



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OFFICE OF PAMPANGA**

March 5, 2025

DIVISION MEMORANDUM

No. 182, s. 2025

**REITERATION ON THE MONTHLY SUBMISSION  
OF FORM 3 (MONTHLY ATTENDANCE OF LEARNERS)**

To: Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In accordance with the previous orientations and official pronouncements made by this office regarding the mandatory monthly submission of Form 3 (Monthly Attendance of Students), all schools are hereby reminded to strictly comply with this requirement following the prescribed template. This submission is vital in ensuring accurate and updated records of student attendance, which serve as a basis for decision-making in instructional planning, resource allocation, and intervention programs for learners.
2. The Schools Division Office has consistently emphasized the importance of timely and accurate submission of Form 3 during past division-wide orientations, meetings, and official communications. The directive aligns with the department's goal of maintaining an efficient monitoring system to track student attendance trends, ensure compliance with educational policies, and facilitate data-driven interventions. As such, all schools must adhere to the prescribed format to ensure uniformity and accuracy of data, as outlined in **Division Memorandum No. 940, s. 2024**.
3. This memorandum aims to ensure accurate recording and reporting of student attendance, monitor the trends of absenteeism and dropout rates for early intervention, align student attendance records with the division's reporting system, and maintain compliance with existing DepEd and Division policies on attendance monitoring.
4. Submission Guidelines:
  - The **prescribed template** stated in **DM No. 940, s. 2024** must be strictly followed.
  - Schools must upload their accomplished Form 3 through the following link:

<https://tinyurl.com/MonthlySubmissionForm3>



**Address:** High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
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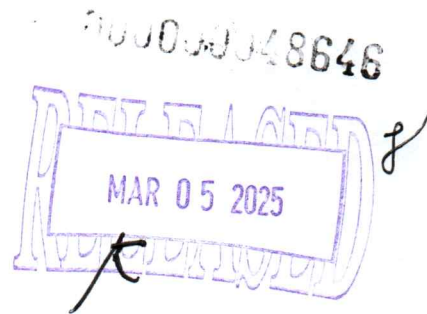
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- The **deadline for submission** shall be every **first Friday of the month**.
- Failure to submit on time may result in administrative action in accordance with DepEd policies.

9. Immediate dissemination of this Memorandum is directed.

  
**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent 4

Encl.: As stated



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