



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

**Office of the Schools Division  
Superintendent**

**09 Jan 2025**

DIVISION MEMORANDUM  
SGOD No. **002** s. 2025

**ENCODING AND UPDATING OF TEACHING, RELATED-TEACHING AND NON-  
TEACHING PERSONNEL BASED ON SCHOOL FORM 7**

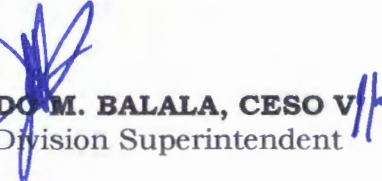
To: Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

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**, the Schools Division of South Cotabato through the School Governance and Operations Division (SGOD) Planning and Research Section (PRS) shall facilitate the encoding and updating of teaching, related-teaching and non-teaching based on School Form 7 (SF7).
2. This initiative aligns with the Division's objective to ensure the equitable distribution of teachers. It shall also be used to validate teacher requirements as basis for the deployment of newly hired teachers, transfer, assignment, and redeployment of school personnel.
3. Anent this, all public elementary and secondary school heads are directed to encode or update the actual inventory of all nationally funded and locally funded teaching, related-teaching, and non-teaching personnel based on SF7 at <https://bit.ly/SDSCSchoolForm7> every time there are changes and/or movement of personnel working in the school. The status of the school personnel shall be indicated under the remarks column whether the school personnel is on official leave e.g. maternity, sick, terminal, etc.
4. For further inquiries and clarification, please contact Mark Jefferson R. Montano, Division Planning Officer III, and Blessy Joie P. Barnuevo, Senior Education Program Specialist via messenger.
5. Immediate dissemination of this memorandum is directed.



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**LEONARDO M. BALALA, CESO V**   
Schools Division Superintendent

Enclosure: None

Reference: As stated

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

DATA

STATISTICS

FORMS

REPORTS

BJPB/DM-encoding and updating of teaching, related-teaching and non-teaching  
personnel based on school form 7  
0000/January 9, 2025