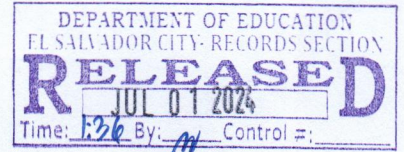


Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

July 7, 2024

DIVISION MEMORANDUM

No. 255, s. 2024

ORIENTATION ON THE USE OF THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) CUM WORKSHOP ON THE USE OF ELECTRONIC SCHOOL FORM 7 FOR SCHOOL YEAR 2024-2025

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Planning Officer III
Public Elementary and Secondary School Heads
All Others Concerned
This Division

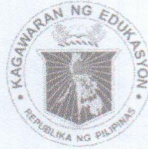
1. Consistent with the objectives of the Program Management System as stipulated in Deped Order No. 11 s. 2021, and the policy statement of Deped Order No. 5 s. 2024, the Division will continue to commit and support the effective and efficient management of plans and programs of the agency including the promotion of increased transparency of plans and programs at all levels of governance. Likewise, the division will help establish a more conducive learning environment for teachers by ensuring a fair and equitable distribution of teaching workloads and streamlined implementation of the set of teacher ancillary tasks and teaching-related assignments that will enable teachers to focus on their core functions.
2. In this connection, all school heads are informed on the conduct of orientation in the use of the Program Management Information System (PMIS) and electronic school form 7 (e-SF7) for School Year 2024-2025.



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

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All participants are instructed to report to the Diamond Building Conference Room on July 19, 2024 from 1:00 PM to 5:00 PM. Substitution is highly discouraged. This memo shall serve as **Authority to Travel**.

3. Further, participants are likewise reminded to bring the following for the workshop:

3.1. Laptop

3.2. Extension Wire

3.3. Internet Connectivity Device/s, if available

3.4. Soft copy of the e-SF7 submitted for SY 2023-2024

4. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

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

RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index

Under the following subjects:

PMIS

e-SF7

KBA_SGOD_Planning Unit



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