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DM 932-24

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

23 October 2024

DIVISION MEMORANDUM
DM No. 932, s. 2024

SUBMISSION OF SCHOOL FORM 7 FOR SY 2024-2025

To: Assistant Schools Division Superintendents
Division/Section Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with DO 4, s. 2014, while awaiting the updated electronic School Form 7 (eSF7), School Heads are advised to submit their manual SF7 on or before November 15, 2024.
2. **On the submission of the manual Electronic School Form 7 (SF7)**, the following instructions shall be followed:
 - a. Please refer to the attached Data Dictionary, based on DepEd Order No. 4, s. 2014, and DepEd Order No. 58, s. 2017, for guidance.
 - b. Teaching workloads, teacher ancillary duties, and teaching-related ancillary duties shall be reflected in the SF7, supported by duly signed designation orders.
 - c. All borrowed, detailed, clustered teaching and non-teaching personnel shall be emphasized in the said form through the Remarks column.
 - d. All personnel, whether national, MOOE-funded, or locally funded, shall be reflected in the SF7. **All personnel must be accounted for.**
 - e. District Supervisors shall provide technical assistance to school heads in determining the teaching loads and assignments of public school teachers, as prescribed in **DepEd Orders 2 & 5, s. 2024**, DepEd Order No. 31, s. 2012, DepEd Order 46, s. 2012, DepEd Memorandum No. 291, s. 2008, and other related issuances that have not been superseded by said Orders and Memoranda. Hard copies shall be filed in schools and school districts.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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- f. For integrated schools, separate SF7 files and hard copies shall be prepared for Elementary, Junior High, and Senior High Schools.
- g. For schools offering Senior High School, the SF7 shall cover both the 1st and 2nd semesters and shall be reflected in a single file/worksheet.
- h. The assigned Administrative Officer II in each District shall consolidate the spreadsheet and PDF file after the technical assistance provided by the PSDS.
- i. If there are changes in school personnel or updates to data after the submission date, the school may update its SF7, and the assigned Administrative Officer II in the school district shall facilitate the consolidation and online submission to the Division Office.
- j. All items shall be properly filled out with the necessary data to avoid the return of the said forms.
- k. School heads may coordinate with the Planning and Research staff for any technical assistance, especially for schools with borrowed or detailed personnel or other issues.
- l. The consolidated hard copy shall be deposited at the Schools District, while the consolidated spreadsheet copies (Excel) and PDF copies of SF7 shall be sent to sdo.quezon.planning@deped.gov.ph and sdo.quezon.personnel@deped.gov.ph using the following format:

Email Subject: 2024eSF7 District Name
File Name: IV-A_Quezon_District_Name of School_2024-2025

Ex.

Email Subject: 2024eSF7 Agdangan

File Name:

IV-A_Quezon_Agdangan_Binagbag ES_2024-2025

- m. It is requested that the Administrative Officer II consolidate all PDF (with e-signature of the School Head) and Excel files of eSF7 in the District. He/she shall use the Division Consolidator to check whether the submitted eSF7 contains errors before submitting it to the Schools Division. If errors are found, the eSF7 shall be returned to the school for re-encoding or correction.
- n. The schedule of submission of consolidated eSF7 is as follows:

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Document Type	Submission of Consolidated Copies from Schools District to Division Office	2nd Update
SF7 – Spreadsheet (.xls)	November 15, 2024	February 28, 2025
SF7 – Converted PDFFile with Legit E-Signature (strictly in landscape orientation)	November 15, 2024	February 28, 2025

o. **Individual school and incomplete submission is highly discouraged. Submission of Google/One Drive link is also discouraged.**

- Orientation and further instructions shall be conducted and released once the Matatag-based eSF7 has been downloaded.
- Wide dissemination and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Parmjdf10/23/2024

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Code and Name: SF7 – School Personnel Assignment List and Basic Profile

Schedule: Beginning of School Year

Other instruction: This will be used for both public elementary and secondary schools. This should be submitted to the Division Office as attachment of GESP/GSSP BoSY. In case of movement of school personnel during the school year, an updated copy of this form will be submitted to the Division Office.

	DATA ELEMENT	DESCRIPTION
1	School ID	A six (6) digit- number assigned to a school recognized in EBEIS
2	School Year	The prescribed period of time when schools offer daily instruction. It covers 10 months of regular schooling starting month of June (Beginning of School Year) up to the month of March (End of School Year) of the following year.
3	School Name	Official name of school as registered in DepED and EBEIS
4	(A) Nationally Funded Teaching Related Items (Summary Table) Title of Plantilla Position	Teaching and teaching-related plantilla positions including those with provisional appointments. Title of Plantilla as reflected in the PSI-POP and/or appointment (generic, where applicable). (Only Personnel actually reporting to the school are to be included).
5	Number of Incumbent	The total number of personnel occupying the said Plantilla Position.
6	(B) Nationally-Funded Non-Teaching Items	Non-Teaching Plantilla positions approved by the Department of Budget and Management (DBM) whose positions are not engaged in classroom teaching but assist in the delivery of services such as Administrative, Personnel, Supply, Records, Accounting and other support roles in the school. Title of Plantilla as reflected in the PSI-POP and/or appointment (generic, where applicable). (Only Personnel actually reporting to the school are to be included).
7	(C) Other Appointments and Funding Sources	Title of Designation and Nature of Appointment Designation as reflected in the contract or other related document -Teacher, Clerk, Driver etc.; Nature of Appointment or Employment Status refers to Contractual, Substitute, Casual/Emergency, Job Order/Contract of Service, Volunteer, etc. In accomplishing this column, the designation title will be reflected first before the nature of appointment. (Example: Teacher – Contractual)
8	Number of Teaching & Non Teaching Incumbent/s	The total number of teaching and non-teaching incumbents who are not holding plantilla / regular position
9	Name of Personnel	Employee's complete name (Last Name, First Name, Middle Name, Name Extension) as reflected in their birth/baptismal certificate. (Arrange descending by Position)
10	Sex	Employee's sex as reflected in the birth/baptismal certificate
11	Fund Source	Name of the institution or source that finances the employment of the particular employee. Use "National" For Plantilla item positions. Other fund sources may be SEF Provincial, SEF Municipal, LGU, PTA, NGO (specify)

		and others (specify)
12	Position/Designation	The official item or position assigned to an employee as reflected in the appointment paper, contract or equivalent document signed by the approving authority.
13	Nature of Appointment/Employment Status	<p>Each employee may either be any of the following :</p> <ul style="list-style-type: none"> ↳ Permanent : a permanent appointment shall be issued to a person who has met all requirements of the position including the prescribed civil service eligibility. ↳ Temporary : issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed , except the appropriate eligibility. ↳ Substitute: when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when he/she is on approved leave of absence, suspension, scholarship grant or secondment. A substitute appointment is issued only if the leave of absence of the incumbent is at least three (3) months except in the case of teachers. ↳ Cotermious status : issued to a person whose entrance and continuity in the service is: <ul style="list-style-type: none"> • Based on the trust and confidence of the appointing authority or head of unit; • Co-existent with the incumbent; • Limited by the duration of the project; • Co-existent with the appointee; • Appointments of personnel under the Foreign-Assisted Projects (FAP) shall be co-terminus with the project. ↳ Contractual : issued to a person who shall undertake specific work or job for a limited period of time not to exceed one (1) year <p>Casual/Emergency: used only for essential and necessary services where there are not enough regular staff to meet the demands of the service. These are normally emergency laborers hired for a period not exceeding six (6) months.</p> <p>* Job Order/Contract of Service * Volunteer</p>
14	Educational Qualification – Degree/ Post-graduate	Highest Educational Attainment
15	Educational Qualification – Major	Area of Specialization/field of study or specialized training
16	Educational Qualification – Minor	
17	Subject Taught (include Year & Section) Advisory Class & Other Assignment (Please Specify)	Indicate subject areas being taught (include administrative/ancillary assignment if any). Advisory class must be included in reporting teacher's assignment. Assignment of non-teaching personnel shall also reflect in this column.
18	Daily Program (time duration) – From / to	For Teachers only. This is the daily schedule of the teacher for the subject areas he/she handles on a weekly basis. Total assigned teaching minutes per week for each

Enclosure 2

Data Element Description

Name and Code : School Form 7 School Personnel Basic Profile and Assignment for Senior High School (SF7-SHS)

Person Responsible : School Head

Instruction/s : All school personnel regardless of nature of appointment shall be included in this form. Any movement or reassignment of personnel should be reported using SF7-SHS and submit to the School Division Office immediately.

No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
4	Division	Name of the Schools Division Office where the school is situated as created by DepEd, supervised by a Schools Division Superintendent
5	Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the school is situated
6	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
7	Nationally-Funded Teaching & Teaching-Related Items	Summary table listing the teaching and teaching-related items approved by the Department of Budget and Management (DBM) held by personnel actually reporting to the school indicating the title of plantilla positions as reflected in the PSI-POP and/or appointment (generic, where applicable) and the number of incumbent holding such items
8	Nationally-Funded Non-Teaching Items	Summary table listing the non-teaching items approved by the Department of Budget and Management (DBM) held by personnel actually reporting to the school indicating the title of plantilla positions as reflected in the PSI-POP and/or appointment (generic, where applicable) and the number of incumbent holding such items. Personnel holding non-teaching items are not engaged in classroom teaching but assist in the delivery of services such as Administrative, Personnel, Supply, Records, Accounting, and other support roles in the school.
9	Other Appointments and Funding Sources	Summary table listing the designation and nature of appointment as reflected in the contract or other related document of personnel such as Teacher, Clerk, Driver, etc. actually reporting to the school whose

		positions are not nationally-funded. The nature of appointment or employment status refers to Contractual, Substitute, Casual/Emergency, Job Order/Contract of Service, Volunteer, etc. The Title of Designation should be reflected first; followed by the nature of Appointment; the Fund Source such as Special Education Fund (SEF), Parents-Teachers Association (PTA), Non-Government Organization (NGO), etc.; and the Number of Incumbent, indicated under the column Teaching or Non-Teaching, whichever is appropriate.
10	Employee No.	May use the employee number being used for payment of salary or in the absence of employee ID, Tax Identification Number (TIN) may be used
11	Name of School Personnel	Arranged by position in descending order, this lists the employee's complete name starting from the Last Name, followed by the First Name, Middle Name, and Name Extension as reflected in the Personal Data Sheet (Form 212) or any relevant documentary requirement submitted by personnel during the application process
12	Sex	Employee's biological category based on reproductive function, either Male or Female, as reflected in the Personal Data Sheet (Form 212) or any relevant documentary requirement submitted by personnel during the application process
13	Fund Source	Name of the institution or source that finances the employment of the particular employee. Use "National" for plantilla item positions. Other fund sources may be "SEF Provincial", "SEF Municipal", "LGU", "PTA", or "NGO". Specify.
14	Position/Designation	Official item/position assigned to the school employee as reflected in the appointment, contract and/or equivalent document signed by the approving authority.
15	Nature of Appointment/Employment Status	Describes the nature of employment or employment status of each employee based on the following: <ul style="list-style-type: none"> ▪ Permanent. Appointment issued to a person who has met all the requirements outlined in the Qualification Standards for the position promulgated by the Civil Service Commission ▪ Provisional. Appointment, subject to reappointment (renewal), issued to a person who meets all the requirements of the position except Eligibility ▪ Substitute. Appointment issued to a person when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when he/she is on approved leave of absence covering a three-month period, except in the case of teachers; suspension; scholarship grant; or secondment ▪ Coterminous. Appointment issued to a person whose entrance and continuity in the service is contingent upon the trust and confidence of the appointing authority or head of unit; co-existent with the incumbent; limited by duration of the project whether it is a Foreign-Assisted Project or otherwise; and/or co-existent with the appointee. ▪ Contractual. Appointment issued to a person who shall undertake a

		<p>specific job description for a limited period of time not to exceed one (1) year. For teaching items, this appointment is issued to personnel who shall teach specialized subjects in secondary education on a part-time basis, the inclusive period of which shall be indicated on the appointment for purposes of crediting services.</p> <ul style="list-style-type: none"> ▪ Casual/Emergency. Appointment issued for essential services for a period not exceeding six (6) months in the event that the number of regular staff is insufficient to meet the demands of the service ▪ Job Order/Contract of Service ▪ Volunteer
16	Educational Qualification	Describes the highest educational attainment of each school personnel indicating the specific undergraduate or postgraduate degree, if applicable; the academic major, area of specialization or specialized training attended; as well as the academic minor, if applicable
17	Subjects Taught, Advisory Class & Other Ancillary Assignments	For teaching personnel, indicates the subject areas taught, as well as designation as Class Adviser and other administrative/ancillary assignments (if any) in each semester. For teaching-related and non-teaching personnel, assignments are also indicated in this column.
18	Grade and Sections	For teaching personnel, provides details on the grade level and section to whom the designation refers
19	Daily Program	For teaching personnel, provides details on the daily schedule for each subject taught in a track/strand handled on a weekly basis. The school day, time duration (from/to), and total actual teaching minutes per week must be indicated in the appropriate column.
20	Ave. Minutes Per Day	For teaching personnel, indicates the average number of minutes taught in a day, computed by dividing the Total Actual Teaching Minutes Per Week for a particular subject by five (5) days
21	Remarks	Particular information about the personnel required in the EBEIS/EHRIS such as IP (Ethnic Group), as well as additional loads from JHS (if any) including details on the number of teaching minutes per week