



Republic of the Philippines
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

19 Oct 2023

DIVISION MEMORANDUM
SGOD No. **126**, s. 2023

ADDENDUM TO DIVISION MEMORANDUM SGOD NO. 123 S. 2023

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

1. In reference to Division Memorandum No. 123 s.2023 dated October 12, 2023, titled, **Adoption of DepEd Electronic School Form 7 (SF7)**, the Schools Division of South Cotabato through the Planning & Research Section of School Governance and Operation Division, reiterates the school heads' completion of encoding and submission of the accomplished electronic School Form 7 (eSF7) to the Division Planning Office in soft copy (Excel file) through this link <https://tinyurl.com/eSF7Upload> following the standard naming convention stated in the previous issuance and the scanned copy duly signed by the School Head (PDF file) on or before October 27, 2023.
2. In the event that there are changes or movement on the school personnel within the school year, school heads are expected to update and submit the eSF7 to the Division Planning Office through the same link and with the same formats.
3. Instructional materials, user manual, general guidelines, DepEd issuances, and frequently asked questions (FAQs) with corresponding answers are included in this link, <https://tinyurl.com/FAQsHere> for easy access and reference.
4. All other provisions in the previously issued memorandum shall remain in full force and effect.
5. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESE
Schools Division Superintendent

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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Encl: As stated

References: DM 123, S. 2023
DM 052, S. 2023
DO 4, S. 2014
RX 10173

DATA FORMS
SCHOOL HEADS TEACHERS

MJRM/DM-addendum to division memorandum SGOD no. 123, s. 2023
0000/October 19, 2023

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