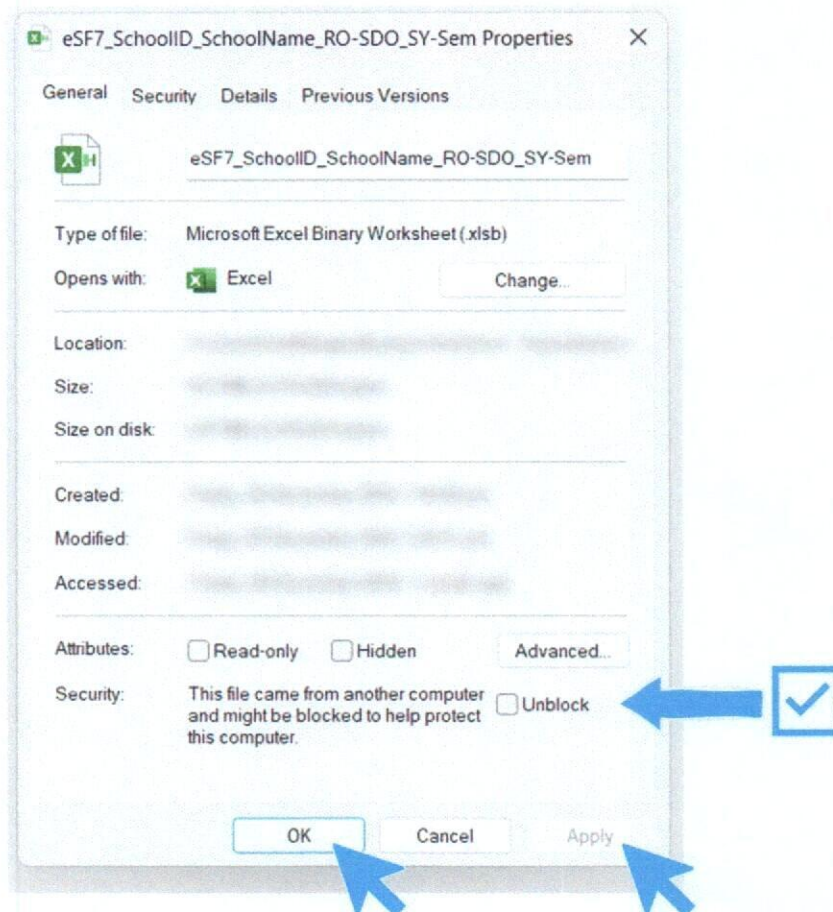
> **Note:**
> *Depending on the user's Excel PROPERTIES setting, some might not need to unblock Macros.*

3. ACCOMPLISH THE ENHANCED ESF7

To start entering or updating data in the eSF7 tool, ensure it is ready for use:

1. Open the renamed eSF7 file and go to the "USERFORM" sheet.
2. Click "**ENABLE CONTENT**" to activate the file and proceed.

⚠️ SECURITY WARNING Some active content has been disabled. Click for more details. | Enable Content |

> *Important Note:*
> *The instructions follow the order of the sections as they appear in the USERFORM sheet.*
> *Use the updated eSF7 file for the succeeding School Years.*

Complete / Update School Information

SCHOOL INFO

A. For schools accomplishing the eSF7 tool for the **first time**:
   1. In the "USERFORM" sheet, input the required school information:
      a. School ID and School Name
      b. Region, Municipality, Division, and School District
      c. School Year (enter only the starting year, e.g., 2023 for SY 2023–2024)
      d. Number of Shifts
   2. Click PROCEED to save the data.

B. For schools **updating** eSF7 from SY 2023-2024:
   1. In the "USERFORM" sheet, under the PERSONNEL DATA section, click the BROWSE FILE button.

      PERSONNEL DATA
      Personnel Information and Workload
      | BROWSE FILE | | BEGIN COPY |

   2. Locate and select the previously accomplished eSF7 file, then click "Open".
   3. Under PERSONNEL DATA, click the BEGIN COPY button to transfer data from the old eSF7 to the new one.
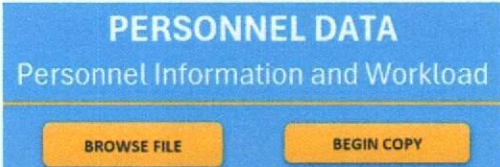
      This message will appear below the buttons once the migration is complete:

      Done Migrating Data / Ready for Updating
   4. Update the following school information as needed:
      a. School ID and School Name
      b. Region, Municipality, Division, and School District
      c. School Year (enter only the starting year, e.g., 2023 for SY 2023–2024)
      d. Number of Shifts
   5. Click PROCEED to save the data.

Enter Personnel Information

Start at **ADD PERSONNEL** if the school's profile is either of the following; otherwise, start at **SEARCH PERSONNEL**:

- schools accomplishing the eSF7 tool for the first time; or
- schools that migrated their previous eSF7 and have new or additional personnel.

ADD PERSONNEL

1. Enter the required information in the fields provided:

   a. TIN

   b. First Name

   c. Middle Name

   d. Last Name

   Important Reminders:

   i. The Tax Identification Number (TIN) must be the first nine (9) digits only. Do not include the last three zeros (000).

   If the TIN is unavailable, follow this format:

   NT + 6-digit school ID + 3-digit sequence ID

   Example: There are two personnel whose TINs are not yet available at the time of accomplishment of eSF7, input their TINs as follows:

NT120015001	Andres	De Castro	Bonifacio	ADD PERSONNEL
TIN	**First**	**Middle**	**Last**	

NT120015002	Gabriela	Carino	Silang	ADD PERSONNEL
TIN	**First**	**Middle**	**Last**	

   Once the TIN is available, update the eSF7 accordingly.

   > **Important Note:**
   > Aside from Employee ID, TIN shall be the personnel's unique identifier.

   ii. Name Extension must be consistent with the personnel's PSA record or birth certificate. For example, if the Name Extension appears after the Last Name in the birth certificate, put it after the Last Name in eSF7.

 | 123456789 | Jose | Alonso | Rizal Jr | ADD PERSONNEL |
   |-----------|------|--------|----------|---------------|
   | **TIN** | **First** | **Middle** | **Last** | |

2. Click ADD PERSONNEL to save.

SEARCH PERSONNEL

To **complete** or **update** the information of the personnel, search their name first.

Personnel Name	Jose Rizal 123456789	SEARCH
	CLICK TO SELECT ABOVE or type in the format FIRST LAST	

1. In the white box next to "Personnel Name", select or enter the name of the personnel in the format FIRST LAST.
2. Click the SEARCH button.
3. When a dialog box appears, click "OK" to allow the tool to retrieve the information of the selected personnel.

> Microsoft Excel   ✕
>
> Done searching account. See below
>
> OK
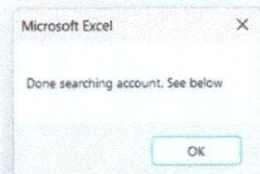
Complete / Update Personnel Data and Workload Assignments

PERSONNEL DATA

This section is divided into two parts, and must be completed subsequently:

- **Personal Data**

  The school personnel's personal information is recorded.

- **Workload**

  The school personnel's work assignments (subjects taught, advising duties, teaching-related assignments, and administrative and related tasks) and schedules are recorded.

> *Important Reminder:*
> *All information entered in this section shall be subject to further verification.*

Complete or update this section accordingly once the personnel's information has been loaded.

PERSONNEL DATA		WORKLOAD																SCHOOL ID	123456		
Personnel Information and Workload		Subject Taught | Advising Duty | Teaching-Related Assignment | Administrative Task																			
BROWSE FILE	BEGIN COPY	JOSE ALONSO RIZAL,																SAVE DATA			
Done Migrating Data/Ready for Updating																					
PERSONAL DATA				WORKLOAD				DAYS							FROM	TO	TOTAL ACTUAL LOAD	OTHER CLASSIFICATION	REMARKS		
		Category	Lvl	Subject/Task	Section/Description	M	T	W	TH	F	S	SU	00:00 AM/PM	00:00 AM/PM	*MINUTES*	*trainings attended*	reasons for blank Total Teaching				
TIN	123456789					☐	☐	☐	☐	☐	☐	☐									
FIRST	JOSE					☐	☐	☐	☐	☐	☐	☐									
MIDDLE	ALONSO					☐	☐	☐	☐	☐	☐	☐									
LAST	RIZAL																				

PERSONAL DATA

1. **Complete or update** the PERSONAL DATA of the selected personnel by entering the correct information or selecting the appropriate/applicable option in the dropdown list.

   ### A. TIN (Tax Identification Number)

PERSONAL DATA	
TIN	

   - Update the TIN if incorrectly entered.
   - If TIN is not yet available, use the prescribed format:

     NT + 6-digit school ID + 3-digit sequence ID

   ### B. FULL NAME
   ### C. SEX

FIRST	
MIDDLE	
LAST	
SEX / GENDER	

   - Ensure the personnel's name is spelled correctly. Make corrections or updates if needed.
   - Enter the full middle name, not just the middle initial.
   - Select sex/gender (Male or Female) from the dropdown.

   ### D. FUND SOURCE

FUND SOURCE	

   Ensure to select the correct fund source:

   - **NATIONAL**– For personnel with Plantilla Items
   - **SEF** – For personnel hired and paid through the Special Education Fund (SEF), including personnel hired by the Local School Board (LSB)
   - **LGU** – Locally hired and paid through LGU funds (Provincial, City, Municipal, or Barangay)
   - **PTA** – Locally hired and paid through PTA funds
   - **NGO** – Hired or deployed to schools and paid by Non-Government Organizations
   - **MOOE** – Locally hired and paid through MOOE
   - **OTHERS** – All others not mentioned above.

E. POSITION / DESIGNATION

POSITION / DESIGNATION	

- Select the position from the dropdown.

> *Sample Position Titles and Designations:*
> - *Position Title: Teacher I, SPED Teacher II, Special Science Teacher III, School Principal IV*
> - *Designation: ALS Teacher (ALS Tr), IP Teacher (IP Tr), Guidance Designate*

- **For Teachers, Master Teachers, and Head Teachers** with designation, select the correct combination of Designation and Position Title.

Example:

Jose A. Rizal Jr holds a Teacher III position and is designated as the Teacher-In-Charge at Makamisa Elementary School. His Position/Designation in eSF7 should reflect as follows:

POSITION / DESIGNATION	TIC – Teacher III

- **For any locally hired personnel** whose exact Position Title is not listed in the options, select the closest matching Position Title. If none applies, choose OTHERS.

F. NATURE OF APPOINTMENT

NATURE OF APPOINTMENT	

Ensure to select the correct Nature of Appointment:
- REGULAR PERMANENT
- PROVISIONAL
- CONTRACTUAL
- SUBSTITUTE
- CASUAL/EMERGENCY
- JOB ORDER/CONTRACT OF SERVICE
- VOLUNTEER

G. DEGREE FINISHED / BACCALAUREATE

It must be stressed that only a completed college degree is entered in this field.

> DEGREE FINISHED /
> BACCALAUREATE

- From the dropdown menu, select the college or bachelor's degree the personnel has completed.
- If the exact college/bachelor's degree is not listed in the options, select the closest matching degree. If none applies, choose OTHERS.
- In case the personnel did not finish college, select "N/A".
- In case the personnel finished multiple college/bachelor's degrees:
  - Teaching or Related-Teaching Personnel (Principal / Head Teacher) – Select the degree used to qualify for the Licensure Examination for Teachers (LET).
  - Non-Teaching Personnel with any PRC license – Select the degree used to obtain the PRC license.
  - Others outside the above conditions – Select the degree most relevant to the position.

> **Tips:**
> Since the selection is a long list of college/bachelor's degrees, narrow it down by typing the degree or discipline (e.g., Psychology) and selecting from the remaining options.
> *Do not start with "Bachelor", except for Bachelor of Elementary / Secondary Education.*

H. PRC SPECIALIZATION

> PRC SPECIALIZATION

- Select the **Majorship / Specialization** the personnel applied for during the LET.
- Applicable to all personnel, regardless of Position Title, Fund Source, and/or Nature of Appointment, **who have passed the LET.**
- Select "N/A" for all other personnel.

I. MINOR

For Education Graduates only.

> MINOR

- Select the **Minor** the personnel have taken in college, if applicable.
- Select "N/A" if otherwise.

J. POST-GRADUATE DEGREE

For all personnel.

POST-GRADUATE DEGREE	

- Select the **highest level of education attainment**, in any discipline, of the personnel:
  - MASTERS (UNIT) — taken MA units
  - MASTERS DEGREE — **FINISHED the Masteral program**
  - DOCTORATE (UNIT) — taken Doctoral units
  - DOCTORATE DEGREE — **FINISHED the Doctoral program**
  - OTHERS — taken other degrees or certifications

- Select "N/A" if not applicable.

K. EMPLOYEE NUMBER

For all personnel.

EMPLOYEE NO.	

- Input the correct Employee Number.
- Leave blank if Employee Number is not available.

L. HIRING ARRANGEMENT

For all personnel.

HIRING ARRANGEMENT	

- Select the correct Hiring Arrangement:
  - **REGULAR** – Regular hiring arrangement
  - **SPIMS** – Special hiring arrangement through the Sa Pinas, Ikaw ang Ma'am at Sir (SPIMS) Program
  - **DOST** – Special hiring arrangement under RA 7687 or RA 10612
  - **4Ps** – Special hiring arrangement through the Pantawid Pamilyang Pilipino Program (4Ps)
  - **OTHERS** – All others not categorized under any of the above
  - **N/A** – For volunteers and other similar categories.

M. RELIGION and ETHNIC GROUP

For all personnel.

RELIGION	
ETHNIC GROUP	

- Select the applicable Religion and Ethnic Group.

N. STATUS (ITEM)

For all DepEd Plantilla Items only.

STATUS (ITEM)	

- Select the applicable **deployment status** of the DepEd personnel:
  - o **OWN STATION**
    The incumbent reports to the original school where the Plantilla Item is assigned and is not clustered.
  - o **REASSIGNED** [to be selected by the original school]
    The incumbent has been reassigned to another school; however, the Plantilla Item remains in the original school.
  - o **BORROWED** [to be selected by the temporary school]
    The incumbent is borrowed from another school, where the Plantilla Item is officially assigned.
  - o **CLUSTERED**
    The incumbent provides services to two or more schools.

- For REASSIGNED and BORROWED personnel, their PERSONAL DATA shall be included in the eSF7s of both the original and temporary schools. However, the WORKLOAD shall only be recorded in the eSF7 of the temporary school.

  In this case, the **deployment STATUS** will be reflected in both eSF7s as follows:

  - o *eSF7 OF THE ORIGINAL SCHOOL*

STATUS (ITEM)	REASSIGNED

  - o *eSF7 OF THE TEMPORARY SCHOOL*

STATUS (ITEM)	BORROWED

- For personnel deployed in CLUSTERED **schools**, their PERSONAL DATA and WORKLOAD shall be recorded in the eSF7s of all the schools they provide services to. However, for their **WORKLOAD**, each school shall reflect only the work assignments and schedules of the personnel specific to their school.

  This applies to any personnel who may be deployed to multiple schools, such as School Principal Items, Administrative Officer Items, etc.

- In case of changes in the **deployment STATUS within the School Year**, update the eSF7.

O. BIRTHDATE, DATE OF FIRST DAY OF SERVICE, and DATE OF FIRST DAY OF SERVICE (NEW STATION)

To enter the dates, use the:

- CLICK TO PICK A DATE button to select the date being asked; OR
- DROPDOWN LIST for the MONTH and DAY and ENCODE the YEAR.

> **Important Notes:**
> *The DATE OF FIRST DAY OF SERVICE is the APPOINTMENT DATE of the personnel.*
> *If the personnel was **never transferred**, the DATE OF FIRST DAY OF SERVICE, and DATE OF FIRST DAY OF SERVICE (NEW STATION) are the SAME.*

P. PHILSYS ID (NATIONAL ID) NUMBER

For all personnel.

PHILSYS ID (NATIONAL ID) NO.	

- Input the correct PhilSys ID Number.
- **Leave blank** if it is not available.

Q. ELIGIBILITY

For all personnel.

ELIGIBILITY	

- Select the correct Eligibility.
- **Select N/A** if none.

R. CIVIL STATUS

For all personnel.

| CIVIL STATUS | |

- Select the correct Civil Status:
    - o **SINGLE**

        A person who has never been married
    - o **MARRIED**

        A person living together with a spouse, legally or consensually
    - o **DIVORCED**

        A person whose bond of matrimony has been dissolved legally and who therefore can remarry
    - o **LEGALLY SEPARATED**

        A person separated legally or not from his/her spouse because of marital discord or misunderstanding
    - o **WIDOWED**

        A person whose bond of matrimony has been dissolved by the death of his/her spouse.
    - o **SOLO PARENT**

        Any individual who falls under any of the categories specified in Republic Act 8972: Solo Parents' Welfare Act of 2000.

> *References:*
> *Marital Status - https://psa.gov.ph/content/marital-status*
> *Solo Parent - https://www.dswd.gov.ph/faqs/how-to-secure-solo-parent-i-d*

> *Remember:*
> *An orange fill indicates that the data requires updating, as it may not match the available options in the selection.*

2. Once all fields are updated, click SAVE DATA to save the data or changes/updates.
3. Proceed to the WORKLOAD portion to record work assignments and schedules.

WORKLOAD

JOSE ALONSO RIZAL JR, TIC – TEACHER III

WORKLOAD				DAYS						
CATEGORY	LVL	SUBJECT/TASK	SECTION/DESCRIPTION	M	T	W	TH	F	S	S

> **Important Reminders:**
> *Check the name of the employee before recording their workload and schedules.*
>
> *For REASSIGNED personnel, the original school shall not enter any data in the WORKLOAD.*
> *For BORROWED personnel, the temporary school shall record the personnel's WORKLOAD.*
>
> *For personnel deployed in CLUSTERED schools, each school shall reflect only the work assignments and schedules of the personnel specific to their school.*

1. Complete or update the **personnel's work assignments (subjects taught, advising duties, teaching-related assignments, and administrative and related tasks) and schedules.** Each row corresponds to one subject/task.

Work Assignments / Workload

WORKLOAD			
CATEGORY	LVL	SUBJECT/TASK	SECTION/DESCRIPTION

A. CATEGORY

Ensure that the Position/Designation under PERSONAL DATA is filled correctly.

- Select the appropriate level for the subject/task:
  - ELEMENTARY – subjects/tasks for Elementary
  - JHS – subjects/tasks for Junior High School
  - SHS – subjects/tasks for Senior High School
  - SHS – CORE SUBJECTS – core subjects of Senior High School
  - SHS – APPLIED SUBJECTS – applied subjects of Senior High School
  - SHS – SPECIALIZED SUBJECTS – specialized subjects of Senior High School

B. LVL

- Select the assigned **Grade Level**:
  - ○ ELEMENTARY   –   KINDER to Grade 6
  - ○ JHS   –   Grades 7 to 10
  - ○ SHS   –   Grades 11 to 12

  All Levels:
  - ○ MONO-GRADE   –   For school-based Alternative Learning System (ALS) Classes
  - ○ MULTI-GRADE   –   For classes of combined grade levels
  - ○ NON-GRADED   –   For SPED classes and other non-graded tasks

C. SUBJECT/TASK

- Choose or type the appropriate subject or task:
  - ○ For **Teaching Personnel**, select any of the following:
    - a. **Subject per Level**

      > For KINDER BLOCKS OF TIME
      > *This refers to the entire 3-hour period for a kindergarten class. Do not input by individual activities.*

    - b. **Advisory**
    - c. **Special Program**
      Select the most appropriate special program option.
    - d. **ALS Strand**
    - e. **Teaching-Related Assignments ("TR")**
      Type "TR" and/or select the most applicable teaching-related assignment. Be guided by the DO 005, s. 2024.
    - f. **Coaching/Mentoring**
      Applicable to Master Teachers
    - g. **Related Tasks and Admin Tasks**
      Select this only when applicable.

  - ○ For **Related-Teaching and Non-Teaching Personnel**
    - a. Subjects taught, if applicable
    - b. Administrative Tasks
    - c. Related Tasks

D. SECTION/DESCRIPTION

- Enter the Section Name of the class
- Add a description if necessary
- For MULTI-GRADE, indicate the combined Grade Levels.

> *Remember:*
>
> *Any data entered in the WORKLOAD section will be reflected in the actual School Form 7 (VIEW). Ensure that only the most essential information is inputted in this field.*

Schedule of Subject/Task

DAYS							FROM	TO	TOTAL ACTUAL LOAD	OTHER CLASSIFICATION
M	T	W	TH	F	S	S	(00:00 AM|PM)	(00:00 AM|PM)	*Minutes*	*Trainings Attended*
✓	✓	✓	✓	✓						

E. DAYS and TIME
For all tasks

- Tick the corresponding boxes to select the applicable days.
- Input the schedule in the "From" and "To" columns.
- Include "AM" or "PM" after the time.
- Ensure there are no **overlapping schedules** to avoid encoding errors.

With conflicting schedules due to overlapping times

FROM	TO
(00:00 AM|PM)	(00:00 AM|PM)
8:00 AM	8:45 AM
8:30 AM	9:30 AM

Input the correct schedule

No overlapping schedule

FROM	TO
(00:00 AM|PM)	(00:00 AM|PM)
8:00 AM	8:45 AM
8:45 AM	9:30 AM

> *Important Note:*
>
> *Only Teaching Load (subjects) will have a time computation displayed in the "Total Actual Load" column.*

F. TRAININGS ATTENDED

- When a teacher is assigned to teach a subject outside his/her specialization, select **Yes** if he/she has undergone related training/s for the subject; and **No** if not.

2. Continue filling out the **WORKLOAD portion** until all the assigned tasks of the personnel are encoded.

3. Click SAVE DATA to save the data or changes/updates.

4. Verify the Accuracy and Completeness of Data

The eSF7 Tool is equipped with features to verify personnel information, such as birthdays, baccalaureate degrees, and time allotment per subject taught, ensuring it is correctly entered based on set conditions. However, **it is crucial for school personnel to review and confirm that all information is accurately reflected in the eSF7.**

Verification Process

A. PERSONAL INFORMATION

School personnel verify personal information directly in the eSF7 Tool to protect their privacy. The School Principal, assisted by a Non-Teaching staff, shall oversee this process.

	TIN	FIRST	MIDDLE	LAST	GENDER	FUND SOURCE	POSITION	NATURE OF APPOINTMENT	DEGREE
✓	123456789	JOSE	ALONSO	RIZAL JR	MALE	NATIONAL	TIC – TEACHER III	REGULAR PER	BACHELOR OF

1. In the **VERIFICATION** sheet of the eSF7 tool, school personnel review and confirm that all information entered is correct:
    - Spelling of names
    - Personal information, TIN, educational background, and important dates
    - Computation of **age** and years of service

2. If all information is accurate, **tick the box** to signify concurrence.
3. In case of discrepancies, corrections must be made in the USERFORM sheet.

    Search Personnel > Update the Personal Information

Below is an example of an incorrect data input (Birth Year) that needs to be rectified in the USERFORM:

	TIN	FIRST	MIDDLE	LAST	GENDER	FUND SOURCE	BIRTHDAY _YYYY	AGE	YEARS IN SERVICE
	NT123456001	ANDRES	ALONSO	BONIFACIO	MALE	NATIONAL	**2021**	**3**	10

WORKLOAD

Subject Taught | Advising Duty | Teaching-Related Assignment | Administrative Task

SCHOOL ID	120010

JOSE ALONSO RIZAL JR, TEACHER III

SAVE DATA

WORKLOAD				DAYS							FROM	TO	TOTAL ACTUAL LOAD	OTHER CLASSIFICATION	REMARKS
Category	Lvl	Subject/Task	Section/ Description	M	T	W	TH	F	S	SU	(00:00AM/PM)	(00:00 AM/PM)	MINUTES	trainings attended	reasons for blank Total Teaching
ELEMENTARY	1	FILIPINO	PAG-ASA	☑	☑	☑	☑	☑	☐	☐	08:00 AM	08:40 AM	200		
ELEMENTARY	1	ENGLISH	PAG-ASA	☑	☑	☑	☑	☑	☐	☐	08:40 AM	09:20 AM	200		

B. WORKLOAD

Schools print the workload information from the eSF7 tool for each personnel, particularly for the Teaching Personnel.

1. In the **USERFORM** sheet, select personnel and print their workload directly from the eSF7 Tool. Do this for all school personnel.
2. Post the printed copies within school premises (e.g., Transparency Board, Faculty Room) for their verification.
3. The personnel shall sign to confirm agreement with their workload assignments and schedules.
4. In case of discrepancies, corrections must be made in the USERFORM sheet.

   Search Personnel > Update the Workload Information

Once all information is verified, the School Head shall sign and facilitate the generation and submission of the School Form 7.

5. Generate the Summary

A. Generating the School Form 7 for Printing and Submission

1. Go to the **VIEW** sheet.
2. Click the `AUTO FORMAT` button and wait until completely loaded.
3. Print and sign the School Form 7.
4. Submit to the SDO-SGOD-Planning Unit the eSF7 in the following formats:
   a. Excel File
   b. Signed PDF
5. Furnish the SDO-Curriculum Implementation Division (CID) with a copy of the signed PDF.

> **Note:**
> The electronic tool automatically arranges the school personnel from the highest rank down to the lowest.

B. Generating the Database of the School Form 7

1. Go to the USERFORM Sheet
2. Click the `DOWNLOAD (Database)` button.
3. Check the Downloads folder for the downloaded file.
4. Rename the file following this convention:

   eSF7_DB-SchoolID-SY

   For SHS:

   eSF7_DB-SchoolID-SY_Semester

   Examples:

   eSF7_DB-108192-SY2024-2025

   For SHS

   eSF7_DB-305415-SY2024-2025_1stSem

5. Submit the database to the Central Office at `bit.ly/eSF7-Submit`.

> **IMPORTANT NOTE:**
> Once submitted, it is recommended that the file be deleted to prevent compromising data.
> ENSURE THAT ACCESS TO THE SF7 IS RESTRICTED TO AUTHORIZED SCHOOL PERSONNEL ONLY.
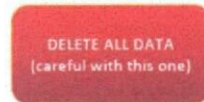> DO NOT SHARE THE ACCOMPLISHED SF7 with any unauthorized personnel.

Other Features of the Enhanced eSF7 Tool

USERFORM Sheet

DELETE ALL DATA

- This button clears the database (ALL information encoded in the file).

DELETE ALL DATA
(careful with this one)

DELETE CURRENT PERSONNEL

- This button will delete the information of individual personnel. To use this button, select the personnel whose data needs to be deleted and click the DELETE CURRENT PERSONNEL button.

SELECT BELOW LIST OF PERSONNEL BEFORE USING SEARCH & DELETE A PERSONNEL

SEARCH

DELETE CURRENT PERSONNEL
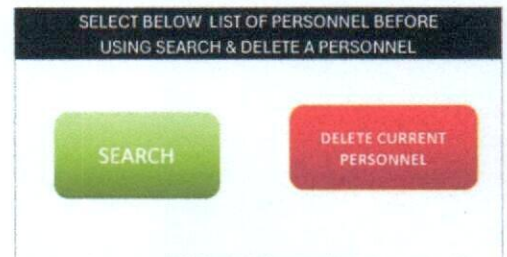
DOWNLOAD (Database)

DOWNLOAD (Database)

- This button allows schools to download the backend of their eSF7, but ONLY WHEN DATA IS READY FOR SUBMISSION.
- Use this feature with **utmost caution and confidentiality**, as the data is highly sensitive.
- After submission, it is strongly recommended to **delete the file** to prevent any potential data compromise.

SCHOOL_DASHBOARD Sheet

SCHOOL DASHBOARD		SUMMARY	TOTAL	GENDER		AGE GROUP								
SCHOOL INFORMATION			ALL	MALE	FEMALE	BELOW 20	20 - 29	30 - 39	40 - 49	50 - 59	60 - 65	Above 65	EDUC	NON-EDUC
SCHOOL ID		ALL PERSONNEL												
SCHOOL NAME		TEACHING												
REGION		NON-TEACHING												
DIVISION		*TEACHING PERSONNEL*												
MUNICIPALITY		ALIVE-TEACHER												
		ALS-TEACHER												
		CLINIC-TEACHER												
		GUIDANCE-TEACHER												
		IP-TEACHER												
		MADRASAH-TEACHER												
		MASTER TEACHER I-IV												
		SPECIAL SCIENCE TEACHER I-V												
		SPED-TEACHER I-IV												
VERIFIED INFORMATION		TEACHER I-III												
(PERSONAL INFO AND WORKLOAD)		TIC-TEACHER												
PERSONNEL	VERIFIED INFO	*RELATED-TEACHING PERSONNEL*												
0	0	HEAD TEACHER I-VI												
		TIC-HEAD TEACHER I-VI												
		ASSISTANT SCHOOL PRINCIPAL												
		SCHOOL PRINCIPAL I-IV												

The School Dashboard provides an overview of school information, tracks the number of personnel who have verified their details, and presents demographic summaries, such as personnel count by position and specialization.

Thank you.

FOR CONCERNS/QUESTIONS/FEEDBACK:
bhrod.sed@deped.gov.ph | (+632) 8633-5397