



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY
Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475
Email address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net



DIVISION MEMORANDUM

No. 193 s. 2017

To: PUBLIC AND PRIVATE ELEMENTARY SCHOOL HEADS
PUBLIC AND PRIVATE SECONDARY SCHOOL HEADS
ICT COORDINATORS OF ALL PUBLIC AND PRIVATE
ELEMENTARY AND SECONDARY SCHOOLS IN THE DIVISION

From:  ALLAN G. FARNAZO, Ph.D., CESO IV
Regional Director IV, Concurrent SDS

Subject: MONTHLY SUBMISSION OF SF-4

Date: July 4, 2017

1. In order to track properly the attendance of the pupils/students in the division, the field is hereby tasked to submit their School Form 4 (SF4), Monthly Learner's Movement and Attendance to Mr. Kevin B. Asequia of the division planning unit every Wednesday of the following month. Cut-off time is 12:00 noon of the same day
2. The data will be shared to various sections in the division as well in the region. It shall be use as basis by the division and the regional office in making informed decisions and policies as well as providing timely and appropriate interventions for perennial challenges like Pupil-at-risk of dropping out (PARDO) and/or Student-at-risk of dropping out (SARDO).
3. The deadline of submission for the month of June shall be on Friday, July 7, 2017. ICT coordinators, please ensure to use the official School Form 4 and have it signed by your school heads. Only signed SF4 shall be considered to bear official data from the school
4. For your guidance and compliance.

Copies Furnished:
Person Concerned
Records Section-Memorandum/

/KBA

