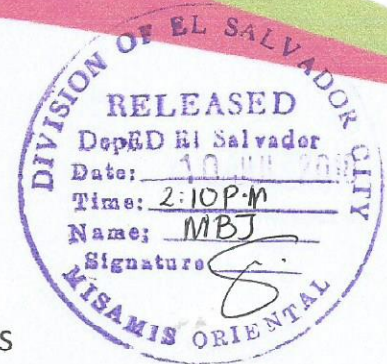




DIVISION MEMORANDUM  
No. 197, s. 2018



To: PUBLIC SECONDARY SCHOOLS  
PUBLIC ELEMENTARY SCHOOLS  
PRIVATE ELEMENTARY AND SECONDARY SCHOOLS

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**  
Schools Division Superintendent 

Subject: Compliance and Submission of **Modified School Form 7** (Personnel Assignment List and Basic Profile) and **School Form 4** (Monthly Movement of Learners)

Date: July 10, 2018

1. The field is hereby directed to comply and submit **School Form 4**, Monthly Movement of Learners for the month of June on **July 12, 2018** and the **Modified School Form 7**, Personnel Assignment List and Basic Profile (Public Schools Only) on **July 20, 2018**;
2. Soft copy of SF-7 shall be sent via email. Please see enclosure No.1 for reference.
3. For information, guidance and strict compliance.

Copies Furnished:  
Person Concerned, Records Section-Memorandum

/kba