



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**


July 17, 2025

DIVISION MEMORANDUM  
No. 622, s. 2025

**REMINDER ON THE MONTHLY SUBMISSION OF SCHOOL  
FORM NO. 4 (SF4) FOR SY 2025-2026**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to the DepEd Order No. 58, s. 2017 titled "**Adoption of New Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition, and Permanent Records**", this Office reminds all schools for monthly submission of the signed hardcopy of monthly **SF4 (Monthly Learner Movement and Attendance Report)** to SGOD-Planning and Research Section on or before the **5<sup>th</sup> day** of the following month.
2. For strict compliance of all concerned.

  
**MA. JEANY T. ABAYON**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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