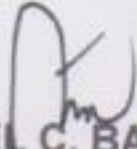




MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
OIC-Chief Curriculum Implementation Division
OIC-Chief Schools Governance and Operations Division
Public School District Supervisors
Public Elementary, Junior and Senior HS School Heads
School LIS/EBEIS Coordinators
All Others Concerned

FROM : 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : SUBMISSION OF SCHOOL FORM 4 (SF 4)

DATE : July 9, 2018

All Public Elementary, Junior High School and Senior High School Heads and LIS/EBEIS Coordinators are hereby mandated to submit School Form 4 (SF4) – Monthly Learners' Movement and Attendance together with its attachments (Reports on Dropouts, Transferred In and Transferred Out) for SY 2018-2019. The report should be accomplished in duplicate hard copies and to be submitted every First Friday of the following Month, Attention: **Planning Officer III**.

Refer to the attached template to be accomplished for your reference. To expedite the consolidation of the report, soft copy may be sent in advance at our Facebook group: DepEd Antipolo LIS/EBEIS Coordinators or through our email at depedantipolo.planning@deped.gov.ph

The School Head shall be responsible for the accuracy and validity of the data to be submitted.

For your information and strict compliance.



