



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
NO. 199 s. 2026

SUBMISSION OF SCHOOL FORMS 5A and 5B

TO : **Asst. Schools Division Superintendent
Chief CID & SGOD
PSDS and School Principals**

This office is informing the abovementioned concerned offices that the records section will start collecting School forms (SF) 5A and 5B. However, due to the limited space for storage and safe keeping of the current office location, this office shall collect electronic copies of SF 5A and 5B to be uploaded in designated google drives.

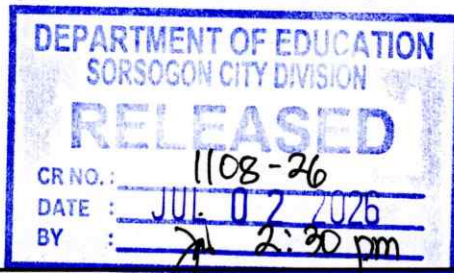
Uploading Instruction:

- To upload SF 5A and 5B click/open the google drive link below and create a folder indicating the name of your school.
 - **Google Drive link for Public School**
https://drive.google.com/drive/folders/1Hiq4fQUne3BerjV1_4797cFsgGbtYP9y?usp=drive_link
 - **Google Drive link for Private Schools**
https://drive.google.com/drive/folders/1CMY2waqgL9EE4tHjRcu_ihAv_svUdb_A?usp=drive_link
- Both forms must bear official inked signatures of signatories before scanning and uploading.
- Deadline of uploading of SF 5A and 5B is on **July 31, 2026**.

Data Privacy Clause

This office prioritizes the protection of submitted records from schools. Hence, viewing or any tampering of other schools' records is strictly prohibited.

For your reference and strict compliance.



WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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