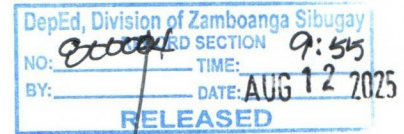




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



07 August 2025

DIVISION MEMORANDUM
NO. 367, s. 2025

CALENDAR OF PLANNING AND RESEARCH REPORTS FOR SCHOOL YEAR 2025-2026 WITH INTEGRATION OF SCHOOL HEADS' REPORT CARD INDICATORS ON TIMELINESS, QUALITY, AND EFFICIENCY

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
EPSs/PSDSs/District in-Charge
All Public and Private School Heads
Teaching-related, Teaching and Non-Teaching Personnel
All Others Concerned
This Division

1. In line with the Division's commitment to data-driven decision-making and continuous improvement, this Office, through the **SGOD-Planning and Research Section**, hereby issues the **Calendar of Reports for the Planning and Research Section for School Year 2025-2026**.

2. The list of required reports for formal basic education is hereby provided for your reference(see enclosure A). The list includes the following data elements:

- Type of Report
- Frequency of Submission
- Date of Submission
- Mode of submission/No. of copies
- Remarks

3. To promote **fairness and transparency** in monitoring **report submissions**, the following **criteria, color codes, and points** will be applied to **District and School Heads' Report Cards**, assessing **timeliness, quality, and efficiency**. While the **timeliness** criteria apply **uniformly** to all report types, **distinct quality and efficiency criteria** have been established separately for the **Learner Information System (LIS) End of School Year reports** and the **Basic Education Information System (BEIS)**.

A. Timeliness of Report Submission

Color Code	Date of Submission	Points Earned
Blue	Before the due date	10
Yellow	On the due date	8
Gold	1-3 calendar days after the due date	6
Orange	4-7 calendar days after the due date	4
Red	More than 7 calendar days after the due date	2
Black	Non-submission	0



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B. Quality of Report including LIS - BOSY

Color Code	Quality Description	Points Earned
Blue	Complete and error-free	10
Yellow	Minor errors, mostly complete and accurate	8
Gold	Some errors or inconsistencies, but generally usable	6
Orange	Report has multiple errors or missing critical data	4
Red	Poor quality, incomplete report	2
Black	Unusable Report or non-submission	0

C. Quality of Report (BEIS reports)

Color Code	Quality Description	Points Earned
Blue	All required data fields are completed accurately, with no discrepancies when cross-checked against submitted school reports	10
Yellow	All required data fields are completed, but with minor errors (e.g., incorrect school information such as school ID, school name, date established, etc.).	8
Gold	All required data fields are completed, but contain errors or inconsistencies compared to the submitted school reports.	6
Orange	Some required data fields are incomplete, and there are multiple errors.	4
Red	Major data elements are incomplete, accompanied by multiple errors.	2
Black	The report is unusable or was not submitted.	0

D. Quality of Report (LIS- EOSY reports)

Color Code	Quality Description	Points Earned
Blue	-All learners EOSY statuses are updated and finalized with no errors. - No issues with confirmation transfer (as per DO 54, s. 2016).	10
Yellow	-All learners EOSY statuses are updated and finalized but contain minor errors (e.g., incorrect learner's basic profile) -to be cross-checked with the submitted SFCR1 - No issues with confirmation transfer (as per DO 54, s. 2016)	8
Gold	-All learners' EOSY statuses are updated and finalized but with major errors (e.g., incorrect EOSY status such as declared promoted instead of retained or vice versa) — to be cross-checked with the submitted SF5.	6



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	- No issues with confirmation transfer (as per DO 54, s. 2016).	
Orange	-All learners' EOSY statuses are updated and finalized but with major errors (e.g., incorrect EOSY status such as declared promoted instead of retained or vice versa) — to be cross-checked with the submitted SF5. - With Issues on confirmation transfer (as per DO 54, s. 2016).	4
Red	Not all learners' EOSY statuses are updated, and issues exist with confirmation transfer (as per DO 54, s. 2016).	2
Black	All learners' EOSY statuses are not updated, and issues exist with confirmation transfer (as per DO 54, s. 2016).	0

E. Quality of Report (LIS Ticketing System)

Color Code	Quality Description	Points Earned
Blue	- All required documents (e.g., SF10, ECCD Checklist, Birth Certificate) have been fully uploaded, accurately, and in a clear, readable format. - No pending data correction request in the LIS	10
Yellow	-All required documents have been uploaded, though some contain minor formatting or labeling issues (e.g., blurred copies, minor spelling errors). -There are no pending data correction requests in the LIS.	8
Gold	-Required documents have been uploaded but contain significant data inconsistencies (e.g., mismatched names, conflicting school records). -There are no pending data correction requests in the LIS.	6
Orange	-The required documents have been uploaded incompletely (e.g., SF10/ECCD was provided, but the Certificate of Live Birth or its equivalent is missing). -There are no pending data correction requests in the LIS.	4
Red	-Incorrect or irrelevant documents have been uploaded (e.g., current year report card instead of SF10, wrong birth document). -There are no pending data correction requests in the LIS.	2
Black	-No required documents have been uploaded. -With pending LIS data correction request-	0



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F. Efficiency of Processing and Submission, except for LIS and BEIS)

Color Code	Efficiency Description	Points Earned
Blue	Submitted timely with complete requirements	10
Yellow	Submitted timely with minor follow-ups needed	8
Gold	Delayed submission (1-3 calendar days) but complete	6
Orange	Delayed submission (4-7 calendar days) with some missing documents/data	4
Red	Delayed submission (More than 7 calendar days late) with some missing documents/data	2
Black	Unusable Report/Incorrect template or non-submission	0

G. Efficiency of Processing and Submission (BEIS reports)

Color Code	Efficiency Description	Points Earned
Blue	All required data fields are completed promptly with no discrepancies when cross-verified against the submitted school reports.	10
Yellow	All required data fields are completed on time but contain minor errors that require slight corrections.	8
Gold	All required data fields are completed but need follow-ups and revisions due to inconsistencies.	6
Orange	Some required data fields are incomplete, and the submission contains minimal errors.	4
Red	Several major required data fields are incomplete, and the submission includes multiple errors requiring extensive corrections.	2
Black	No BEIS report was submitted.	0

H. Efficiency of Processing and Submission (LIS-EOSY Updating)

Color Code	Efficiency Description	Points Earned
Blue	-All learners' EOSY statuses are efficiently updated and finalized ahead of time without errors. - No delays or issues in confirmation of transfer (as per DO 54, s. 2016).	10
Yellow	- All learners' EOSY status is updated and finalized efficiently on the due date with only minor issues. - No issues in confirmation of transfer (as per DO 54, s. 2016).	8
Gold	All learners' EOSY status is updated and finalized on the due date, but contain major errors	6



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	- No issues in confirmation of transfer (as per DO 54, s. 2016).	
Orange	- All learners' EOSY status is updated and finalized after the due date, and contain errors. - No issues in confirmation of transfer (as per DO 54, s. 2016).	4
Red	Not all learners' EOSY statuses are updated, and there are issues with transfer confirmation	2
Black	No EOSY updates were made, and unresolved issues remain in confirmation of transfer.	0

I. Efficiency of Processing and Submission (LIS-EOSY Updating)

Color Code	Efficiency Description	Points Earned
Blue	Submission of complete, accurate, and legible/readable required documents within 1-3 days after enrollment.	10
Yellow	Submission of complete, accurate, and legible/readable required documents within 4-13 days after enrollment.	8
Gold	Submission of complete, accurate, and legible/readable required documents within 14-27 days after enrollment.	6
Orange	Submission of complete, accurate, and legible/readable required documents within 28-55 days after enrollment.	4
Red	Submission of complete, accurate, and legible/readable required documents within 56+ days after enrollment.	2
Black	No submission of required documents	0

4. The following are the **roles** and **responsibilities** of the **School Heads** in report submission:

- Ensure timely, accurate, and complete preparation and submission of reports.
- Coordinate and supervise staff (teaching, teaching-related, and non-teaching personnel) involved in data collection and report preparation.
- Validate reports for completeness and accuracy before submission.
- Manage resources and assign personnel to ensure efficient reporting workflows.
- Ensure compliance with DepEd policies and deadlines, especially for School Report Cards.
- Serve as liaison between the school and division offices for reporting communications.
- Provide training and support to staff on data requirements and reporting procedures.



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5. All concerned school personnel are reminded to observe the following general guidelines:
- Reports returned due to lacking data entries or discrepancies will be re-evaluated upon submission of corrected versions.
 - Piece-meal reports will be accepted provided the reports follow the established DTRMS protocols.
 - School Heads and designated coordinators are responsible for ensuring the completeness, accuracy, relevance of data/reports (CARD) submitted.
 - All reports must be submitted based on the prescribed guidelines either electronic or printed formats.
 - Late or incomplete submissions may affect division planning, policy recommendations, and compliance with DepEd directives.
6. For inquiries or clarifications, please contact the SGOD—Planning and Research, hotline 0960-888-5078.
7. Immediate and wide dissemination of this memorandum is directed for the information and guidance of all concerned.


VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

References: DO 017, s. 2025,
DO 03, s. 2018
DO 54, s. 2016

To be indicated in the perpetual index under the ff. subjects:
POLICY REPORTS SCHOOLS MANAGEMENT

ZS-DM-SGOD-PRS-2025-07-171-0
GCC-20250807

NOTE : Only the reports with asterisks are applicable to private schools

NO.	NAME OF REPORT	FREQUENCY OF SUBMISSION/UPDATING IN THE SYSTEM	DUEDATE OF SUBMISSION	NO. OF COPIES	REMARKS
1	electronic School Form (eSF4) **	Monthly, with an additional eSF4 submission required on the first Friday of the opening week of classes.	The deadline for submission/uploading is the 10th calendar day of the following month—for example, the August SF4 report is due by September 10. This timeframe allows School Heads (SHs) to gather accurate information and enables teachers to prepare their SF2 during the first week of the following month.		✓ Submission is done through DZIIS, where the Project EASE (Efficient and Automated School Electronic forms) is accessed under the "PR" tab. -Per Division Memorandum No. 283, s. 2025, titled <i>Interim Submission of Electronic SF4 Pending Project EASE Configuration in DZIIS for SY 2025-2026</i> , the eSF4 as of the first Friday of the opening week (June 20, 2025) shall be submitted via the following links: For public schools: https://bit.ly/Submission_Electronic_SchForm4-Public & For Private and SUCs: https://bit.ly/Submission_Electronic_SchForm4-Private -Public schools are also required to upload the eSF4 as of June 30, 2025, through the same link. Once DZIIS becomes fully operational, all eSF4 submissions for public schools shall be made exclusively through DZIIS.
2	BEIS -GESP/GJHSP/GSHSP/PSP/SUCs Profile **				
	2.1 hard copy	once	To be finalized upon issuance of guidelines by the Central Office regarding the annual data collection.	1	
	2.2 online report				
3	LIS (Public,Private SUCs) **	Daily, immediately upon opening the LIS-QC facility.			
	3.1 Quick Count				
	3.2 Beginning of the School Year Updating or Registration/ Enrollment of Learners	once	August 08, 2025		All learners must be enrolled following the enrolment procedures and LIS protocols
	3.3 Early Registration for SY 2026-2027	once			Starts on January 31 and ends on February 27, 2026 as per DO 012, s. 2025
	3.4 End of the School Year (Updating of learners status)	once	To be finalized upon issuance of guidelines by the Central Office regarding the annual data collection.		Learners' grades and statuses must be entered into the system before the EOSY Rites scheduled on March 30-31, 2026.
	3.5 Finalization of LIS EOSY data	once	March 27, 2026		Classes must be finalized and the school's LIS-EOSY completed/finalized before the EOSY Rites scheduled on March 30-31, 2026 per DO 012, s. 2025

NO.	NAME OF REPORT	FREQUENCY OF SUBMISSION/UPDATING IN THE SYSTEM	DUEDATE OF SUBMISSION	NO. OF COPIES	REMARKS
4	e-SF 7 School Personnel Assignment List and Basic Profile** -database -MS Excel -Scanned pdf (scanned copy signed by the SH)	Once every school year; however , if there are updates such as personnel movements, teaching loads, or other changes, the school must upload/submit the updated e-SF7.	July 09, 2025 (for the June 30, 2025 e-SF7)		-The instruction to submit an updated eSF7 whenever there are changes or updates to any data elements is based on DepEd Memorandum No. 052, s. 2023. -submission is through the link - https://bit.ly/Submission_eSF7_2025-2026 -For detailed procedures and instructions, please refer to Division Memorandum No. 291, s. 2025, Interim Guidelines on the Submission of eSF7.
5	School Form 5 (Public ,Private, SUCs) ** 5.1 Kinder to Grade 10 5.2 SHS	 once twice	 April 10, 2026 Nov.7, 2025 (1st sem); April 10, 2026 (2nd sem)	 1 1	 The SF 5 shall be duly signed by all the members of the School Checking Committee (SCC) 5 working days after the end of first semester and second semester
6	School Form 6 (Public ,Private, SUCs) ** 6.1 Kinder to Grade 10 6.2. SHS	 once twice	 April 10, 2026 Nov.7, 2025 (1st sem); April 10, 2026 (2nd sem)	 1 1	 The back page of SF 6 shall be duly signed by all the members of the School Checking Committee (SCC) 5 working days after the end of first semester and second semester
7	SFCR1 (Public ,Private, SUCs) **	once	April 10, 2026		
8	SFCR2-Consolidated District School Forms Checking Report	once	April 10, 2026		Per DO 11, s. 2018, the District Supervisor shall consolidate all the SFCR 1 of all schools
9	Recomputed Final Grade (RFG) *for those conditionally promoted learners at the EOSY and have taken summer classes	once	June 5, 2026	1	applicable to those who would undergo remedial classes
10	Research Proposals (hard & e-copies in PDF) hard copy and e-copy (MS Word Format)		April 30, 2025	1	Details are found in Division Memorandum No.171, s. 2025 Link for submission of proposals: https://bit.ly/2025_ResearchProposals
11	Innovation Report (completed/ adopted innovation) hard copy and e-copy (MS Word Format)		July 05, 2025	2	Details are found in Division Memorandum No.297, s. 2025 Link for submission of innovation report: https://bit.ly/CompletedInnovationReport
12	Pertinent documents re: ▸ Establishment of Schools (Elem, JHS, Stand-alone SHS, Integrated SHS & JHS) ▸ Conversion of non-IU to IU ▸ Conversion of schools to integrated school		January to April of the current year : ▸ Jan-April 2025 ▸ January-April 2026	 1 1 1	Refer to DepEd Order No. 40, s. 2014

NO.	NAME OF REPORT	FREQUENCY OF SUBMISSION/UPDATING IN THE SYSTEM	DUEDATE OF SUBMISSION	NO. OF COPIES	REMARKS
	▸ Additional grade levels			1	
	▸ Renaming of schools			1	
	▸ Additional SHS offerings			1	
	▸ Special Programs (STE, etc)			1	
	▸ Senior High School for ALS			1	