



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio



DIVISION MEMORANDUM

No. 295, s. 2019

Schools Division of Baguio City e-Planning System Launching and Orientation on School Forms and Educational Planning Reports

**To: All Public Elementary, Junior and Senior High School Heads
Public Schools District Supervisors
Education Program Supervisors**

1. Relative to the DepEd Order No. 4, Series 2014 entitled, *Adoption of the Modified School Forms (SFS) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014* and DepEd Order No. 58, Series of 2017 entitled, *Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records*, the Schools Division of Baguio City through the SGOD-Planning and Research launches its localized e-planning system in accomplishing several School Forms.
2. The e-planning system aims to:
 - a. establish a sustainable, accessible and efficient collection, reporting, management and storing of data.
 - b. lessen the weight of data gathering, input and school form report generation.
3. Participants to this activity are the School Heads of Public Schools with schedules as follows:

TIME	PARTICIPANTS
9:00 AM-11:30 AM	Elementary Public School Heads
2:00 PM - 4:30 PM	High School Public School Heads
4. All identified recipients are informed of the **Schools Division of Baguio e-planning System and Orientation on School Forms and Educational Planning Reports on 23 July 2019 at the Schools Division Training Hall.**
5. Immediate and wide dissemination of this Memorandum is desired.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent