



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 09 2026

MEMORANDUM

**MONTHLY SUBMISSION OF SCHOOL FORM 4 (SF4) AND
ONLINE MEETING ON THE PROPER ACCOMPLISHMENT THEREOF**

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

1. Pursuant to DepEd Order No. 004, s. 2014, titled "Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective School Year 2013-2014," and in support of accurate learner tracking and data reporting, this Office reiterates the mandatory submission of School Form 4 (SF4) – Monthly Learner Movement and Attendance Report. All public schools are directed to submit the accomplished SF4 on or before the 10th day of the succeeding month.
2. Prior to submission to the School Governance and Operations Division (SGOD) – Planning and Research Section, the accomplished SF4 shall first be reviewed and validated by the assigned Public Schools District Supervisor (PSDS) to ensure accuracy, completeness, and consistency of data. Only SF4 reports duly reviewed and endorsed by the PSDS shall be submitted for consolidation, validation, and analysis, which shall serve as input to division-level planning and reporting.
3. To review standard procedures and ensure the accuracy, consistency, and completeness of SF4 submissions, an **Online Meeting** will be conducted on **June 23, 2026 (Tuesday) at 2:00 PM**.
4. The meeting will focus on the following:
 - Proper procedures in accomplishing SF4;
 - Common issues and errors in data encoding and reporting; and
 - Alignment of SF4 entries with Learner Information System (LIS) data.
5. The meeting may be accessed through this link: **<https://tinyurl.com/M07-Meeting-SF04>**.
6. Participants in this activity include Public District Supervisors, School Heads, LIS/eBEIS Coordinators, and designated School Form 4 focal persons.
7. Participants are advised to prepare their latest SF4 reports, ensure access to a stable internet connection, and bring relevant questions or concerns for discussion during the meeting.

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8. For inquiries or clarifications regarding this activity, please contact the SGOD-Planning and Research Section through email at **planning.sdomuntinlupa@deped.gov.ph**.

9. Immediate dissemination and strict compliance of this Memorandum are directed.


VIOLETA M. GONZALES CESO VI

Asst. Schools Division Superintendent
Officer-in-Charge

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 Online Meeting on the Proper Accomplishment thereof
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UN-2026-235



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