



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. **372**, s. 2022

October 11, 2022

**SUBMISSION OF SCHOOL FORM 7  
(SCHOOL PERSONNEL ASSIGNMENT LIST AND BASIC PROFILE)**

To: Public Elementary and Secondary School Principals

1. Pursuant to DepEd Order No. 34, s. 2022, starting November 2, 2022, all public and private schools shall have transitioned to five days in-person classes. In this connection, this office is directing all public elementary and secondary principals to submit copies of the School Form 7 (School Personnel Assignment List and Basic Profile) which will be implemented during the five days in-person classes.
2. The said documents must be submitted to this Office on or before October 28, 2022 (Friday).
3. Wide dissemination of and compliance of this Memorandum is directed.

  
**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent 

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