



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JUL 28 2025

**MEMORANDUM**

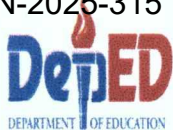
**MONTHLY SUBMISSION OF SCHOOL FORM 4 (SF4) AND THE CONDUCT OF AN  
ONLINE ORIENTATION WORKSHOP ON ITS PROPER ACCOMPLISHMENT**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance & Operations Division  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. In compliance with DepEd Order No. 004, s. 2014, entitled "Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective School Year 2013–2014", and in support of data quality in learner tracking and reporting, this Office reiterates the requirement for all public schools to submit the School Form 4 (SF4) – Monthly Learner Movement and Attendance Report on or before 10<sup>th</sup> day of the succeeding month.
2. The accomplished SF4 shall be submitted to the School Governance and Operations Division (SGOD) – Planning & Research Section for collation, validation, and analysis in support of division-level planning and reporting.
3. To revisit the standard procedures and ensure the accuracy and consistency in the preparation of SF4, an Online Orientation Meeting will be conducted on **July 30, 2025 (Wednesday) at 2:00 PM.**
4. The session will focus on:
  - Reviewing the proper procedure for accomplishing SF4;
  - Addressing common issues and errors in data entries; and
  - Ensuring alignment of SF4 entries with LIS data.
5. The meeting can be accessed through the following link: **<https://bit.ly/M07-Meeting-Accomplishment-SF04>**.
6. Participants in this activity are the School Heads, LIS/eBEIS Coordinators, and Designated School Form 4 In-Charge.
7. Participants are encouraged to prepare their latest SF4 reports, devices with a stable internet connection, and relevant questions or concerns for discussion during the orientation.
8. For any questions or clarifications regarding this activity, please contact the SGOD - Planning & Research Section through email at **[planning.sdomuntinlupa@deped.gov.ph](mailto:planning.sdomuntinlupa@deped.gov.ph)**.

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Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
84237560, 84237561, 84237562  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)



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9. Immediate dissemination of, and strict compliance with this Memorandum, is hereby directed.

  
**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

Enclosure: none

References: as stated

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

SCHOOL FORM

JDN/DM/Monthly Submission of School Form 4 (SF4) and the Conduct of an Online Orientation Workshop on its  
Proper Accomplishment

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Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
84237560, 84237561, 84237562  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)