



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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DepED
DEPARTMENT OF EDUCATION

RELEASED

MAR 11 2016

By [Signature]
DepED Angeles City
Division of City Schools

March 11, 2016

DIVISION MEMORANDUM
No. 124 S. 2016

GUIDELINES ON THE CHECKING OF SCHOOL FORMS

TO: Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary
School Heads
District Committee on Checking of Forms
Grade 6 Level Chairman

1. This is to inform the field that guidelines on the checking of forms is formulated to make the task easier and simpler, which is hereto attached.
2. The objective of these guidelines is to assist the school heads and those in charge of checking said forms in preparing the different school forms needed; namely:
 - a. School Form 1 (SF1) – School Register
 - b. School Form 2 (SF2) – Daily Attendance Report of Learners
 - c. School Form 5 (SF5) – Report on Promotion & Level of Progress & Achievement
 - d. Form 138 - School Report Card and
 - e. Form 137 - Permanent Records
3. Immediate dissemination of and strict compliance with this Memorandum is desired.

[Signature]
LEILANI S. CUNANAN, CESO VI
OIC-Schools Division Superintendent

Enclosures
As stated.



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GUIDELINES ON THE CHECKING OF FORMS

SCHOOL FORM 1 (SF1) – School Register

- Paper Size - A4 (210mm X 297mm). May use other sizes such as legal or long.
- This form is system generated and to be downloaded from the LIS. *(It is expected that housekeeping was done by the teacher/adviser to maintain accuracy/updated data. Teachers are accountable on the data entered in this form).*
- Middle Name must be written in full, NOT INITIAL. If the child has no middle name let it be. Don't force the mother to provide a middle name for her child.
- AGE- as of June 5, 2015- must be whole number ex. 11
- Name of Father & Mother – as reflected in the birth certificate or equivalent document
- Fill up the Guardian- if someone oversees the welfare of the learner in behalf of the parent
- Contact Number of Parent- if there was data provided to the teacher this must be encoded if none allow it to be blank.
- Remarks
 - ✚ Write T/O for Transferred Out, date when the child transferred and the school where the child transferred.
 - ✚ Write T/I for Transferred in, date when the child transferred in and the school where he/she came from.
 - ✚ Write LE- for Late Enrolment. This is applied to those who enrolled after the cut-off date. For this School Year after June 5, 2015.
 - ✚ Write DRP for Dropped, reason and effectivity date
 - ✚ Write B/A for balik-aral and the name of school last attended & year
 - ✚ Write LWD for Learner With Disability and specify
 - ✚ Write ACL for Accelerated, specify level & date of effectivity
 - ✚ BOSY- Beginning of School Year- enrolment as of June 5, 2015
 - ✚ EOSY- End of School Year- enrolment as of April 1, 2016

SCHOOL FORM 2 (SF2) – Daily Attendance Report of Learners

- This form is system generated and to be downloaded from the LIS
- Only actual number of days in a month should be encoded.
- Number of days may differ from one school to another due to some local celebrations/holidays like fiesta or due to the effect of natural calamity in a certain barangay where the school is located. BUT uniformity of the number of days in one school must be observed.
- Actual School Days in a year should not be lower than 180 days.
- In case of the conduct of make-up classes in lieu of the days where classes were not held due to holidays or typhoons the days for the make- up classes must be counted on the month when classes were held indicating the date and the month in which the days are intended for.

- In case a child dropped or transferred out at the middle of the month he will not be included in your SF2 for the following month
- Attendance performance of learner is expected to be reflected in Form 137 and Form 138 every grading period

SCHOOL FORM 5 (SF5) – Report on Promotion & Level of Progress & Achievement

- This form is system generated and to be downloaded from the LIS
- Gen. Ave
 - ✚ whole number for non- honors as per DepEd Order No.8 s. 2015
 - ✚ with 3 decimal places for honor pupils
 - ✚ leave it blank if the action taken is conditional
- Action Taken:
 - ✚ Promoted - Final Grade of at least 75 in ALL learning areas
 - ✚ Conditional - Did Not Meet Expectations in not more than two (2) learning areas
 - ✚ Retained - Did Not Meet Expectations in three (3) or more learning areas

Did Not Meet Expectations of the Learning Areas. This refers to learning area/s that the learner had failed as of end of current SY. The learner may be for remediation or retention.

Form 138 – School Report Card

- Final Rating- Whole Number
- General Average- Whole Number for the Non- honors and with 3 decimal places for the with honor pupils.
- Remarks-
 - ✚ Promoted to Grade Seven (Spell out)
 - ✚ Retained in Grade 6
- For the attendance of Pupils- refer to SF2.

| | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | Total |
|---------------------|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-------|
| No of school days | 21 | 21 | 22 | 21 | 21 | 20 | 14 | 21 | 21 | 18 | 1 | 201 |
| No. of days present | 21 | 21 | 22 | 21 | 21 | 20 | 11 | 21 | 21 | 18 | 1 | 198 |
| No. of Days Absent | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 3 |

➤ Based on the school calendar for a given school year

➤ Number of days that each learner is present and absent is indicated

Form 137 – Permanent Records

- Names, Date of Birth entered in this form should be consistent with the other forms (SF1 & Form 138)
- No changes shall be made with the name and date of birth of the child without a valid document as your basis. In short only upon presentation of the original Birth Certificate (NSO) and provision of a copy of the BC by the parent or guardian of the child those changes can be done on the data.

- The personal information of the learners reflected in the Form 137 when he/she first entered the school are PERMANENT. The date of entrance is the date when he/she entered in **Kinder/Grade I.**

(The date of entrance will determine the number of years the child has stayed in school)