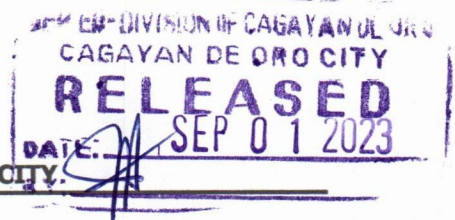




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

31 August 2023

DIVISION MEMORANDUM

No. 417 s.2023

SUBMISSION OF SCHOOL FORM 4 (MONTHLY LEARNER'S MOVEMENT AND ATTENDANCE) AND SCHOOL FORM 7 (SCHOOL PERSONNEL ASSIGNMENT LIST AND BASIC PROFILE)

TO:

Concerned Public Schools District Supervisors
Concerned Public Elementary and Secondary School Heads
Concerned School ICT Coordinators
Concerned School LIS/EBEIS Coordinators
This Division

1. The field is hereby directed to submit the following crucial reports: (1) SF4 Monthly Report of Learner's Movement and Attendance, and the SF7 School Personnel Assignment List and Basic Profile on the following schedules:

School Form 4 (SF4)	Every 5 th of the month (starting September 5, 2023) through https://bit.ly/3LOeAF2
School Form 7 (SF7)	September 5, 2023; December 5, 2023; March 5, 2024; and June 5, 2024 through https://bit.ly/3LOeAF2
Notes	For SHS SF4, indicate the strand; For schools offering open high school, pls specify; upload your files in your respective districts; make sure to complete all the data required in the school form such as class section, name of adviser, attendance, dropout, transferred-out and transferred-in; hardcopies are not required, upload the SFs in pdf format with e-signature of the school head

2. The public schools district supervisors, school heads, LIS/EBEIS/ICT coordinators, education program specialists, and other division monitoring teams shall ensure that data are accurate and up-to-date.

3. For queries, please contact Mr. Vergilbob M. Gomez, Division Planning personnel through this email: planning.depedcdo@deped.gov.ph

4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of age, gender and sexual orientation, disability, religion, and ethnicity.

5. Immediate compliance with this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

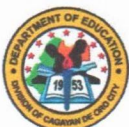
Encl.: none

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

FORMS

SCHOOLS

JDP /DM- submission of school forms 4 and 7
August 31, 2023



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