Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF DASMARIÑAS
FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL
BRGY. SAN JOSE, CITY OF DASMARIÑAS, CAVITE

10 Nov 2026

SCHOOL MEMORANDUM
No. **329**, s. 2026

REITERATION OF PROCEDURES IN UPDATING SCHOOL FORM 3 (SF3)

To: Selected Teaching Personnel
Selected Non-teaching Personnel
All Others Concerned

1. In connection with School Memorandum No. 168, s. 2026, on the procedures for updating School Form 3 (SF3), all concerned Class Advisers are once again reminded to follow the guidelines in recording and monitoring the books distributed to learners. Proper accomplishment of this form is important to ensure that all issued and returned books are accounted for.

2. To ensure consistency and prevent discrepancies in the recording and updating of SF3, the following guidelines are reiterated:
   a) All Class Advisers assigned to distribute books and other learning materials must accomplish School Form 3 (SF3). This form will serve as the official record of the books received and issued to learners.

   b) Make sure that the names of all learners are entered correctly, including both male and female students. The corresponding number of male and female learners must also be reflected in the form.

   c) Record the date when the books were issued for each subject or book title. The Class Adviser's name and the date of the initial distribution must also be written in the designated portion at the bottom of the form.

   d) Before completing the form, carefully review all the information provided. Check that the learners' names, number of books, and dates of issuance are correct and match the actual distribution records.

   e) Once all required information has been accurately entered and verified, the Property Custodian shall print the completed SF3 and prepare it for the adviser's signature. The duly signed printed copy shall serve as the

official document for recordkeeping, reference, and monitoring purposes.

3. For the upcoming distribution of books to students, all class advisers are required to discuss the following:

    a. Discuss the information indicated in the Book Record section located at the back of the cover page. Explain the importance of properly accomplishing the required details.

    b. Discuss the "Take Care of Your Books" guidelines to remind students of their responsibility to handle and maintain the books properly.

    c. After the discussion, instruct students to provide the necessary information in the designated tables provided in the book. This will serve as a record of the book's condition upon receipt and help monitor its condition throughout its use.

4. The SF3 link remains accessible for periodic updates, including the addition or removal of students and changes in book status. Unreturned or lost books must be properly indicated in the SF3 remarks section using the appropriate codes.

5. Class Advisers must immediately coordinate with the Property Custodian regarding lost or damaged books to facilitate the preparation and submission of a formal letter noted by the School Head and Annex A.9 – Report of Lost, Stolen, Damaged, or Destroyed Semi-Expendable Property, as applicable. For books lost due to negligence, the Property Custodian shall coordinate with the Accounting Unit to determine their current value.

6. Learners must be given at least two (2) weeks to return all books issued to them. Class Advisers are expected to monitor the return of these materials and update the SF3 accordingly.

7. Learners with unreturned books must be reported to Ms. Pamela Santiago (Registrar) and Ms. Kimberly Joie (Property Custodian) to ensure the retrieval of books before the release of their school records. Any changes in the status of the books must also be reflected in the printed copy of SF3.

8. Attached herewith is the link to the School Form 3 (SF3) for Grade 7 – Grade 12, which needs to be accomplished by the class advisers. Also includes is Annex A.9 – Report of Lost, Stolen, Damaged, or Destroyed Semi-Expendable Property

    - Grade 7 - Grade 7 School Form 3 (SF3) Books Issued and Returned 26-27.xlsx
    - Grade 8 - Grade 8 School Form 3 (SF3) Books Issued and Returned 26-27 - Copy.xlsx
    - Grade 9 - Grade 9 School Form 3 (SF3) Books Issued and Returned 26-27.xlsx

- Grade 10 - Grade 10 School Form 3 (SF3) Books Issued and Returned 26-27.xlsx
- Grade 11 - Grade 11 School Form 3 (SF3) Books Issued and Returned 26-27.xlsx
- Grade 12 - Grade 12 School Form 3 (SF3) Books Issued and Returned 26-27.xlsx

9. All concerned personnel are expected to give proper attention to these reminders and carry out their assigned responsibilities accordingly.

10. For your information, guidance, and compliance.

JEFFREY D. PENALES
School Principal I