



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

July 1, 2025

DIVISION MEMORANDUM  
NO. 404, s. 2025

**REITERATION ON THE MONTHLY SUBMISSION OF  
FORM 3 (MONTHLY ATTENDANCE OF LEARNERS)  
FOR SCHOOL YEAR 2025-2026**

TO: Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools Division Supervisors  
Public Elementary and Secondary School Heads  
All others concerned

1. As we begin the new school year, all schools are respectfully reminded that the monthly submission of Form 3 (Monthly Attendance of Students) shall continue to be strictly observed. This is in line with previous orientations and official directives from this office. The use of the prescribed template remains mandatory to ensure consistency and accuracy in reporting. The data reflected in Form 3 is essential for maintaining updated records of student attendance, which serve as a basis for instructional planning, resource allocation, and appropriate learner intervention programs. The continued support and cooperation of all school heads and concerned personnel are highly appreciated.
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. 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>






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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.
5. Wide dissemination of this Memorandum is desired.

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