



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



29 September 2022

DIVISION MEMORANDUM
No. 389 s.2022

SUBMISSION OF SCHOOL FORM 4 AND SCHOOL FORM 7

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
CID and SGOD Personnel
All Others Concerned

1. In compliance to **DepEd Order No. 04, s. 2014** (*Adoption of Modified Schools Forms (SFs) for Public Elementary and Secondary School effective end of School Year 2013-2014*) and **DepEd Order No. 58, s. 2017** (*Adoption of New Forms for Kindergarten, Senior High School, Alternative Learning System, Health & Nutrition, and Permanent Records*), all public elementary and secondary schools are hereby directed to submit the **electronic copy** of the following reports:

Name of Report	Date of Submission
School Form 4 (SF4) – <i>Monthly Learner's Movement and Attendance</i> for September 2022, January 2023 and June 2023	Every 5 th day of the succeeding month.
School Form 7 (SF7) – <i>School Personnel Assignment List and Basic Profile</i>	October 5, 2022. In case of movement of teachers and other personnel during SY, updated report shall be submitted to the Division Office.

2. The file name of the report must be written in this format: ***School Name <underscore> School ID <underscore> Name of Report <underscore> Date.***

Example. City CS_127946_SF4_September 2022.

3. Electronic copy of the reports shall be submitted to School Governance and Operations Division – Planning and Research Section (SGOD-PRS) using the link: <http://tinyurl.com/schoolformsy22-23>.


4. For guidance and strict compliance.

CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



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For the Schools Division Superintendent:


LOREBINA C. CARRASCO
OIC – Asst. Schools Division Superintendent
Officer In-Charge
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: None

Reference: DO 4, s 2014 & DO 58, s. 2017

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

FORMS
SCHOOLS

LEARNERS
TEACHERS

RRB/DM – submission of school forms 4 and 7
September 29, 2022



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