

Republika ng Pilipinas  
Kagawaran ng Edukasyon  
Region 5 (Bikol)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

March 10, 2025

DIVISION MEMORANDUM

No. 211, s. 2025

**RESTORATION OF ONLINE SUBMISSION FORM AND  
EXTENSION OF DEADLINE FOR SUBMISSION OF ESF7 DATABASE  
FOR SCHOOL YEAR 2024-2025**

TO : OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
School Based Administrative Officers  
All Others Concerned

1. In relation to the Unnumbered Memorandum SGOD-PRU-UM-12-12-2024 dated December 12, 2024, this office hereby informs the schools of the updates and restoration of online submission and extension of deadline for submission of eSF7 database for SY 2024-2025.
2. The eSF7 Package including the revised tool is accessible to the BHROD link <https://bit.ly/eSF7>.
3. The school heads are directed to submit the eSF7 database to the BHROD-SED at [bit.ly/eSF7-SubmitLuzon](https://bit.ly/eSF7-SubmitLuzon) on or before **March 14, 2025**.
4. A copy of the accomplished and generated eSF7 in Excel File and Signed PDF will be submitted to SGOD-Planning and Research Section through the link: <https://bit.ly/eSF7-CTD>, copy furnished of the signed PDF to CID.
5. The SGOD-Planning and Research Section shall monitor the completeness of the submission of all schools and accurate resubmission of returned eSF7.
6. Enclosed are the Steps in accomplishing the eSF7 tool and online submission of database and BHROD Status of submission as of March 4, 2025, 4:00PM for reference.
7. One hundred percent submission of all school is enjoined.

**CECILE C. FERRO**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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**Steps in accomplishing the eSF7 tool and online submission of database**

**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-Ilaguna-108192\_SanAgustinES-SY2024-2025

For SHS

eSF7-NCR-PasigCity-305415\_KapitolyoHS-SY2024-2025\_1stSem

**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 (IS and Standalone):

eSF7\_DB-SchoolID-SY\_Semester

Examples

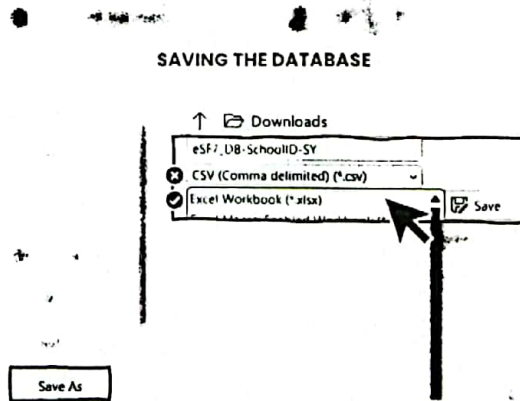
eSF7\_DB-108192-SY2024-2025

For SHS

eSF7\_DB-305415-SY2024-2025\_1stSem

5. Save file as EXCEL WORKBOOK (.xlsx), instead of CSV.
6. Submit the database to the Central Office at [bit.ly/eSF7-SubmitLuzon](https://bit.ly/eSF7-SubmitLuzon)

**SAVING THE DATABASE**



eSF7 / 12024



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DepEd Tayo - Region V - Catanduanes



## BHROD Monitoring Report

eSF7 Submission Monitoring						
	School.Name	School.ID	Submission	Submission.Status	Remarks	Further.Comments
1	Cahan Barrio School	113155	Yes	Done	Accepted	
2	Bacac Elementary School	113160	Yes	For Verification		
3	San Rafael ES	174001	Yes	For Verification		
4	Bagamanoc Rural DHS	302072	Yes	For Verification		
5	Agban Central Elementary School	113166	Yes	For Resubmission	Incomplete/Incorrect Data or Input	STATUS (Item) column has no input
6	Benticayan ES	113167	Yes	For Verification		
7	San Miguel Elementary School	113171	Yes	For Verification		
8	Abihao ES	113172	Yes	For Resubmission	Incorrect Report File/Format	Submit downloaded database only
9	Baras CES	113173	Yes	For Verification		
10	Caragumihan ES	113174	Yes	For Verification		
11	Macutal Elementary School	113175	Yes	For Verification		
12	Paniquihan ES	113177	Yes	For Resubmission	Incorrect Report File/Format	Submit downloaded database
13	Baras Rural Development High School	302073	Yes	For Verification		
14	Bato Rural Development High School	302074	Yes	For Resubmission	Incomplete/Incorrect Data or Input	Please submit complete database
15	Guinobatan ES	113192	Yes	For Verification		
16	Sibacungan ES	113194	Yes	For Verification		
17	Caramoran CES	113198	Yes	For Verification		
18	Mabini ES	113200	Yes	For Resubmission	Incomplete/Incorrect Data or Input	Error in Appointment date Column "QE"
19	Panique ES	113202	Yes	For Verification		
20	Tubli ES	113204	Yes	Done	Accepted	
21	Inalmasinan ES	113209	Yes	For Verification		
22	Sabloyon Elementary School	113214	Yes	Done	Accepted	
23	Supang ES	113216	Yes	For Verification		
24	Datag CES	113217	Yes	Done	Accepted	
25	Supang-Datag National High School	302102	Yes	For Resubmission	Incorrect Report File/Format	Submit downloaded database
26	Gigmoto CES	113220	Yes	For Verification		
27	Dominador C. Guerrero ES	174010	Yes	For Verification		
28	Gigmoto Rural DHS	302088	Yes	For Verification		
29	Marambong Elementary School	113229	Yes	For Verification		
30	San Isidro ES	113231	Yes	Done	Accepted	
31	Baldoc Integrated School	502496	Yes	For Verification		
32	Balogñonan ES	113234	Yes	For Verification		
33	Lumabao Elementary School	113237	Yes	For Verification		
34	Tariwara ES	113243	Yes	For Verification		
35	Babaguan ES	113245	Yes	For Verification		
36	Maculw Comm. Sch.	113251	Yes	For Verification		



## BHROD Monitoring Report

eSF7 Submission Monitoring						
	School.Name	School.ID	Submission	Submission.Status	Remarks	Further.Comments
37	Panganiban National High School, CAIC C	309801	Yes	For Verification		
38	Bon-ot ES	113258	Yes	For Verification		
39	Palawig ES	113263	Yes	For Verification		
40	Cabcab CES	113272	Yes	For Verification		
41	JMA (Asgad) Elementary School	113277	Yes	For Verification		
42	Puting Baybay ES	113280	Yes	Done	Accepted	
43	San Vicente Elementary School	113282	Yes	Done	Accepted	
44	Tibang ES	113283	Yes	For Verification		
45	Manambrag NHS	302091	Yes	Done	Accepted	
46	Balatohan ES	113286	Yes	For Verification		
47	Kilikilihan ES	113289	Yes	For Verification		
48	Paraiso B ES	113294	Yes	Done	Accepted	
49	Siay Elementary School	113296	Yes	For Verification		
50	Mabato National High School	302099	Yes	For Verification		
51	Katipunan ES	113301	Yes	Done	Accepted	
52	Batohonan ES	113307	Yes	For Verification		
53	Begonia ES	113308	Yes	For Verification		
54	Botinagan ES	113309	Yes	For Verification		
55	Buenavista ES	113310	Yes	For Verification		
56	Magsaysay ES	113311	Yes	For Verification		
57	Quirino ES	113312	Yes	For Verification		
58	Soboc ES	113313	Yes	For Verification		
59	Tambongon CES	113314	Yes	For Resubmission	Incorrect Report File/Format	Please submit eSF7 database only
60	Tinago Elementary School	113315	Yes	For Verification		
61	Ogbong ES	113322	Yes	For Verification		
62	Quezon ES	113325	Yes	For Verification		
63	San Jose ES	113329	Yes	Done	Accepted	
64	Summit ES	113332	Yes	Done	Accepted	
65	Calabnigan ES	113336	Yes	For Verification		
66	Dugui San Isidro Elementary School	113339	Yes	For Resubmission	Incorrect Report File/Format	Please submit eSF7 database only
67	Dugui Too Elementary School	113340	Yes	For Verification		
68	San Vicente ES	113346	Yes	For Verification		
69	Sogod Simamla Elementary School	113348	Yes	For Verification		
70	Virac Pilot Elementary School	113352	Yes	For Verification		
71	Catanduanes NHS	302083	Yes	For Verification		
72	Buyo Integrated School	500031	Yes	For Verification		

BHROD Monitoring Report

eSF7 Submission Monitoring						
	School.Name	School.ID	Submission	Submission.Status	Remarks	Further.Comments
73	Batag ES	113355	Yes	For Verification		
74	Hawan Ilaya ES	113361	Yes	For Resubmission	Incorrect Report File/Format	Please submit eSF7 database only
75	Marilima ES	113364	Yes	For Resubmission	Incorrect Report File/Format	Please submit eSF7 database only
76	Pajo Baguio Elementary School	113365	Yes	For Resubmission	Incorrect Report File/Format	Please submit eSF7 database only
77	Pajo San Isidro ES	113366	Yes	For Verification		
78	Palnab ES	113367	Yes	Done	Accepted	
79	Palta ES	113368	Yes	For Verification		
80	Talisoy ES	113371	Yes	For Verification		
81	Valencia ES	113372	Yes	For Verification		
82	Virac CES	113373	Yes	For Verification		
83	San Isidro Village ES	174006	Yes	For Verification		
84	Antipolo NHS	302071	Yes	For Verification		
85	Hawan National High School	302089	Yes	Done	Accepted	