



Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel




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DIVISION MEMORANDUM

No. **146** s. 2014

TO : **ALL SCHOOL HEADS**
Elementary & Secondary Schools

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : **SUBMISSION OF NOTARIZED SCHOOL FORM 4 and SCHOOL FORM 7 for SY 2014-2015 to PLANNING OFFICE**

DATE : **June 6, 2014**

1. Relative to DepEd Order # 4, series 2014, re: **ADOPTION OF MODIFIED SCHOOL FORMS (SFs) FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS EFFECTIVE END OF SCHOOL YEAR SY 2013-14** states that old forms will be replaced by seven (7) Modified School Forms starting beginning of SY 2014-2015 as follows:

MODIFIED SCHOOL FORMS	
Code	Name of Forms
SF1	School Form 1: School Register
SF2	School Form 2: Daily Attendance Report for Learner
SF3	School Form 3: Books Issued and Returned
SF4	School Form 4: Monthly Learners Attendance and Movement
SF5	School Form 5: Report on Promotion and Level of Proficiency
SF6	School Form 6: Summarized Report on Promotion and Level of Proficiency
SF7	School Form 7: School Personnel Assignment List and Basic Profile

Note: Modified school forms can be downloaded in depedsarangani.eu5.org

2. Please be guided also that as per DepEd Order # 4, s.2014, the cut-off period of recording the Beginning of School Year Data (BOSY) Reports of all SFs will be every Friday of the first week of the class of each School Year. **For SY 2014-2015, the cut-off date is on June 6, 2014.**
3. Submission is on or before June 13. **Re-Submission of SF4 & SF7 is done only if there is changes on the data submitted between June 9-13, 2014.**
4. To ensure the correctness, consistency, completeness and authenticity of the data, School Form 4 and School Form 7 (replacement to form 3) forms will be notarized and submitted to Division Planning Office as basis for validation of the data online while the soft copy will be emailed to jabid_0103@yahoo.com
8. The school heads/teacher-in-charge (SHs/TICs) of both public schools offering kindergarten, elementary and/or secondary education shall be responsible for ensuring prompt, complete and accurate filling-up of the SF4 and SF7 and will be held liable and accountable for any deliberate wrongful entry on the forms.
5. Any false or wrong entry will be charged of Administrative case such as falsification of documents with a dismissal from the service as penalty.
6. For your information, dissemination and strict compliance.

