



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

DepEd, Division of Zamboanga Sibugay			
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Office of the Schools Division
 Superintendent

March 31, 2026

DIVISION MEMORANDUM
 NO. **195**, s. 2026

**OFFICIAL LINKS FOR THE PAPERLESS SUBMISSION OF PUBLIC
 SCHOOLS AND PRIVATE SCHOOLS/SUCs END-OF-SCHOOL-YEAR
 (EOSY) REPORTS AND SCHOOL FORMS FOR SY 2025-2026**

To: Assistant Schools Division Superintendent
 Chiefs of SGOD and CID
 Public and Private School Heads
 All Others Concerned

1. In reference to Division Memorandum No. 134, s. 2026, titled "*Guidelines on the Conduct of End-of-School-Year (EOSY) Rites, Composition of Checking Committees, and the Preparation and Checking of School Forms for SY 2025-2026*," this Office provides the **official links** for the submission of EOSY reports.

2. In compliance with the **Presidential Memorandum Circular No. 114, s. 2026 on the Government Energy Conservation Program (GECP)** and to further limit physical mobility and administrative costs, this Division through SGOD-Planning and Research is shifting to a **strictly paperless submission process**. Consequently, **hard copy documents will no longer be required** for the final submission of school forms.

3. All School Heads shall ensure that the following forms are uploaded to the provided links in both Scanned PDF (bearing all required signatures) and MS Excel formats:

- a. SF4 (Monthly Report on Enrolment and Attendance)
- b. SF5 (Report on Promotion and Level of Proficiency)
- c. SF6 (Summarized Report on Promotion and Level of Proficiency)
- d. SFCR1 (School Forms Checking Reports)
- e. SF 10 of SHS graduates
- f. SFCR2 (District Summary School Forms Checking Reports)



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4. The submission must be completed no later than **April 10, 2026** (5 working days after the EOSY rites). Please use the appropriate link for your school category:
 - a. For Public Schools:
[https://bit.ly/EOSYREPORTS SY2025 2026](https://bit.ly/EOSYREPORTS_SY2025_2026)
 - b. For Private Schools and SUCs:
[https://bit.ly/EOSYREPORTS 2025-2026 PrivateSchools](https://bit.ly/EOSYREPORTS_2025-2026_PrivateSchools)
5. To ensure data accuracy and reliability in the **Learner Information System (LIS)**, all submissions must follow the protocols in DepEd Order No. 11, s. 2018. All teachers must complete these forms before proceeding on their mandatory 30-day vacation period.
6. For technical assistance or inquiries, contact the SGOD-Planning and Research Section at **09608885078**.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.

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

For the Schools Division Superintendent:

ATTY. CHRISTINE JOYCE S. PACO
Attorney III - Legal Officer
In-Charge of Office

References:

MC No. 114, s. 2026
EOS No. 110, s.2026
DM 134, S. 2026

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