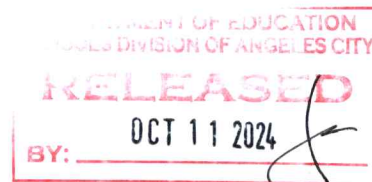




Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF ANGELES CITY



11 Oct 2024

**DIVISION MEMORANDUM**

No. 366, s. 2024

**SUBMISSION OF SCHOOL FORM 7 (SF7)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads of Public Elementary and Secondary Schools

1. Pursuant to Division Memorandum No. 201, 2024, titled "Reiteration on the Guidelines and Procedures for Teaching-Related Assignments, all public schools in the Schools Division Office of Angeles City assigned the following **teaching-related assignments** to their teachers on top of their ancillary tasks, prioritizing teachers with **less than six (6) hours** of teaching load and considering their **specialization**:

- a. **School Coordinator** (Reading/Literacy and Numeracy, Research, Special Needs Education (SNED), Information, Communication, and Technology (ICT), Guidance and Advocacy, Inclusive Education as may be applicable)
- b. **Trainer/Adviser** (School Paper, Sports Development Programs, Supreme Elementary Learner Government (SELG), Supreme Secondary Learner Government (SELG))
- c. **Chairmanship** (Grade Level, Learning Area)

2. Likewise, paragraph 4 of the same memorandum stresses that upon approval of the **list of teachers designated to perform teaching-related assignments** by the Schools Division Superintendent, **teaching-related assignments** shall be reflected in the **School Form 7 (SF7)** and be submitted to the **division office**.

3. With this, all public schools are required to submit their **School Form 7 (eSF7)** on **October 17, 2024** for validation, recording, monitoring, and work interfacing purposes for future management action and decisions.

4.

5. Immediate dissemination of and strict compliance with this memorandum are earnestly desired.

**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

References: Division Memorandum No. 201, 2024, DepEd Order No. 005, s. 2024



Jesus St., Brgy. Pulungbulu, Angeles City 2009 (045)  
[9498/angeles.city@deped.gov.ph](mailto:9498/angeles.city@deped.gov.ph)