



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

School Governance and
Operations Division

October 27, 2020

DIVISION MEMORANDUM
No. 516, s. 2020

TO: Public Schools District Supervisors
Public Private and SUC/LUC Secondary and Elementary School Heads
Designated District and School ICT Coordinators
All Others Concerned

SUBMISSION OF SCHOOL FORMS FOR SCHOOL YEAR 2020-2021

1. In view of the adoption of the new, standardized and modified school forms, as indicated in DepEd Order no. 4, s. 2014 and DepEd Order no. 58, s. 2017, this office hereby announces the following timelines for the submission of the duly accomplished SF4 and SF7:

SCHOOL FORMS	WHERE TO SUBMIT	DEADLINE OF SUBMISSION
School Form 4 (SF4)	Accessed thru these links: Public Elem: https://tinyurl.com/ElemSF4SY2020-2021 Public Secondary: https://tinyurl.com/SecSF4SY2020-2021 Private and SUC/LUC: https://tinyurl.com/PrivateSUCSF4SY20-21	November 6, 2020 (as of October 31, 2020)
School Form 7 (SF7)	Email to: karylanafe.manlangit@deped.gov.ph (Secondary schools shall separate JHS and SHS plantilla teachers in the SF7 thus, Sheet1 for JHS and Sheet 2 for SHS)	November 30, 2020
These School Forms, in EXCEL file format , can be updated every month if ever there are movements of learners and teachers.		

2. For your guidance and strict compliance. Thank you.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent



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