



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

DM 2022-08-436  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

AUG DATE: 2022 Time: 11:20  
 By:

DIVISION MEMORANDUM

No. 436, s. 2022

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

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

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

DATE: August 16, 2022

1. To insure accurate and timely report on Learners Monthly Enrollment and Movement, and also on movement of teachers/personnel within the Division, this Office adapted a New Modified SF4 to capture necessary data needed for planning, allocation and distribution of needed resources.
2. Schools are requested to submit the Modified School Form 4 for the month of August 2022 and onward through this link (<http://bit.ly/sf4malaybalay>) following the attached new template.
3. School Heads/Principals are requested to submit said report every 10<sup>th</sup> day of the month and to ensure correctness of data submitted.
4. Queries related to this, contact Novem A. Sescon/Division Planning Officer through 09064709040.

Encl.:

attached as stated

Copy Furnished:

Records unit



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
 Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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