



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

12 August 2026

DIVISION MEMORANDUM
CID-2026-134

**ISSUANCE AND SUBMISSION OF ACCOMPLISHED SCHOOL FORM 3
(BOOKS ISSUED AND RETURNED) FOR SY 2026-2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors / District Heads
School Heads of Public Elementary and Secondary Schools
All Other Concerned

1. In line with the implementation of DepEd policies on learner information management and school records, all public school heads are hereby directed to ensure the proper issuance, accomplishment, and submission of the DepEd School Form 3 (SF3) – Books Issued and Returned, for School Year (SY) 2026-2027.
2. The SF 3 shall be used to accurately monitor and document the issuance and return of textbooks, learning resources, and other instructional materials provided to learners. Class advisers and designated school personnel shall ensure that all entries are complete, accurate, and updated regularly.
3. School heads are directed to consolidate all accomplished SF3 and submit the consolidated report through the following online link on or before August 19, 2026.
Submission Link: <https://tinyurl.com/SForm3-sy2026>.
4. School heads shall verify the accuracy, completeness, and consistency of the data before submission. Likewise, schools are advised to maintain a copy of their submitted reports for reference and validation purposes.
5. For inquiries, contact EPS Judith B. Alba, PhD at judith.alba@deped.gov.ph
6. For information, guidance and strict compliance.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

FORMS

Judith B. Alba/CID/MLA – issuance and submission of accomplished school form 3 (books issued and returned) for sy 2026-2027
0567/August 12, 2026

