



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

19 May 2026

DIVISION MEMORANDUM

No. **049** , s. 2026

SUBMISSION OF NOTARIZED SF4&7 FOR THE MONTH OF JUNE
AND ONLINE ENCODING OF TENTATIVE
JUNE ENROLLMENT DATA

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public and Private Elementary and Secondary School heads

1. Please be advised that all public and private schools are required to submit notarized SF4 and SF7 for June 2026, which will serve as the basis for the final enrollment for the Beginning of School Year (BOSY) 2026–2027. In addition to the notarized copies, schools must also submit electronic versions and upload them to the Planning & Research Facebook Group for monthly enrollment monitoring.
2. The submission deadline for notarized SF4 and SF7 is set within the first week of July 2026. Moreover, all schools are directed to update the daily enrollment data through this link: <https://tinyurl.com/SY26-27TentativeJuneEnrollment> beginning 25 May 2026 until the official start of classes on 08 June 2026.
3. The final BOSY enrollment data will serve as the basis for teacher analysis, allocation of essential resources, determination of teachers' workload, and other relevant information reflected in SF4 and SF7 for public schools and as baseline data for private schools.
4. Failure to comply with this requirement shall be considered as neglect of duty on the part of the school head which may result in corresponding administrative sanctions and penalties.
5. For inquiries, contact Mr. Bualan Y. Abid Jr. at 09284382483.
6. Widest dissemination of this Memorandum is desired.

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:





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Adriano A. Daligdig/SGOD/DM – submission of notarized sf4&7 for the month of june
and online encoding of tentative june enrollment data
0348/May 19, 2026



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