



Republic of the Philippines  
Department of Education  
CARAGA REGION  
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **07-194** s. 2026

To: Assistant Schools Division Superintendent  
Chief Education Supervisor  
Public School District Supervisor  
Private and Public Elementary and Secondary School Heads  
All Other Concerned

SUBMISSION OF ENROLMENT LIST PER SCHOOL SY 2026-2027  
AND LIST OF SCHOOL GRADUATES AND SCHOOL FORM 5

1. In compliance with DepEd Order No. 48 s, 2017, Republic Act No. 9470 (National Archives of the Philippines Act of 2007), and Regional Memorandum No. 0626 s. 2026, all concerned personnel are directed to ensure timely submission, proper safekeeping, and accurate management of official school records and documents. All records must be complete, updated and maintained in accordance with established records management and archival policies.
2. Accordingly, all **private and public schools** shall submit the following documents:
  - a. **Enrolment List per School (SY 2026-2027)** within 60 days after the opening of classes; and
  - b. **List of School Graduates and School Form 5 (SY 2025-2026)** (Report on Promotion and Learning Progress and Achievement), not later than 30 days from the date of graduation; and in the case of graduates from secondary schools, the List of Graduates with **Special Order Number**
3. This issuance aims to ensure strict regional compliance with the legal mandates of DepEd Order No. 48 s. 2017 and Republic Act No. 9470, thereby maintaining systematic, accurate, and secure records management across the region.
4. The deadlines and links for submission for this year are below:

Document/Report	Link	Deadline
Enrolment List per School (SY 2026-2027)	<a href="https://tinyurl.com/SDOSIA-EnrollmentList">https://tinyurl.com/SDOSIA-EnrollmentList</a>	August 7, 2026
List of graduates and SF 5 (SY 2025-2026)	<a href="https://tinyurl.com/SDOSIA-SF5">https://tinyurl.com/SDOSIA-SF5</a>	July 13, 2026






Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**

---

5. Immediate dissemination of this memorandum is directed.

  
**MANUEL O. CABERTE**  
Schools Division Superintendent

Encl/s: As stated  
Reference/s: DepEd Order No. 48 s, 2017, Republic Act No. 9470 (National Archives of the Philippines Act of 2007), Regional Memorandum No. 0626 s. 2026  
To be indicated in Perpetual Index under the following subjects  
**SF5 ENROLMENTLIST**

*OSDS/REAgatep*  
*07/01/2026*