

Republic of the Philippines

Department of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

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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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Email Address: malaybalay.city@deped.gov.ph

Modified School Form 4-Monthly Report of Personnel and Learner's Movement

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

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