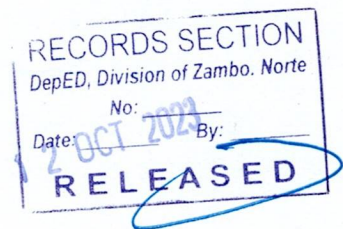




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



October 11, 2023

Division Memorandum  
No. 942, s. 2023


**ORIENTATION AND WORKSHOP OF ELECTRONIC SCHOOL FORM 7**

TO: PSDS and PICDs  
School Heads, Public Elementary and Secondary Schools  
Registrars, AOs & LIS In-Charge  
All Others Concerned

1. In reference to DepEd Memorandum 052, s. 2023, Adoption of School Forms, simplifying the processes of various school records relative to digitization of electronic process under MATATAG AGENDA in consonance with this Division's PREMIER, Reengineering of Educational Services, this Division calls for Face to Face Orientation and Workshop in the use of Electronic School Form 7 to be adopted by all public schools effective School Year (SY) 2023-2024.
2. The orientation and workshop will be on October 18, 2023 at 9:00am-4:00pm, 4<sup>th</sup> Floor, New SDO Building.
3. The participants are District SF7 In-charge to be identified by the PSDSs & PICDs.
4. Further, they are advised to bring laptop, extension wire and previous School Form 7 records.
8. Travel and other incidental expenses shall be charged to Local Funds/ School MOOE subject to the usual accounting and auditing rules and regulations.
9. For any clarification, please contact Planning Officer III thru 0917-114-8316 and 09685211332.
10. Widest dissemination and strict compliance of this memorandum is desired.

**ROY C. TUBALLA EMD, JD, CESO VI**  
Schools Division Superintendent

For the Schools Division Superintendent:

  
**JUDITH V. ROMAGUERA CESO VI**  
Assistant Schools Division Superintendent

Reference/s: DepEd Memo No. 052 s. 2023

P&R/hjr/DM- 2023  
DM No. 20/ October 11, 2023



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