



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

2021-32915

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DEPED MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 245, s. 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public, Elementary and Secondary School Heads
This Division

FROM: **VICTORIA V. GAZO, PhD, CESQ V**
Schools Division Superintendent

SUBJECT: SUBMISSION OF MODIFIED SCHOOL FORM 4 (SF4)-MONTHLY
REPORT OF PERSONNEL AND LEARNER'S MOVEMENT

DATE: 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://bit.ly/sf4malaybalay>) following the attached new template.
3. Queries related to this, contact Novem A. Sescon/Division Planning Officer through 09064709040.

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TO BE POSTED IN THE WEBSITE



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