




Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 298, s. 2014

TO : **DISTRICT HEADS/SCHOOL PRINCIPALS
PUBLIC /PRIVATE ELEMENTARY AND SECONDARY SCHOOLS**

FROM : 
ISAGANI S. DELA CRUZ, CESO V
SCHOOLS DIVISION SUPERINTENDENT

SUBJECT : **DIVISION REVISED SCHOOL FORM 4 AND 7(SF4 & SF7,
FORMULA- BASED TEMPLATE IN EXCEL FILE) FOR SUBMISSION**

DATE : **SEPTEMBER 9, 2014**

1. One of the specific functions of the Planning and Research Section of the Division of Sarangani is to serve as the clearing house on basic education data for validating statistical reports inputted in the school BEIS.
2. To develop and maintain Division Education Planning and data-based management System tracking, the Division office initiated a **revised school form for SF4 and SF7 with formula-based template** in order to trace the actual monthly learners' progress on enrolment and teachers teaching assignment and movement per school and for future data-based system reference.
3. Relative to this, it is requested that all school heads shall accomplish this revised form for the month of September. (submit only on the succeeding months if there are changes on the previous data submitted). In addition, furnish a copy to division office(Hard copy/ Soft Copy- Email Address; **depedsaranganiplanningoffice@yahoo.com.ph**)
4. In accomplishing this form, bear in mind the following reminders:
 - 4.1 Please follow guidelines indicated below the revised form.
 - 4.2 For changes and adjustment in filling up the form on-line, just click in "INSERT" to add more rows for purposely address schools with more than one class.
 - 4.3 (**For integrated schools**) Teachers who are teaching elementary subjects and secondary subjects, his/her name must appear once based on the most number of teaching loads.
 - 4.4 Exercise utmost care in entering the data. Wrong or false data may result to administrative sanction such as falsification of public documents.
5. Attached is a sample of revised form (Elementary and Secondary) for your reference.
6. Immediate dissemination and compliance of this memorandum is enjoined.