



Republic of the Philippines
Department of Education
Region X
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February 23, 2016

DIVISION MEMORANDUM

No. 75 s. 2016

To: PS District Supervisors/District In-Charge
Elementary & Secondary School Heads
LIS/EBEIS Coordinators

From: **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent

Subject: **STATUS REPORT ON SCHOOL FORM 4 (SF4)/FORM 3 MONTHLY REPORT
ON LEARNER'S MOVEMENT AND ATTENDANCE**

This is to follow-up submission of School Form 4 (SF4)/Form 3 Monthly Learner's Movement and Attendance Online Submission. It has been observed that some schools have failed to submit the monthly report as per division status report, to wit:

Schools	June 2015	July 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	% Average
Elem	100.00%	99.14%	98.85%	97.71%	94.56%	91.69%	88.83%	81.09%	93.98%
Sec	100.00%	93.65%	93.65%	90.48%	88.89%	88.89%	85.71%	77.78%	89.88%

Enclosed is the Status Report of SF4/Form 3 Online Submission of all schools as of January 2016. School heads of schools with lacking monthly report/s are directed to encode the report before March 1, 2016. The deadline for encoding monthly report is on or before 5th day of the following month at <http://210.213.201.147/schstat/>

Furthermore, school heads are reminded on the importance of submitting the report, as follows:

- a. Monthly Report on Enrolment and Attendance of Pupils/Students is capable of monitoring the decrease in enrolment on a monthly basis. This allows education officials to identify schools with pupils/students at risk of dropping out even before the school year ends. Programs and projects can therefore be implemented within the school year to prevent these pupils/students from dropping out.
- b. The report shall facilitate in budget requirements including –
 - allocation of test papers per school during periodical exams;
 - list of recipients and computation of multigrade and hardship allowance;
 - list of eligible for Performance Based-Bonus (PBB) Grant;
 - list and number of participants to various trainings etc.

- c. The report shall also serve as basis for addressing teacher needs and reclassification.
- d. This report shall also provide the management & other stakeholders on the Masterlist of Teaching and Non-Teaching Personnel and Administrators and their respective assignment on a monthly basis.

Lastly, all monthly reports must be accurate, complete and updated. All teaching (class advisers and subject teachers) and non-teaching personnel must be encoded. District personnel including PSDS, health personnel, clerks, utility and ALS teachers shall be included in central school. The remarks column of the report shall be used to indicate first day of service, effectivity and period of leave of personnel, specify main school for kindergarten teachers serving two schools, SIC remarks for teachers with designation in cluster schools.

For immediate compliance.

/dpu_elg

