



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**

Office of the Schools Division Superintendent



August 15, 2025

**DIVISION MEMORANDUM**

No. \_\_\_\_\_ s, 2025

08 243

**SCHOOL FORM 7 (SF7) VALIDATION FOR SY 2025-2026**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All concerned  
This Division

1. To ensure the accuracy, efficiency, and accountability of human resource management within the school system and confirm adherence to national guidelines, including those on actual teaching hours, ancillary assignments, and workload distribution, as outlined in DepEd Order No. 05, s. 2024 and other relevant issuances, the field is hereby informed of the conduct of School Form 7 (SF7) Validation for SY 2025-2026 on **August 19-22, 2025**.
2. A pre-work activity will be conducted on August 18, 2025 at 1:30 in the afternoon at the division training center and shall be attended by the validators. Please see enclosure 1 (List of Validators) and enclosure 2 (Monitoring Tool).
3. Expenses incurred to this activity is chargeable against local funds subject to the usual accounting and auditing rules and regulations.
3. For immediate dissemination to, guidance, and strict compliance of all concerned.

**MANUEL O. CABERTE**

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

Encl: 1 and 2

Reference: DepEd Order No. 05, s. 2024

To be indicated in the Perpetual Index under the following subjects:

SCHOOL FORM 7      VALIDATION      WORKLOAD



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*Enclosure 1 – List of Validators*

Validators	Name	Designation
<b>Socorro NHS/Socorro CES &amp; SPED Center/Nueva Estrella NHS</b>	1. Roel T. Diamante 2. Gemna G. Pobe	ASDS-OIC  Chief, Curriculum Implementation Division
<b>Dapa NHS/Dapa CES &amp; SPED Center</b>	1. Harem L. Taruc 2. Malou S. Omosay 3. Rochell M. Boncaros	Chief, School Governance & Operations Division  Administrative Officer V Administrative Officer IV-HRMO
<b>Burgos/San Benito</b>	1. Kathleen M. Jornales 2. Elias G. Brina, PhD 3. Aquino D. Garcia	PSDS EPS – MAPEH SEPS
<b>Dapa East</b>	1. Regemie A. Alburo 2. Relyn D. Raza, PhD 3. Christine Joy C. Dulguime	PSDS EPS – Science PDO II
<b>Dapa West</b>	1. Leah G. Mones 2. Luz Sandra R. Fernandez 3. Glenda R. Dadap	PSDS EPS - Kindergraten PDO II
<b>Gen. Luna</b>	1. Rolly S. Sapuras 2. Florangel S. Arcadio 3. Catherine B. Landao 4. Aniesol C. Lasala	PSDS EPS-MATH EPSp II - Soc. Mob. EPS - ALS/TLE
<b>Numancia</b>	1. Josepg D. Solana 2. Ferosana D. Tesiorna 3. Lowela B. Espanto	PSDS SEPS EPS II
<b>Pilar</b>	1. Julius P. Tesiorna 2. Marites T. Penera 3. Fernando A. Dones, Jr.	PSDS EPS – English EPS – ARAL. PAN.



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<b>San Isidro</b>	1. Marites M. Petallo 2. Louwyn E. Gubaton 3. Isagani B. Calidguid	PSDS EPS II PO III
<b>Sapao</b>	1. Emilie C. Pomoy 2. Neniel E. Dumanjog 3. Joselito T. Tokong	PSDS EPS – L&R EPS - SGOD
<b>Socorro East</b>	1. Sarachen L. Sangco 2. Marissa L. Cuaresma 3. Raquel T. Gemparo	PSDS EPSA EPSA
<b>Socorro West</b>	1. Girlie Joi Bamba C. Sanico 2. Randy A. Rudila 3. Carlo Borris Oraliza	PSDS EPS PDO II



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Enclosure 2 – Monitoring Tool

**MONITORING AND EVALUATION TOOL FOR SCHOOL FORM 7**

Name of School: \_\_\_\_\_  
School Head: \_\_\_\_\_

Date: \_\_\_\_\_  
District: \_\_\_\_\_

**I. Teachers' Workload**

Grade Level	Enrollment	No. of Classes	No. of Teachers	No. of Teachers with 6 hours actual teaching load	No. of Teachers with more than 6 hours actual teaching load	No. of Teachers with less than 6 hours actual teaching load	Remarks
Kindergarten							
Grade 1							
Grade 2							
Grade 3							
Grade 4							
Grade 5							
Grade 6							
Grade 7							
Grade 8							
Grade 9							
Grade 10							
Grade 11							
Grade 12							



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**II. Findings/Recommendation**

**Name and Signature of Monitor/s**