



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

August 30, 2023

DIVISION MEMORANDUM

NO. 435 s. 2023

To: **Assistant Schools Division Superintendent
 Public Schools District Supervisors / Principals In-Charge of the District
 Public Elementary and Secondary School Heads
 All Others Concerned**

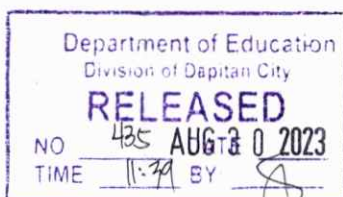
ONLINE SUBMISSION OF SCHOOL FORMS 4 AND 7

1. Pursuant to DepEd Order No. 058, s. 2017 and in line with our commitment to enhance efficiency, reduce environmental impact, and embrace technological advancements, we are pleased to announce the implementation of online and paperless submission of School Form 4 (SF4) – Monthly Learner Movement and Attendance Report and School Form 7 (SF 7) – School Personnel Assignment List and Basic Profile.
2. **Effective SY 2023-2024, SF 4 and SF 7 traditionally submitted in hard copy format shall transition to an online platform.** This transition aims to streamline administrative processes, minimize paper usage, and facilitate a more convenient and organized approach to data management; **thus, no more submission of hard copies.**
3. Hereunder is the table detailing the timelines to be observed and link to be accessed in submitting the abovementioned school forms:

School Form	Description	Code	Grade Level	Frequency of Submission
School Form 4 (SF4) – Monthly Learner Movement and Attendance Report	Summary number of learners who moved in/out of the school during the month	SF4	ES, JHS	Monthly (on or before the 5th day of the following month)
		SF4-SHS	SHS	
School Form 7 (SF 7) – School Personnel Assignment List and Basic Profile	A list of the school personnel's profile and official duty, such as teaching assignments, ancillary, etc.	SF 7	ES, JHS	Beginning of School Year (on or before September 15, 2023); whenever there is personnel movement
		SF 7 - SHS	SHS	Every Semester; whenever there is personnel movement

Link for submission: bit.ly/sf-submission-2023

4. For queries and clarifications, please contact the Division Planning Officer, School Governance and Operations Division (SGOD) at dapitancity@deped.gov.ph.
5. For immediate and widest dissemination and strict compliance.



DANNY B. CORDOVA, EdD, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent



Sunset Boulevard, Dawo, Dapitan City
 (065) 917-5113
www.depeddapitancity.net

dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity

