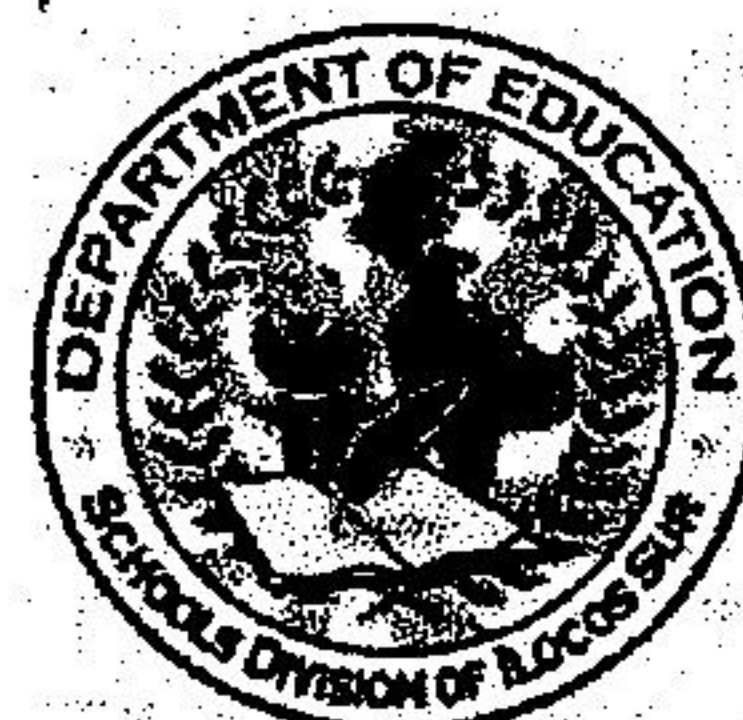




Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



June 18, 2019

DIVISION MEMORANDUM
No. 177, s. 2019

SUBMISSION OF SCHOOL FORM 7 (SF 7) FOR SY 2019-2020

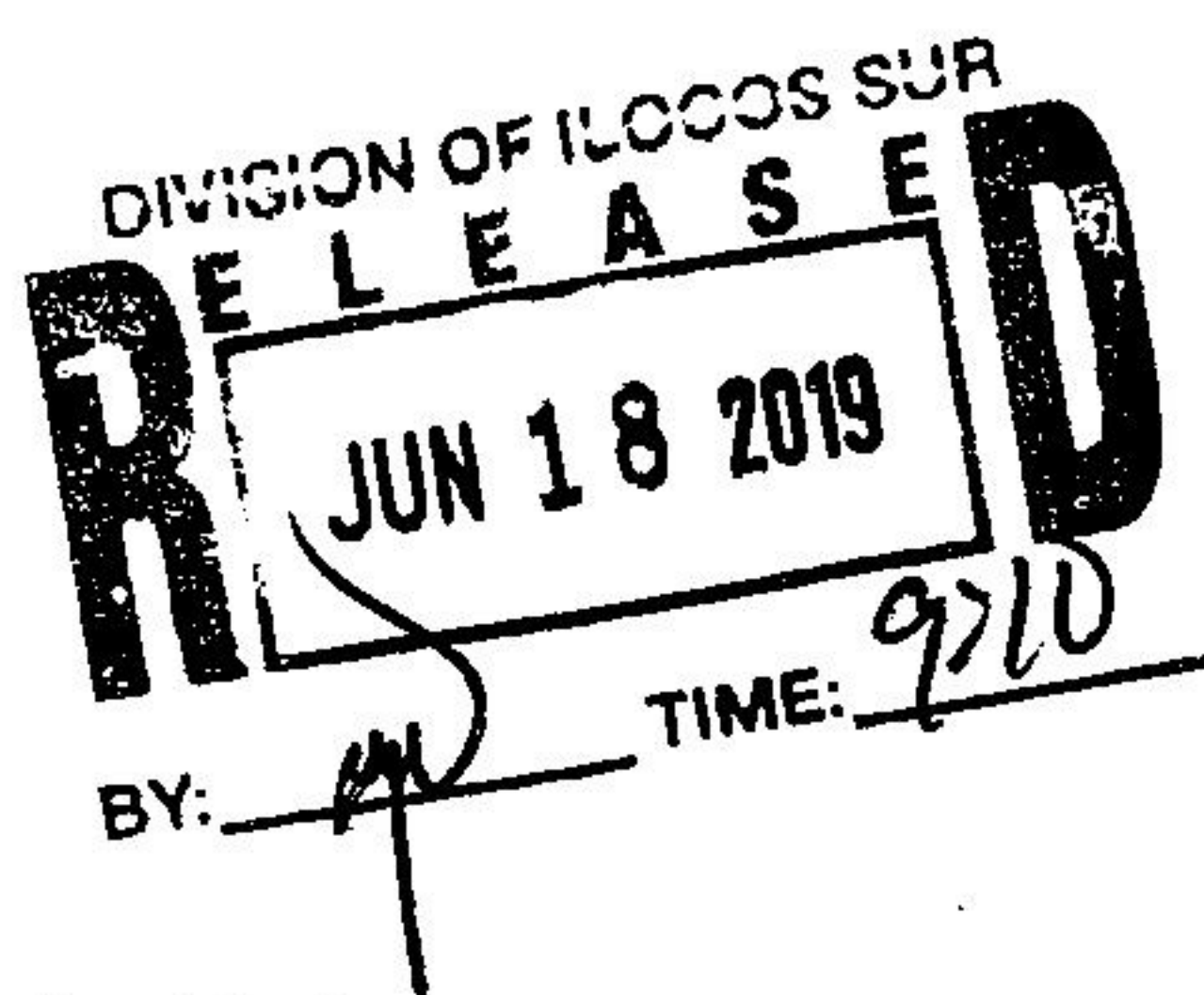
To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All other concerned

1. The Schools Division of Ilocos Sur particularly the SGOD-PRU announces the submission of the **soft copy** of **School Form 7 (SF 7)**: School Personnel Assignment List and Basic Profile on or before **July 24, 2019 (Monday)**. Copies shall be named following the given format <SF7_School ID_School Name>

Example:

SF7_123456_Abc Elementary School
SF7_300000_Abc NHS JHS
SF7_300000_Abc NHS SHS

2. For elementary, submission shall be by **district** to be consolidated by District LIS Coordinators while individual submission for secondary (separate SF7 for Junior High School and Senior High School). You may send the accomplished form to mark.manzano@deped.gov.ph and *strictly no submission of hard copies*.
3. Data obtained in the said School Form are very important, therefore accuracy of entries inputted is highly observed. All required data shall be filled up.
4. For information, guidance and compliance of all concerned.



GEMMA Q. TACUYCUIY, CESO V
Schools Division Superintendent

To be indicated in the perpetual index
under the subjects:

SF 7 Soft Copy Submission