



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

16 Aug 2023

DIVISION MEMORANDUM
SGOD No. **099** s. 2023

SUBMISSION OF ELECTRONIC AND HARD COPY OF SCHOOL FORM 7

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to DepEd Order No. 4, s. 2014 titled **Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014** and DepEd Order 58, s. 2017 titled **Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records**, this office, through the SGOD-Planning and Research Section, shall develop and implement a localized Electronic Planning System for continuous updating.
2. This initiative is in line with the objective of this Schools Division Office to ensure the equitable distribution of teachers. It shall also be used for validation of teacher needs as basis for deployment of newly hired teachers, deployment of local school board teachers, redeployment of excess teachers.
3. Anent this, all public elementary and secondary school heads are directed to upload an electronic copy of School Form 7 (SF7) in excel format via Google Drive **<https://tinyurl.com/SF7Updated2023>** on or before **August 25, 2023** following these standard naming conventions:

<Elementary>-<District Name>-<School ID>-<School Name>
<JHS>-<District Name>-<School ID>-<School Name>
<SHS>-<District Name>-<School ID>-<School Name>

e.g. Elementary-Banga 1-130646-Banga CES.
4. The subject taught and other ancillary services to be reflected in the SF7 shall be based on the Individual Teacher's Class Program. Personnel concerned are advised to reflect the **actual** number of locally funded teaching (PSB, MSB and LSA) and nonteaching (Clerk, utility, registrar, security guard and others) personnel.
5. All schoolheads are required to submit an **updated SF 7** every time there are changes and movement in both teaching and nonteaching staff.

SDOSC-OSDS-DIO-NM-v3.0r0.0,effective04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
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6. The hard copies of the School School Form 7 as of **August 15, 2023** shall be compiled by the Schoolhead.
7. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Enclosure: N o n e

Reference: DO 4, S. 2014

DO 58, S. 2017

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

FORMS SCHOOLS
TEACHERS

AAP/DM- submission of electronic and hard copy of school form 7
0000/August 16, 2023

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