



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF BISLIG CITY



September 11, 2023

DIVISION MEMORANDUM

No. 495, s. 2023

SUBMISSION OF PLANNING REPORTS FOR SCHOOL YEAR 2023-2024

To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors & Education Program Supervisors
School Heads of Public and Private Schools
All Others Concerned
This Division

1. This Office informs all public and private schools of the submission of Planning Reports for SY 2023-2024.
2. Please refer below for the schedule of submission of signed hardcopies:
 - a. **School Form 4 (SF4)** - Monthly Learner's Movement and Attendance –

<u>Cut off</u>	<u>Due Date</u>
BOSY, as of August, 2023	September 15, 2023
As of October 31, 2023	November 6, 2023
As of December 31, 2023	January 5, 2024
As of March 31, 2024	April 5, 2024
As of June 30, 2024	July 5, 2024
 - b. **School Form 7 (SF7)** - School Personnel Assignment List and Basic Profile, (For public schools only) – on or before September 15, 2023
Resubmission of SF7: in case of movement of any personnel, the Division shall be updated
 - c. Other Planning related reports – to be determined upon release of DepEd Order/ and opening of online system.
3. Meanwhile, to harmonize early submission of reports by all school heads, without compromising accuracy and reliability, automated template will be prepared by the Planning Office and shall be shared to the respective emails of the school heads, for encoding.
4. Immediate and widest dissemination of this memorandum is highly appreciated.

[Signature]
GEMMA A. DE PAZ
OIC, Schools Division Superintendent

Enclosure: None
References: DO 4, s. 2014
To be indicated in the Perpetual Index
Under the following subjects:
Planning Reports Modified School Forms



Address: Herculano Basañez Blvd., Villa Josefa Subdivision, Government Complex, Poblacion, Bislig City
Telephone No.: (086) 853-7403
E-mail Address: bislig.city@deped.gov.ph
Website: deped. bislig. site