



CTRL No.: 2026-06-2037

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA**

June 2, 2026

**DIVISION MEMORANDUM**

No. 263, s. 2026

**SUBMISSION OF THE ELECTRONIC SCHOOL FORM 7 (eSF7) DATA  
FOR SCHOOL YEAR 2026 – 2027**

To : Assistant Schools Division Superintendent  
Chiefs, SGOD & CID  
OIC – Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
School-Based Non-Teaching Personnel  
All Others Concerned

1. In preparation for the opening of School Year (SY) 2026–2027 and to ensure the accuracy of personnel deployment, teacher workload distribution, and school staffing information across the Schools Division, all public elementary and secondary schools are hereby directed to accomplish and submit the Electronic School Form 7 (eSF7) using the prescribed template for SY 2026–2027.

2. To ensure consistency, validity, and reliability of the information reported, schools are directed to observe the following guidelines in the preparation and submission of the eSF7:

**a) Submission of eSF7**

All schools are required to accomplish the Updated eSF7 Template for SY 2026–2027 and submit the following on or before **June 5, 2026**:

1. Soft copy of the accomplished Excel file;
2. Scanned PDF copy duly signed by the School Head; and
3. Two (2) signed hard copies printed on long bond paper.

The soft copies shall be submitted through Private Message (PM) to the official Messenger account of the Planning Officer III, while the hard copies shall be submitted to the SGOD–Planning and Research Section.

**b) Guidelines on Teaching Load Computation**



**IRIGA  
SPRINGS**

*Sa Serbisyong Tapat at Mangap,  
Edukasyon ang Dekalidad!*



Sto. Domingo, Lungsod Iriga  
[iriga.city@deped.gov.ph](mailto:iriga.city@deped.gov.ph)

Pursuant to DepEd Order No. 005, s. 2024, only teaching loads shall be included in the computation of the Total Teaching Load reflected in the eSF7.

Teaching-related, administrative, and ancillary assignments may appear in the eSF7 with corresponding workload minutes; however, these shall not form part of the computation of the Total Teaching Load.

**c) Teaching Loads Included in the Computation**

The following shall be included in the computation of a teacher's Total Teaching Load:

- a. Actual classroom teaching per learning area;
- b. Class advising duties;
- c. Remediation and enhancement classes; and
- d. ARAL tutorial classes based on the actual hours rendered for tutorial instruction.

**d). Teaching Personnel Assigned as ARAL Tutors**

In accordance with DepEd Memorandum No. 001, s. 2026 and DepEd Order No. 005, s. 2024 (Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload), School Heads are reminded of the following provisions governing teachers assigned as ARAL Tutors:

d.1. The specialization of teachers shall remain the primary consideration in the selection and assignment of teaching personnel who will serve as ARAL Tutors.

d.2. ARAL tutorial classes shall be considered part of the regular teaching load of teachers assigned as ARAL Tutors and shall be reflected accordingly in the eSF7.

d.3 The corresponding teaching load shall be based on the actual hours rendered in conducting ARAL tutorial sessions.

d.4 Teachers with less than six (6) hours of teaching load shall be prioritized in the assignment of ARAL tutorial classes, provided that they possess the required specialization or are qualified to handle ARAL classes.

d.5. ARAL tutorial classes shall not be encoded under ancillary, administrative, or teaching-related tasks. These shall be reflected under teaching load assignments.

d.6. School Heads shall ensure that all ARAL teaching assignments are properly reflected and included in the computation of the teacher's Total Teaching Load.

d.7. Only when the inclusion of ARAL tutorial classes causes a teacher's Total Teaching Load to exceed six (6) hours shall the excess hours be considered as teaching overload, subject to the provisions of DepEd Order No. 005, s. 2024 and the availability of applicable funds.

**e). Assignments Not Included in the Computation of Total Teaching Load**

The following assignments shall not be included in the computation of Total Teaching Load:

• **Administrative Tasks**

- Personnel Administration
- Property and Physical Facilities Custodianship
- General Administrative Support
- Financial Management
- Records Management
- Program Management

• **Teaching-Related Tasks**

- Reading/Literacy and Numeracy School Coordinator
- Research School Coordinator
- Special Needs Education School Coordinator
- ICT School Coordinator
- Guidance and Counseling School Coordinator
- Inclusive Education School Coordinator
- School Paper Trainer/Adviser
- Sports Development Program Trainer/Adviser
- SELG/SSLG Trainer/Adviser
- Grade Level Chairperson
- Learning Area Chairperson
- Coaching and Mentoring Functions
- Other Ancillary Assignments reflected in the eSF7

**f). Team Teaching**

Consistent with DepEd Order No. 14, s. 2013, team teaching in Grades 4, 5, and 6 is encouraged to allow teachers to become more subject-focused and provide greater opportunities for lesson preparation and instructional improvement.

3. School Heads shall ensure the accuracy, completeness, and policy compliance of all entries reflected in the eSF7, particularly the computation of teaching loads and the proper inclusion of ARAL tutorial classes as teaching load in accordance with existing DepEd policies.

4. Submission of the signed eSF7 shall serve as certification that all information contained therein has been verified and validated by the School Head.

5. For queries, clarifications, or technical assistance regarding the accomplishment of the eSF7, please contact **Ms. Laraine O. Fenis, Planning Officer III**, through mobile number **0908-891-6330**.

6. Immediate dissemination of and strict compliance with this Memorandum is desired.

*for:*  
*Magnolia F. Brioso*  
**MARIA-MAGNOLIA F. BRIOSO, CESO VI**  
OIC - Schools Division Superintendent **4**

To be indicated in the Perpetual Index  
under the following subjects

**DATA  
RESOURCES**

**SCHOOL FORMS  
TEACHERS**

PRS/lof  
06/02/2026