



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

NO. 289, s. 2021

NOV 17 2021

**SUBMISSION OF REPORT OF LEARNERS MOVEMENT AND ATTENDANCE (SF4)
AND SCHOOL PERSONNEL ASSIGNMENT LIST AND BASIC PROFILE
SCHOOL FORM 7 (SF7) FOR SCHOOL YEAR 2021-2022**

To: OIC-Asst. Schools Division Superintendent
CID & SGOD Chiefs
Public Schools District Supervisors
Public and Private Elementary & Secondary School Heads
All Others Concerned

1. Relative to DepEd Memorandum No. 014, s. 2021 re: Interim Guidelines on the Preparation, Submission and Checking of School Forms for the School Year 2021-2022, this Office hereby advise all School Heads of Public and Private Elementary & Secondary Schools to submit the SF4 on a quarterly basis, while SF7 which is applicable only for Public Schools shall be submitted every beginning of the school year and within a year if there are changes at the school.
2. Public Schools are advised to use DocTracs in the submission of the required documents. Email the scanned copy with signature of the school head to the link <https://bit.ly/SDOKABSchoolForm>. For Private Schools, email to sdokab.planningresearchunit@deped.gov.ph.
3. To ensure proper flow of documents submission, the Planning and Research Unit shall conduct an orientation to all Public Elementary and Secondary School Heads on November 29, 2021 at 9:00 a.m to 11:00 a.m. and Private Schools at 1:30 p.m. to 4:00 p.m. The meeting link shall be sent to your School Microsoft Account.
4. Immediate dissemination of and compliance with this Memorandum are desired.

NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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