



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division Superintendent

October 10, 2024


DIVISION MEMORANDUM

No. 872, s.2024

SUBMISSION OF NOTARIZED SCHOOL FORM 4 AND SCHOOL FORM 7

To: All Public School Heads
All PSDS/DCP

1. All school heads are hereby informed to submit the notarized School Form 4 and School Form 7 to the Planning and Research Section by **October 10, 2024**.
2. Please note that the SF4 and SF7 for Senior High School (SHS) must be prepared separately from Junior High School (JHS) to facilitate easier accounting of personnel and learners. The same applies to Integrated Schools (IS), which should have separate forms for elementary, JHS, and SHS.
3. A summary of teachers per learning area for JHS and per SHS offering must be included at the top of the SF7. Please use the prescribed template for this summary.
4. For your information and guidance.


PHOEBE GAY L. REFAMONTE, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent





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Office of the Schools Division Superintendent

Enclosure A

School Name :		
School ID:		
School District:		
Summary of Teaching Personnel by Learning Area (for JHS)		
Learning Area	No. of Teaching Personnel	
	T-1 to T3	MT1-MT3
English		
Mathematics		
Science		
Filipino		
Social Studies		
TLE		
Values Education		
MAPEH		
Total		

Prepared by :

School Head





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Enclosure B

School Name :	
School ID:	
School District:	
Summary of Teaching Personnel by Learning Area (for SHS)	
SHS Offering	No. of Teaching Personnel
	T-1 to T3
Total	

Prepared by :

School Head

