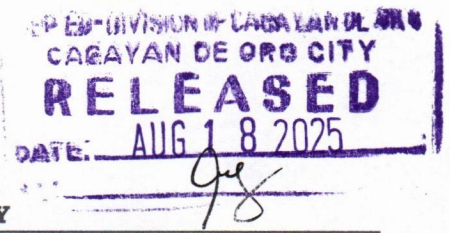




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



August 14, 2025

Division Memorandum
No. 090 s. 2025

**SUBMISSION OF THE NEW MODIFIED SCHOOL FORM 4 – MONTHLY
REPORT OF PERSONNEL AND LEARNER'S MOVEMENT**

To: Assistant Schools Division Superintendent
SGOD and CID Chief
All Public Elementary and Secondary School Heads
All School LIS Coordinators
All Public School District Supervisors
This Division

1. Pursuant to **DepEd Order No. 58, s. 2017** entitled "*Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition, and Standardization of Permanent Records*", the Schools Division of Cagayan de Oro City hereby adopts the **New Modified School Form 4 – Monthly Report of Personnel and Learner's Movement** as an enhanced tool for monitoring both **personnel deployment** and **learner movement** on a regular basis.
2. The modified form aims to:
 - a. Provide **real-time and accurate data** on the number of teachers, their specialization, and their current teaching assignments;
 - b. Track learner movement (enrolment, transfers, dropouts, returns) for timely intervention;
 - c. Support **Teacher Needs Analysis (TNA)** and other human resource planning requirements;
 - d. Ensure alignment with national standards for school reporting under DO 58, s. 2017.
3. All public schools in the Division are hereby directed to **accomplish and submit the New Modified School Form 4 every 5th day of the succeeding month** (e.g., January report due on February 5) through the **Planning and Research Section** of the Division Office, both in **electronic format (Excel file)** and **signed scanned PDF copy**.



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4. School Heads shall ensure the accuracy, timeliness, and completeness of the data being submitted. The LIS Coordinator and School Records In-Charge shall jointly assist in the preparation and verification of the report.
5. Non-compliance or repeated late submission will be subject to administrative action in accordance with existing DepEd rules and regulations.
6. All public schools shall resubmit of July Modified School Form 4 on August 18, 2025 through the linked provided.
Linked: <https://forms.office.com/r/Hg3iMT0TsP?origin=lprLink> 
7. For reference, the template of the **New Modified School Form 4** through this Link: <https://tinyurl.com/modifiedSF4>
8. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
9. Immediate dissemination of and strict compliance with this Memorandum is directed.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

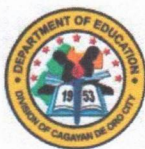
Reference: DepEd Order Nos. 8, s. 2015; 47, 54, and 69, s. 2016, DO 58, s. 2017

To be indicated in the Perpetual Index

under the following subjects:

MODIFIED SF4

DM054-SGOD-PR-RSM / submission of the new modified school form 4 – monthly report of personnel and learner's movement
August 14, 2025



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