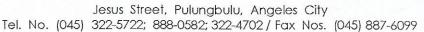


Department of Education Region III DIVISION OF CITY SCHOOLS

Angeles City



March 11, 2016

MEMORANDUM DIVISION No. (M 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

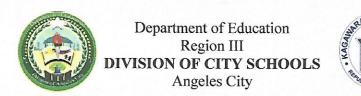
- This is to inform the field that guidelines on the checking of forms is formulated to make the task easier and simpler, which is hereto attached.
- 2. The objective of these guidelines is to assist the school heads and those in charge of checking said forms in preparing the different school forms needed; 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
- Immediate dissemination of and strict compliance with this Memorandum is desired.

CUNANAN, CESO VI OIC-Schools Division Superintendent

Enclosures

As stated.

PO3/dtd



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

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

 - 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
7	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

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)