



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

DepEd-Benguet Division
 MAR 12 2026
 RELEASED

DIVISION MEMORANDUM

No. 110 s. 2026

SUBMISSION OF THE END-OF-SCHOOL YEAR (EOSY) 2025-2026 REPORTS

TO : Public Schools District Supervisors
 School Heads, All Public and Private Elementary and Secondary Schools
 All Others Concerned

Digitally signed by
 ESTELA P. LEON-
 CARIÑO EDD, CESO III
 Date: 2026.03.12
 13:32:24 +0800

FROM : **ESTELA P. LEON-CARIÑO, EdD, CESO III**
 Director IV / Regional Director and *UTV*
 Concurrent Officer-in-Charge
 Office of the Schools Division Superintendent

DATE: March 12, 2026

- All school heads are required to submit the following End-of-School Year (EOSY) 2025-2026 reports for consolidation, data analysis, reporting of results to the higher offices for decision-making, and for Schools Division Office file:

A. School Form 5 (SF5) and School Form 6 (SF6)

Levels	School Form 5 (SF5)	School Form 6 (SF6)
Kindergarten	SF5K-Report on Promotion & Level of Proficiency for Kinder	
Grades 1-6/ Grades 1-10	School Form 5 (SF 5) Report on Promotion & Level of Proficiency	Summarized Report on Promotion and Level of Proficiency
Senior High School (1 st and 2 nd Semesters)	<ul style="list-style-type: none"> ➤ School Form 5A -End of Semester and School Year Status of Learners for Senior High School (SF5A-SHS) ➤ School Form 5B -List of Learners with Complete SHS Requirements (SF5B-SHS) 	Summarized Report of Learner Status as of End of Semester and School Year for Senior High School (SF6-SHS)



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

- B. School Form 4 (SF4) for the Month of March 2026** - Monthly Learner's Movement and Attendance (separate Elementary, Junior High School, and Senior High School)
- C. School Form 7 (SF7) for the Month of March 2026** - School Personnel Assignment List and Basic Profile (separate Elementary, Junior High School, and Senior High School)
- D. The End of the School Year 2025-2026 Statistical Report** will be collected through a google sheet, and the link will be deployed in April 2026.
- All reports must be clearly and legibly printed and duly signed by all signatories.
 - SF5 and SF6 of public schools shall be compiled by school (*K-G6, G7-G10, and G11-G12*) and by district, with an attached checklist of schools for SY 2025-2026.
 - Hard copies of SF4 and SF7 reports shall be submitted to this Office on or before April 10, 2026 while the School Form 5 and School Form 6 shall be submitted on or before May 20, 2026.
 - Submit only one (1) complete set, printed on **long bond paper** and **not back-to-back**.
 - School heads and other concerned school personnel are likewise required to encode the General Weighted Average, update the EOSY status of their learners, and finalize and submit their school data in the Learner Information System (LIS) within the period of March 16, 2026, to May 31, 2026.
 - Immediate dissemination of and strict compliance with this Memorandum is hereby enjoined.

SGOD-PRS/LBA/jjk



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

SYAHAN
Integrity Beliefs Accomplishment Boldness Advancement Nurture Excellence

