



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

17 October 2023

DIVISION MEMORANDUM

NO. 624, s. 2023

CONDUCT OF VIRTUAL ORIENTATION ON ACCOMPLISHMENT OF ELECTRONIC SCHOOL FORM 7 &
THE TEACHERS' WORK BALANCING TOOL

TO: OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
PUBLIC SCHOOL HEADS
OTHERS CONCERNED

1. This Office, through the School Governance and Operations Division shall conduct a Virtual Orientation relative to the Accomplishment of electronic SF 7 and the Teachers' Work Balancing Tool come October 23, 2023, from 1:00 to 5:00 in the afternoon.
2. The objective of the said virtual orientation are:
 - a. Orient the participants relative to the accomplishment of Electronic SF 7 and Teachers' Work Balancing Tool to be submitted online to the designated link provided by CO on or before October 27, 2023.
 - b. Navigate the electronic tool during the virtual orientation using the basic school data of School Personnel, 201 File, Teacher's Individual Loading and other pertinent files.
 - c. Other Matters.
3. The participants are the School Heads, HT/MT, or Teacher in-charge in the preparations of Teacher's loading, LIS Coordinators, and Administrative Officers stationed in schools.
4. Expenses incurred in the conduct of this activity shall be charged to MOOE/Local Funds subject to procurement, accounting and auditing rules and regulations.
5. For information, guidance, and compliance of all concerned.


JUDELLA RUIZ-LUMPAS EdD, CESO VI
Schools Division Superintendent

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THE TEACHERS' WORK BALANCING TOOL**

October 23, 2023

1:00-5:00 pm

INDICATIVE PROGRAM FLOW

Time	Activity/Topic	In-charge
1:00-1:15 pm	Attendance Checking	Secretariat/TWG Maria Wilma S. Pulga
1:15-1:30 pm	Preliminaries	TWG
1:30-2:00 pm	Legal Basis/ Timelines	Angelo V. Alcaraz
2:00-3:00 pm	Virtual Navigation	Edever B. Zanoria
3:00-4:00 pm	Sample Electronic Accomplishment Elementary	Jepson A. Balais/ Liway Coralde
4:00-5:00 pm	Sample Electronic Accomplishment Secondary	Bernie Jude Lamograr