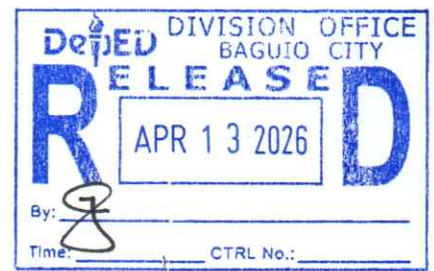




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



April 13, 2026

DIVISION MEMORANDUM
 No. **245-2026**

Planning Meeting on the Development of Electronic School Form 4 (Monthly Learner's Movement and Attendance)

To : Assistant Schools Division Superintendent
 Public Schools District Supervisors
 Concerned Public School Heads
 All Others Concerned

1. As part of the continuous improvement adopted to address the issues encountered during the checking of school forms last school year, the Schools Division Office through the Planning and Research Section will be developing an electronic school form 4 also known as the monthly learners' movement and attendance. The e-SF 4 is targeted to be deployed this coming school year.
2. In view of this endeavor, a planning meeting will be conducted on April 16, 2026 (9:00 AM) via zoom. The following member are designated to be the Technical Working Group (TWG) of the Electronic School Form 4:

Name	Office
Mary Jane N. Malihod	CID, EPS (ADM Focal)
Rosanna D. Dizon	CID, PSDS
Jimmy S. Santos	SGOD, P&R
Olivia O. Gomez	SGOD, P&R
Leigh Yan M. Verona	SGOD, P&R
Sharleen Kim Longi	Guisad Valley National High School
Joel Hinay	Rizal National High School

3. The meeting link will be disseminated through a group chat that will be created for the TWGs. Participants are advised to log in 15 minutes early to ensure a stable connection.
4. For inquiries, please contact the Planning and Research Section at 446-6378.
5. Immediate and wide dissemination of this Memorandum is required.

SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600

Telephone No.: (074) 665-1231

Email Address: baguio.city@deped.gov.ph



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