



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

19 September 2022

DIVISION MEMORANDUM  
NO. 405, s. 2022

**FINALIZATION AND CLOSING OF THE E-PLANNING FACILITY  
FOR SCHOOL YEAR 2021-2022**

To: All Public Schools District Supervisors  
All Public and Private School Heads  
All Public and Private Schools E-planning System Coordinators  
Others Concerned

1. To ensure data consistency and reliability of information collected from all schools within the Schools Division Office of Baguio City through, **please be advised that the e-planning system for School Form 4, School Age, Annual Report, and Mother Tongue for School Year (SY) 2021-2022 is set to close on 31 September 2022 in preparation for the School Year 2022-2023.**
2. In this regard, this Office through the Schools Governance and Operation Division (SGOD) – Planning and Research Section (PRS) requests all schools to complete their reports in the system and copy their monthly report into their local excel file for their filing and recording purposes (no need to submit a printed copy to the office as the Division Office have access to these information).
3. For the list of schools that have incomplete/no input of information for SY 2021-2023 in the e-planning system, please refer to Enclosure 1 and 2 of this Memorandum.
4. Please do not update your data for the SY 2022-2023 yet as it will tamper with the information provided for the previous School Year. Updating for the SY 2022-2023 will be after 30 September 2022.
5. Immediate and wide dissemination of this Office Memorandum to all concerned is desired.

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





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Enclosure 1 to Division Memorandum 405, s.2022

**Status of School Form 4, School Age Input in the e-planning System  
 as of 8 September 2022**

A. PRIVATE SCHOOLS	
SCHOOL NAME	SCHOOL AGE AND SCHOOL FORM 4
4TH WATCH MARANATHA CHRISTIAN ACADEMY OF BAGUIO CITY, INC.	NO INPUT
ACADEMIA DE SOPHIA INTERNATIONAL INC.	COMPLETE
AMA COMPUTER COLLEGE-BAGUIO CITY	NO INPUT
ANDROGYNOUS HERITAGE SCHOOL	COMPLETE
BAGUIO ACHIEVERS' ACADEMY	NO INPUT
BAGUIO BAPTIST CHURCH LEARNING CENTER	COMPLETE
BAGUIO CENTRAL UNIVERSITY, INC.	COMPLETE
BAGUIO CITY ACADEMY COLLEGES, INC.	COMPLETE
BAGUIO CITY FOURSQUARE HERITAGE SCH., INC.	NO INPUT
BAGUIO CITY SCIENCE FOUNDATION	COMPLETE
BAGUIO COLLEGE OF TECHNOLOGY	INCOMPLETE
BAGUIO COUNTRY CLUB VILLAGE ELEMENTARY SCHOOL	COMPLETE
BAGUIO HIGHER GROUND CHRISTIAN SCHOOL, INC.	COMPLETE
BAGUIO INTERNATIONAL ACADEMY	INCOMPLETE
BAGUIO MULTICULTURAL INSTITUTE	COMPLETE
BAGUIO PATRIOTIC HIGH SCHOOL	COMPLETE
BAGUIO PINES FAMILY LEARNING CENTER, INC.	NO INPUT
BAGUIO SEVENTH DAY ADVENTIST SCHOOL, INC	NO INPUT
BAGUIO SILOAM CHRISTIAN ACADEMY, INC.	COMPLETE
BAGUIO VISION CHRISTIAN ACADEMY FOUNDATION	COMPLETE
BALAY SOFIA, INC.	NO INPUT
BBCCC FOUNDATION PRESCHOOL	NO INPUT
BERKELEY SCHOOL INC.	INCOMPLETE
BETHESDA SKY LEARNING CENTER, INC.	NO INPUT
BRIDGES TUTORIAL & LEARNING CENTER	NO INPUT
BRIGHT HOPE ROOM FOR GROWTH INC	COMPLETE
BRITS ACADEMY, INC. (FORMER NAME: GREENWOOD CHRISTIAN SCHOOL INC.)	NO INPUT
BSBT COLLEGE, INC.	NO INPUT
CALVARY MINISTRIES ACADEMY OF BAGUIO, INC.	COMPLETE
CHRISTIAN LEGACY ACADEMY	NO INPUT
CRESCENT VALLEY CHRISTIAN ACADEMY	NO INPUT
CYPRESS CHRISTIAN FOUNDATION SCHOOL	NO INPUT
DAILY INTERNATIONAL SCHOOL, INC.	INCOMPLETE
DATA CENTER COLLEGE OF THE PHILIPPINES OF BAGUIO CITY, INC.	NO INPUT
DISCIPLES FOR CHRIST	NO INPUT
DON BOSCO SCHOOL OF BAGUIO CITY, INC.	COMPLETE
EASTER COLLEGE INCORPORATED	INCOMPLETE
EDUCARE COLLEGE, INC.	INCOMPLETE





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FREE BELIEVERS IN CHRIST ACADEMY, INC.	COMPLETE
FRIENDLY HOMES KINDERGARTEN, INC.	NO INPUT
GENEXT SCHOOL OF LEADERS FOUNDATION, INC.	COMPLETE
GLAD TIDINGS INTEGRATED SCHOOL, INC.	NO INPUT
GOOD NEWS ACADEMY, INC.	INCOMPLETE
GRACE BAPTIST CHURCH & SCHOOLS OF BAGUIO CITY, INC.	NO INPUT
GRACE BIBLE INTEGRATED ACADEMY OF BAGUIO CITY, INC	COMPLETE
HEADSTART PLAY AND LEARN MONTESSORI INC.	NO INPUT
INFORMATICS BAGUIO CITY CENTER, INC.	COMPLETE
IRISAN CHILDRENS LEARNING CENTER INC.	COMPLETE
LIVING EPISTLE CHRISTIAN ACADEMY, BAGUIO INC.	NO INPUT
LOAKAN BAPTIST CHURCH CHRISTIAN EDUCATION CENTER	COMPLETE
LOGOS INTERNATIONAL SCHOOL IN LUZON, INC.	INCOMPLETE
METROPOLITAN BAGUIO CHRISTIAN ACADEMY	NO INPUT
NORTHERN LUZON ASSOCIATION FOR THE BLIND INC. (NLAB)	NO INPUT
NORTHRIDGE ACADEMY, INC.	INCOMPLETE
OUR LADY OF MT. CARMEL MONTESSORI, INC.	COMPLETE
OUR LADY OF THE ATONEMENT CATHEDRAL SCHOOL, INC.	COMPLETE
PHASES LEARNING CENTER	NO INPUT
PINES CITY BAPTIST ACADEMY, INC.	COMPLETE
PINES CITY COLLEGES	NO INPUT
PINES FAITH MOUNTAIN ACADEMY INCORPORATED	NO INPUT
PINES MONTESSORI SCHOOL	INCOMPLETE
REMNANT INTERNATIONAL COLLEGE, INC.	COMPLETE
RIDGEVIEW ACADEMY OF BAGUIO	NO INPUT
SAINT FRANCIS XAVIER SEMINARY-SENIOR HIGH, INC.	COMPLETE
SAINT LOUIS SCHOOL OF AURORA HILL INC.	NO INPUT
SAINT LOUIS SCHOOL OF PACDAL, INC.	COMPLETE
SAINT LOUIS SCHOOL, INC. - HIGH SCHOOL DEPARTMENT	COMPLETE
SAINT LOUIS SCHOOL, INC. (ELEMENTARY)	COMPLETE
SAINT LOUIS UNIVERSITY - LABORATORY HIGH SCHOOL	NO INPUT
SAINT LOUIS UNIVERSITY LABORATORY ELEMENTARY SCHOOL	COMPLETE
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL	INCOMPLETE
SAN LUIS KING'S KIDS CHRISTIAN ACADEMY	NO INPUT
SCHOOL OF THOUGHTS INTEGRATED LEARNING EXPERIENCE	COMPLETE
SHALOM INTERNATIONAL SCHOOL	COMPLETE
SIENNA HILLS ACADEMY, INC.	COMPLETE
SMALL WORLD CHRISTIAN SCHOOL FOUNDATION	COMPLETE
ST. ELIZABETH MONTESSORI SCHOOL OF BAGUIO CITY	COMPLETE
ST. FRANCIS LEARNERS SCHOOL OF BAGUIO CITY INC.	NO INPUT
ST. JOHN PAUL II LEARNING CENTER, INC.	NO INPUT
ST. MARTIN SCHOOL, INC.	COMPLETE
ST. VINCENT DE FERRER LEARNING CENTER INC	NO INPUT
STEP LEARNING ACADEMY	NO INPUT
STI COLLEGE - BAGUIO	NO INPUT
SUBIDO CHRISTIAN SCHOOL	NO INPUT

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 CRN RU-19.2560.026  
 Issued on 12/27/2019



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THE SCHOOL OF ST. ISIDORUS, INC.	COMPLETE
UCCP BAGUIO EDUCATIONAL CENTER, INC.	COMPLETE
UNION SCHOOL INTERNATIONAL INC., BAGUIO CITY	COMPLETE
UNIVERSITY OF BAGUIO HIGH SCHOOL	NO INPUT
UNIVERSITY OF BAGUIO LABORATORY ELEMENTARY SCHOOL	COMPLETE
UNIVERSITY OF BAGUIO SCIENCE HIGH SCHOOL	COMPLETE
UNIVERSITY OF THE CORDILLERAS GRADE SCHOOL & JUNIOR HIGH SCHOOL	COMPLETE
UNIVERSITY OF THE CORDILLERAS SENIOR HIGH SCHOOL	COMPLETE
VICTORY BAPTIST ACADEMY	NO INPUT
WESTVILLE SCHOOL, INC.	NO INPUT
YESU MAEUL CHRISTIAN ACADEMY, INC.	COMPLETE
YMCA PRE-SCHOOL	COMPLETE

**B. PUBLIC ELEMENTARY SCHOOLS**

SCHOOL NAME	SCHOOL AGE AND SCHOOL FORM 4
ADIWANG ELEMENTARY SCHOOL	INCOMPLETE
AGUINALDO ELEMENTARY SCHOOL	COMPLETE
ALFONSO TABORA ELEMENTARY SCHOOL	COMPLETE
APOLINARIO MABINI ELEMENTARY SCHOOL	COMPLETE
BAGUIO CENTRAL SCHOOL	COMPLETE
BAGUIO CITY SPED CENTER	INCOMPLETE
BAKAKENG ELEMENTARY SCHOOL	INCOMPLETE
BONIFACIO ELEMENTARY SCHOOL	COMPLETE
BROOKSPOINT ELEMENTARY SCHOOL	INCOMPLETE
CAMP 7 ELEMENTARY SCHOOL	COMPLETE
CRYSTAL CAVE ELEMENTARY SCHOOL	COMPLETE
DOMINICAN MIRADOR ELEMENTARY SCHOOL	COMPLETE
DON MARIANO MARCOS ELEMENTARY SCHOOL	COMPLETE
DONA AURORA ELEMENTARY SCHOOL	COMPLETE
DONA AURORA H. BUENO ELEMENTARY SCHOOL	INCOMPLETE
DONA NICASIA J. PUYAT ELEMENTARY SCHOOL	COMPLETE
DONTOGAN ELEMENTARY SCHOOL	COMPLETE
ELPIDIO R. QUIRINO ELEMENTARY SCHOOL	COMPLETE
FAIRVIEW ELEMENTARY SCHOOL	COMPLETE
FORT DEL PILAR ELEMENTARY SCHOOL	COMPLETE
GIBRALTAR ELEMENTARY SCHOOL	COMPLETE
HAPPY HOLLOW ELEMENTARY SCHOOL	COMPLETE
HOLY GHOST EXTENSION ELEMENTARY SCHOOL	COMPLETE
IRISAN ELEMENTARY SCHOOL	COMPLETE
JOSE P. LAUREL ELEMENTARY SCHOOL	COMPLETE
JOSEFA CARINO ELEMENTARY SCHOOL	COMPLETE
KIAS ELEMENTARY SCHOOL	COMPLETE
LINDAWAN ELEMENTARY SCHOOL	INCOMPLETE
LOAKAN ELEMENTARY SCHOOL	INCOMPLETE
LUCBAN ELEMENTARY SCHOOL	COMPLETE

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MAGSAYSAY ELEMENTARY SCHOOL	COMPLETE
MANUEL A. ROXAS ELEMENTARY SCHOOL	COMPLETE
MANUEL L. QUEZON ELEMENTARY SCHOOL	COMPLETE
MIL-AN NATIONAL HIGH SCHOOL	COMPLETE
PACDAY QUINIO ELEMENTARY SCHOOL	COMPLETE
PINGET ELEMENTARY SCHOOL	COMPLETE
PINSAO ELEMENTARY SCHOOL	COMPLETE
QUEZON HILL ELEMENTARY SCHOOL	COMPLETE
QUIRINO HILL ELEMENTARY SCHOOL	COMPLETE
RIZAL ELEMENTARY SCHOOL	INCOMPLETE
SAN LUIS ELEMENTARY SCHOOL	COMPLETE
SAN VICENTE ELEMENTARY SCHOOL	INCOMPLETE
SAN VICENTE NATIONAL HIGH SCHOOL	COMPLETE
SPRINGHILLS ELEMENTARY SCHOOL	COMPLETE
STO. TOMAS ELEMENTARY SCHOOL	COMPLETE

**C. PUBLIC HIGH SCHOOLS**

SCHOOL NAME	SCHOOL AGE AND SCHOOL FORM 4
BAGUIO CITY NATIONAL HIGH SCHOOL - MAIN	COMPLETE
BAGUIO CITY NATIONAL SCIENCE HIGH SCHOOL	COMPLETE
BAKAKENG NATIONAL HIGH SCHOOL	COMPLETE
DOMINICAN MIRADOR NATIONAL HIGH SCHOOL	COMPLETE
DONA AURORA NATIONAL HIGH SCHOOL	COMPLETE
FORT DEL PILAR NATIONAL HIGH SCHOOL	COMPLETE
GUISAD VALLEY NATIONAL HIGH SCHOOL	INCOMPLETE
HAPPY HOLLOW NATIONAL HIGH SCHOOL	NO INPUT
HILLSIDE NATIONAL HIGH SCHOOL	NO INPUT
IRISAN NATIONAL HIGH SCHOOL	COMPLETE
JOAQUIN SMITH NATIONAL HIGH SCHOOL	NO INPUT
LINDAWAN NATIONAL HIGH SCHOOL	COMPLETE
MAGSAYSAY NATIONAL HIGH SCHOOL	COMPLETE
PINES CITY NATIONAL HIGH SCHOOL	COMPLETE
PINGET NATIONAL HIGH SCHOOL	NO INPUT
PINSAO NATIONAL HIGH SCHOOL	COMPLETE
QUEZON HILL NATIONAL HIGH SCHOOL	COMPLETE
RIZAL NATIONAL HIGH SCHOOL	NO INPUT
ROXAS NATIONAL HIGH SCHOOL	NO INPUT
STO. TOMAS NATIONAL HIGH SCHOOL	COMPLETE
MIL-AN NATIONAL HIGH SCHOOL	COMPLETE
SAN VICENTE NATIONAL HIGH SCHOOL	COMPLETE

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Enclosure 2 to Division Memorandum \_\_\_\_\_, s.2022

**Status of School Annual Report Accomplishment**  
**as of 8 September 2022**

No.	School Name	K/ELEM	JHS	SHS
1	4th Watch Maranatha Christian Academy of Baguio City, Inc.	INC	INC	
2	Academia de Sophia International Inc.	DONE	DONE	DONE
3	AMA Computer College-Baguio City			INC
4	Androgynous Heritage School	DONE	INC	
5	Baguio Achievers' Academy	INC	INC	
6	Baguio Baptist Church Learning Center	DONE		
7	Baguio Central University	INC	INC	INC
8	Baguio City Academy Colleges, Inc.	INC	INC	INC
9	Baguio City Foursquare Heritage Sch., Inc.	INC		
10	Baguio City Science Foundation	DONE	INC	INC
11	Baguio College of Technology			INC
12	Baguio Higher Ground Christian School Inc.	DONE	INC	
13	Baguio International Academy	DONE	DONE	DONE
14	Baguio Multicultural Institute	INC	DONE	
15	Baguio Patriotic High School	INC	INC	INC
16	Baguio Pines Family Learning Center, Inc.	INC		
17	Baguio Seventh Day Adventist School, Inc	INC	INC	INC
18	Baguio Siloam Christian Academy, Inc.	DONE	DONE	DONE
19	Baguio Vision Christian Academy Foundation		INC	INC
20	Balay Sofia Inc.	INC	INC	
21	BCU-Growing Up Learning Center	INC		
22	Berkeley School, Inc.	INC	INC	INC
23	Bethesda Sky Learning Center, Inc.	INC		
24	Bridges Tutorial & Learning Center	INC		
25	Bright Hope Room for Growth Inc	DONE		
26	BRITS Academy, Inc.	INC	INC	INC
27	BSBT College, Inc.			INC
28	Calvary Ministries Academy of Baguio	DONE	DONE	
29	Cherubim School, Inc.	INC		
30	Christian Legacy Academy	INC	INC	INC
31	Crescent Valley Christian Academy	INC		
32	Cypress Christian Foundation School	INC		
33	Daily International School, Inc.	INC	INC	
34	Data Center College of the Philippines of Baguio City, Inc.			INC
35	Disciples for Christ Independent School Foundation, Inc.	INC	INC	INC
36	Don Bosco School of Baguio City, Inc.	INC	INC	
37	Easter College, Incorporated	INC	INC	INC
38	Educare College, Inc.	INC	DONE	INC
39	Free Believers in Christ Academy, Inc.	DONE	DONE	
40	Friendly Homes Kindergarten, Inc.	INC		
41	Genext School of Leaders Foundation, Inc.	DONE	DONE	
42	Glad Tidings Integrated School, Inc.	INC		
43	Good News Academy, Inc.	INC	INC	INC
44	Grace Baptist Church & Schools of Baguio City, Inc.	INC	INC	
45	Grace Bible Academy	DONE	DONE	DONE
46	Headstart Play and Learn Montessori Inc.	INC		
47	Informatics Baguio City Center, Inc.			DONE
48	Irisan Children's Learning Center Inc.	DONE	DONE	
49	Living Epistle Christian Academy, Baguio Inc.	INC		

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50	Loakan Baptist Church Christian Education Center	DONE	DONE	
51	Logos Mission School, Inc.	DONE	INC	INC
52	Metropolitan Baguio Christian Academy	INC		
53	Northern Luzon Association For the Blind Inc. (NLAB)	DONE		
54	Northridge Academy, Inc.	INC	DONE	
55	Our Lady of Mt. Carmel Montessori	DONE	DONE	DONE
56	Our Lady of the Atonement Cathedral School, Inc.	INC		
57	Phases Learning Center	INC	INC	
58	Pines City Baptist Academy	DONE	DONE	
59	Pines Faith Mountain Academy Incorporated	INC		
60	Pines Montessori School	INC	INC	
61	Remnant International College, Inc.	DONE	DONE	DONE
62	Ridgeview Academy of Baguio	INC		
63	Saint Francis Xavier Seminary-Senior High, Inc.			DONE
64	Saint Louis School of Aurora Hill Inc.		INC	
65	Saint Louis School of Pacdal, Inc.	DONE	DONE	DONE
66	Saint Louis School, Inc. (Center)	INC	INC	
67	Saint Louis University Laboratory Elementary School	DONE		
68	Saint Louis University Laboratory High School		DONE	DONE
69	San Luis King's Kids Christian Academy	INC		
70	School of Thoughts Integrated Learning Experience	DONE		
71	Shalom International School	INC	INC	
72	SIENNA HILLS ACADEMY, INC.	INC	INC	
73	Small World Christian School Foundation	DONE	DONE	DONE
74	St. Elizabeth Montessori School of Baguio City, Inc.	DONE		
75	St. Francis Learners School	DONE		
76	ST. JOHN PAUL II LEARNING CENTER, INC.	INC		
77	St. Martin School, Inc.	INC		
78	St. Vincent de Ferrer Learning Center	INC		
79	Step Learning Academy	DONE	INC	
80	STI College - Baguio			INC
81	Subido Christian School	INC		
82	THE SCHOOL OF ST. ISIDORUS INCORPORATED	DONE	DONE	DONE
83	UB - Science High School		DONE	
84	UCCP Baguio Educational Center, Inc.	DONE	DONE	
85	Union School International	INC	INC	INC
86	University of Baguio High School		INC	INC
87	University of Baguio Laboratory Elementary School	DONE		
88	University of Baguio Science High School			INC
89	University of the Cordilleras Grade School & High School	DONE	DONE	INC
90	Victory Baptist Academy	DONE	DONE	
91	Westville School, Inc.	INC	INC	
92	Yesu Maeul Christian Academy	DONE	DONE	DONE
93	YMCA Pre-School	DONE		
94	BBCCC Foundation Preschool	INC		
95	Pines city Colleges			INC

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