



July 2, 2015

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**Division Memorandum**  
No. 62, s. 2015

**SUBMISSION OF SCHOOL FORMS NO. 4, 7 AND DIVISION FORMS NO. 1A AND 1B**

TO: Heads, Public Elementary and Secondary Schools

1. To provide data for analysis to support information requirements for planning, budgeting, quality assurance, monitoring and evaluation and other decision-making activities at all levels of the education system, all School Heads/Principals will submit the following updated Division and School Forms. Copy of which are hereto attached. The format can also be downloaded from [www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com):

1. SF 4 – due is on the first Friday of the following month, in four (4) copies
2. SF 7 – quarterly submission June, September, December and March, in four (4) copies
3. Division Forms 1a and 1b – due on July 15, 2015 (to avoid omission of personnel eligible for personnel benefits to be given by the agency (e.g. PBB, PEI, etc.))

2. Updated forms should be emailed to [deped\\_catnes\\_rey@yahoo.com](mailto:deped_catnes_rey@yahoo.com). Hardcopies should be directly submitted to SDO-SGOD Planning and Research Unit in four (4) copies. A copy of said forms should be furnished to the District Office.

3. For immediate dissemination, information and compliance.

*Nyphad. Guemo*  
NYMPHAD. GUEMO  
Assistant Schools Division Superintendent  
Officer-In-Charge

To be indicated in the *Perpetual Index* under the following subjects:

Data	Form	EBEIS
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### School Form 4 (SF4) Monthly Learner's Movement and Attendance

(This replaces Form 3 & STS Form 4-Absenteeism and Dropout Profile)

School ID  Region  Division  District  School Year  Report for the Month of

GRADE/ YEAR LEVEL	SECTION	NAME OF ADVISER	REGISTERED LEARNERS (as of End of the Month)			ATTENDANCE			DROPPED OUT			TRANSFERRED OUT			TRANSFERRED IN		
			M	F	T	Daily Average	Percentage for the Month	(A) Cumulative as of Previous Month	(B) For the Month	(A+B) Cumulative as of End of the Month	(A) Cumulative as of Previous Month	(B) For the Month	(A+B) Cumulative as of End of the Month	(A) Cumulative as of Previous Month	(B) For the Month	(A+B) Cumulative as of End of the Month	
ELEMENTARY/SECONDARY:																	
KINDER																	
		GRADE 1/GRADE 7															
		GRADE 2/GRADE 8															
		GRADE 3/GRADE 9															
		GRADE 4/GRADE 10															
		GRADE 5/GRADE 11															
		GRADE 6/GRADE 12															
		TOTAL FOR NON-GRADED															
		TOTAL															

Prepared and Submitted by: \_\_\_\_\_

- This form shall be accomplished every end of the month using the summary box of SF-2 submitted by the teachers/advisers to update figures for the month.
- Furnish the Division Office with a copy a week after June 30, October 30 & March 31.

(Signature of School Head over Printed Name)











