



Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

August 30, 2022

DIVISION MEMORANDUM  
NO. 410, S. 2022

GUIDANCE TO SCHOOLS ON THE SUBMISSION OF SCHOOL FORM 4 & SCHOOL FORM 7  
FOR SY 2022-2023

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
FUNCTIONAL DIVISION CHIEFS  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC, PRIVATE, & SUCs ELEMENTARY & SECONDARY SCHOOL HEADS  
OTHERS CONCERNED PERSONNEL

1. This Office through the Planning & Research Section of SGOD announces the schedule and processes on the submission of School Form 4 and School Form 7 for SY 2022-2023 from all schools in Public, Private & SUCs.
2. School Form 4 refers to the Monthly Learner's Attendance while School Form 7 refers to the School Personnel Profile, Teachers' Teaching & Ancillary Assignments.
3. Schedule & Processes are hereby indicated for guidance of all schools:

Document	Office to Validate & Approve	Schedule of Submission to Planning & Research Section
School Form 4	School Head & PSDS	Every 5 <sup>th</sup> day of the Month September 2022-June 2023
School Form 7	School Head & PSDS	Twice only every School Year First Submission: September 5, 2022 Second Submission: June 27, 2023

RELEASED  
8-31-22

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
\_\_\_\_\_

4. The Planning & Research Section shall not anymore accept printed copy of the said documents instead submission of the scanned duly signed & approved SFs 4 & 7 together with the electronic copies in excel format shall be done through the designated Google Drive to be deployed on or before September 1, 2022.
5. For inquires and clarifications you may connect with the Planning & Research Section Personnel through the available GC or thru direct messaging:

Planning & Research Section Personnel	Position	FB Messenger Name
JADE B. CALLEJA	Senior Education Program Specialist	Jade Bautista Calleja
ANGELO V. ALCARAZ	Planning Officer III	Angelo Alcaraz
IMAH L. PERTIBLE	Administrative Officer II	Hami Elbitrep
REY MAICO P. CABACABA	Administrative Officer II	Maico Cabacaba
ANTONIO Y. DY, JR.	Administrative Assistant I	Anton Dy

6. For information, guidance, and compliance of all concerned.

  
**MARIZA S. MAGAN, EdD, CESO V**  
*Schools Division Superintendent*

**Reference: DepEd Order 24, s. 2022 & R A 9155**

PRS-SGOD