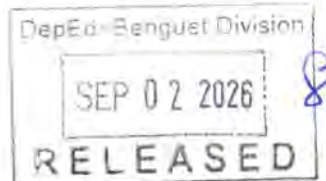




Republic of the Philippines
Department of Education
Schools Division of Benguet



26 August 2026

DIVISION MEMORANDUM

No. 334 s. 2026

SUBMISSION OF SCHOOL FORM 7 (SF7) FOR SCHOOL YEAR 2026-2027

TO : Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Others Concerned

1. All school heads are required to submit the manually prepared **School Form 7** - School Personnel Assignment List and Basic Profile as of August 31, 2026 after incorporating the guidelines in the preparation of teachers' workload and classroom program for data analysis, preparation of reports to the higher offices for decision-making, and for references of Schools Division Office personnel.
2. Separate the SF7 for Elementary level, Junior High School level, and Senior High School level.
3. All reports must be clearly and legibly printed, duly validated by the Public Schools District Supervisors/Public Schools District In-charges.
4. For uniformity, submit two (2) complete copies, printed on **long bond paper** and **not back-to-back**.
5. Hard copies of SF7 reports shall be submitted to this Office on or before **September 07, 2026**.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

CARMEL F. MERIS

OIC - Schools Division Superintendent

FOR THE OIC-SDS:

sgd

NOVER KEITHLEY S. MENTE

OIC-Assistant Schools Division
Superintendent