



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

16 Jun 2025

DIVISION MEMORANDUM

No. **087**, s. 2025

SUBMISSION OF NOTARIZED SF4&7 FOR THE MONTH OF JUNE ENROLLMENT
AS BASIS FOR FINAL ENROLLMENT FOR BEGINNING OF SCHOOL YEAR (BOSY)
FOR SY 2025-2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Section/Unit Heads and Staff
Public Elementary and Secondary Schoolheads

1. All schools both public and private schools are mandated to submit notarized SF4 & 7 for the month of June basis for Final Enrollment for Beginning of School Year (BOSY) 2025-2026. Soft copy of SF 4 & 7 is still required for submission and be posted in the Planning FB page on a monthly enrollment.
2. Deadline for submission is on the first week of July 2025. All schools both private and public are required to update a Daily Enrollment in the Google Sheet posted in the Planning FB starting June 16 - 30, 2025.
3. This final data of BOSY Enrollment will be the basis for teacher analysis and teaching load.
4. For inquiries and clarifications, you may contact Bualan Abid Jr. at 0928-438-2483.
5. For your guidance and compliance.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

FORMS

AAD/SGOD/DM – submission of notarized sf4&7 for the month of june enrollment as basis
for final enrollment for beginning of school year (bosy) for sy 2025-2026

0508/June 16, 2025



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