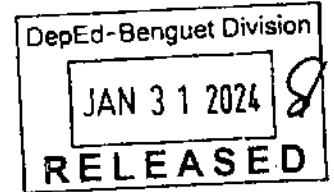




Republic of the Philippines
Department of Education
Schools Division of Benguet

31 January 2024

DIVISION MEMORANDUM
No. 40 s. 2024



SUBMISSION OF UPDATED SCHOOL FORM 7 (SF7) FOR THE SECOND SEMESTER OF SCHOOL YEAR 2023-2024

TO: Public Schools District Supervisors
District Coordinating Principals
School Heads (Public Elementary and Secondary Schools)
All others concerned

1. This Office requires all public school heads to update and submit their School Form 7 as of January 31, 2024. To ensure the quality of school reports especially on the accuracy, completeness and reliability of school data, public schools shall use the prescribed standard school forms, DepEd Order No. 4, s. 2014 on the Adoption of the Modified School Forms for Public Elementary and Secondary Schools.
2. Integrated schools and Secondary Schools shall separate the School Form 7 by level of education.
3. Reports shall be submitted through the District Heads for validation, monitoring, evaluation, analysis, supervision and planning for technical assistance.
4. Validated one (1) complete set of school reports by district be submitted to the Division Records Section on or before February 09, 2024.
5. Immediate dissemination of and strict compliance with this memorandum is enjoined.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

SGOD/PRS/LBA/jik



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