



Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS SUR**  
Bantay, Ilocos Sur



June 3, 2019

**DIVISION MEMORANDUM**  
**No. 144, s. 2019**

**SUBMISSION OF SCHOOL FORM (SF) 4 FOR THE MONTH OF JUNE, 2019**

**To: OIC - Asst. Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Programs Supervisors**  
**Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads**  
**Public Elementary and Secondary LIS Coordinators**  
**All others concerned**

1. The Schools Division of Ilocos Sur particularly the SGOD-PRS (Attn: Planning and Research Section) announces the submission of the **hard copy** of **School Form 4 (SF 4): Monthly Learners Movement and Attendance** on or before **June 7, 2019**.
2. For elementary, submission shall be **by district** filed in one long white folder while for secondary, individual submission without folder is advised. SF 4 for Junior High School and Senior High School shall be submitted separately.
3. The entries in the said school form shall be used to identify excess and shortage of teachers for the School Year 2019-2020.
4. Strictly one copy shall be submitted as Division Office File.
5. For information, guidance and compliance of all concerned.

**GEMMA Q. TACUYCUI, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

HARD COPY      SCHOOL FORM 4 SUBMISSION  
DIVISION OF ILOCOS SUR

