



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools
Division Superintendent**

November 26, 2021

DIVISION MEMORANDUM
NO. 499 s. 2021

SUBMISSION OF E-COPY OF THE SCHOOL FORM 7

TO:

Assistant Schools Division Superintendent
SGOD Chief
Planning Officer III
HRMO II
Elementary & Secondary School Heads
All Others Concerned
This Division

1. The field is hereby directed to submit the electronic copy of the school's School Form 7 for School Year 2021-2022 on or before December 17, 2021. The template shall be downloaded and to be re uploaded with the school's name using the same drive link sent to the schools respective email addresses.
2. The file name should begin with the school's name followed by the name of the report. Ex. From **SCHOOL NAME_MODIFIED SCHOOL FORM 7.xlsx** to **AMOROS ES_MODIFIED SCHOOL FORM 7.xlsx**
3. Lastly, this Office shall adhere to Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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4. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Encl:

As stated

To be indicated in the Perpetual Index
under the following subjects

FORMS

SGOD/KBA



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