

Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



09 August 2020

Office of the Schools Division Superintendent
SCHOOLS DIVISION MEMORANDUM 306, s. 2020

**Submission of School Personnel Assignment List and Basic Profile
School Form 7 (SF7) for School Year (SY) 2020-2021**

To: **All Public Schools Division Supervisors (PSDss)**
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers
Others Concerned

1. Relative to DepEd Order 4 s. 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 58 s. 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 Office of Baguio City through the SGOD-Planning and Research Unit reiterates the deployment of the e-planning system to localize the accomplishment of several School Forms(SFs).
2. In view of the above statement, all Public Elementary and Secondary School Heads, and SF7 focal person are enjoined to login to their school's **baguiopru.epizy.com** account to accomplish the School Personnel Assignment List and Basic Profile School Form 7 for School Year 2020-2021. Deadline of finalization is on August 20, 2020.
3. The consolidated data of submitted SF7 through the e-planning system is crucial in the computation of teacher deployment analysis and used for anticipated submission of reports to DepEd Regional Office (RO), City Government of Baguio and other requesting agencies.
4. For further technical assistance and/or inquiries, please contact the Planning and Research Unit through our facebook messenger at *PlanResearch Section Baguio* or call 446-6738. Enclosure No. 1 shows the process on how to navigate around the SF7 page.
5. Immediate and wide dissemination of this Memorandum is desired.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent 



Enclosure 1 of Division Memorandum 306, s. 2020

Process on How to Navigate Around the SF7 Page

Step 1. Login to baguiopru.epizy.com

Schools Division of Baguio City
Schools Governance and Operations Division
Planning and Research Unit
82 Military Cut-off, Baguio City
(074) 446-6738 | planresearchbaguicd@gmail.com

ANNOUNCEMENT

Please evaluate this site by copy-pasting this link to your browser:
<https://forms.gle/urVCdZUBVKK8RxWt8>

Research status check content still in progress

Account password length should not be more than 20 Characters for successful password

LOG IN

Enter School's Name
Enter Password
Submit

RESEARCH

Enter Name of Researcher
Submit

Step 2. Navigate to the SF7 Page

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e-planning System

Home | Learners | Profile | **Teacher** | [Hit try school_logout](#)

List of Employees

Essential Error

Name of Employee			Position	Edit/Delete
Last Name	First Name	Middle Name		
adf	ad	adf		

Step 3. Add of Personnel Profile




Not secure | baguioanu.ep.zy.com/school/school_teacher.php

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e-planning System

Home | **Teacher**

List of Employee 

Click on the **ADD Button**

Employees Detail

Input the **Employee's Details**

Name of Employee	
Last Name	First Name
sdf	ad

Enclosure 1 of Division Memorandum____, s. 2020

Step 4. Update of Personnel Profile


Not secure | baguioanu.ep.zy.com/school/school_teacher.php

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e-planning System

Home | **Learners** | **Profile** | **Teacher**

Hi! try school [Logout](#)

List of Employees 

Click on the **Edit Button**

Name of Employee			Position	Edit/Delete
Last Name	First Name	Middle Name		
sdf	ad			

Employees Detail

← **BACK**

FAMILY NAME: sdf POSITION:

FIRST NAME: ad DESIGNATION:

MIDDLE NAME: sdf Employment Status:

SEX: Male Female FUND SOURCE:

CITY: sdf

