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2021-32915
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No. $\qquad$ , s. 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public, Elementary and Secondary School Heads
This Division
$\begin{array}{ll}\text { FROM: } & \text { VICTORIA Y. GAZO, PhD, CESQ } V \\ & \text { Schools Division Superintendent }\end{array}$
SUBJECT: SUBMISSION OF MODIFIED SCHOOL FORM 4 (SF4)-MONTHLY
REPORT OF PERSONNEL AND LEARNER'S MOVEMENT
DATE: $\quad$ May 19, 2021
1.

Pursuant to DepEd Memorandum No. 14, s. 2021 re: Interim Guideline on the Preparation, Submission and Checking of School Forms for the School Year 2020-2021. All schools are expected to follow and adapt procedures and templates as stated in this Memorandum.
2.

Moreover, this Office adapted a modified SF4 to capture necessary data needed for planning, allocation and distribution of needed resources. Schools are requested to submit the Modified School Form 4 for the month of April and onward through the same link (http://hit.ly/sf4malaybalay) following the attached new template.
3. Queries related to this, contact Novem A. Sescon/Division Planning Officer through 09064709040.

Copy Furnished: Records Unit
TO BE POSTED IN THE WEBSITE

Modifled School Form 4-Monthly Report of Personnel and Learner's Movement
(This replacos Form 3 \& STS Fom 4,Absentreism and Dropout Piofit)

| $\begin{array}{r} \text { School ID } \\ \text { School Name } \end{array}$ |  |  | Region X |  |  |  |  |  |  |  |  |  |  | Dtulision School Year |  |  |  | $\begin{gathered} \text { Malaybalay Ciny } \\ 2020-2021 \end{gathered}$ |  |  |  |  |  |  |  |  | Report Month of |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  | $\begin{gathered} \text { POSITION } \\ \text { FITLE } \end{gathered}$ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | AME OF |  | $\begin{gathered} \text { MAIOR } \\ \text { SPECIALIZA } \\ \text { TION } \end{gathered}$ | ANCILLARY SERVICES (Coor./ Subject Teacher | REGISTEREO LEARNERS ( $A_{B}$ of Enc or the Month) |  | ATTENDANCE |  |  |  |  |  | No longer Particlpating in Learning Activtiles |  |  |  |  |  |  | DROPPED OUT |  |  |  |  |  |  |  | TRANBFERRED OUT |  |  |  |  |  |  |  | TRANSFERRED IN |  |  |  |  |  |  |  | REMARKS |
| $\begin{aligned} & \text { GRADE } \\ & \text { YEAR } \\ & \text { LEVEL } \end{aligned}$ | $\begin{gathered} \text { SECTI } \\ \text { ON } \end{gathered}$ | T TEACHERANONTEACHING PERSONNEL |  |  |  |  |  | Daily Percentage <br> for the <br> Average <br> Month  |  |  |  |  |  | $\begin{gathered} \text { (A) Curmulative } \\ \left.\begin{array}{c} \text { ana of of Penwous } \\ \text { Month } \end{array} \right\rvert\, \end{gathered}$ |  |  | (B) FortheMonth |  | $\begin{gathered} (\mathrm{A}+\mathrm{B}) \\ \text { Cumbetwe as } \\ \text { of End of the } \\ \text { Manth } \end{gathered}$ |  | (A) Cumulative er of Prenious Month |  |  | (B) For the Month |  |  | (A+B)Cumulative assof End or theMonth |  | (A) Cumulative as of Previous Month |  |  | (B) For the Month |  | ( $A+B$ ) Curnutative as of End of the Month |  |  | (A) Cumulative as of Predous Month |  |  | $\begin{aligned} & \text { (B) } F \alpha r \\ & \text { the } \\ & \text { Month } \end{aligned}$ |  | ( $\mathrm{A}+\mathrm{B}$ ) Cumulative as of End of the Month |  |  |  |
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| ELEME | TAAY: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | SPED |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | ADE I |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | ADE II |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | GR | ADE III |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | GR | ADE IV |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | GR | ADE VI |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | TOTAL |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Mortawy (Death) |  |  |  | For the Month |  | Accumulatve as of End of |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

