



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JUL 23 2021

DIVISION MEMORANDUM
No. 309, s. 2021

SUBMISSION OF SCHOOL FORMS FOR SY 2020-2021

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
All Public and Private School Heads
All Others Concerned

1. Pursuant to DM-PHROD-2021-0476 entitled, "Specific Instructions on the Recent Policy Issuance for School Year 2020-2021", this Office instructs all public and private school to submit one (1) hard copy of the following school forms on or before **July 30, 2021** at SDO-Bataan:
 - a. SF4 for the month of June 2021
 - b. SF5 Report on Promotion
 - c. SF6 Summary Report on Promotion
 - d. SFCR 1
2. Please be guided of the following signatories for SF6:
 - **RAMON C. PEREZ**
Division Representative
 - **ROLAND M. FRONDA, EdD, CESO VI**
Officer-in-Charge
Office of the Schools Division Superintendent
3. Attached is the copy of DM-PHROD-2021-0476 for reference and guidance.
4. Wide dissemination of and compliance with this Memorandum are enjoined.

for
ROLAND M. FRONDA, EdD, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

WILLIAM RODERICK R. FALLORIN
Officer-in-Charge
Office of the Assistant Schools Division Superintendent

SO16/PART
June 12, 2021

Enclosed: as stated

To be included in the Perpetual Index
Under the following subjects:
BASIC EDUCATION LEARNERS
DATA POLICY
FORMS SCHOOLS

“WE MOULD HEROES”

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Republika ng Pilipinas

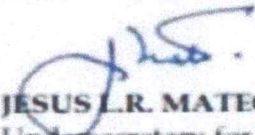
Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-PHROD-2021-0476

FOR : Minister, Basic, Higher and Technical Education, BARMM
All Regional Directors
All Schools Division Superintendents
Regional Planning Officers
Division Planning Officers
All Others Concerned

FROM : 
JESUS L.R. MATEO
Undersecretary for Planning and Human Resource and
Organizational Development

SUBJECT : SPECIFIC INSTRUCTIONS ON THE RECENT POLICY
ISSUANCES FOR SCHOOL YEAR 2020-2021

DATE : 09 June 2021

In support of the full implementation of the Basic Education-Learning Continuity Plan (BE-LCP), all concerned personnel shall be guided accordingly and observe the following adjustments due to recent policy issuances of the Department:

1. DepEd Order No. 18, s. 2021 (Interim Guidelines on Giving of Awards and Recognition in light of the Basic Education Learning Continuity Plan for School Year 2020-2021)
 - a. The tagging of honors during the updating of End of School Year (EOSY) status of the learner in the Learner Information System (LIS) shall be limited only to Grades 6 & 10 since the facility for Senior High School (Grade 12) is not yet available in the system. While for other grade levels, schools shall only be allowed to encode the general average of the learner.
 - b. Tagging of honors is optional for Private Schools.
 - c. The system-generated SF5 or Report on Promotion shall only reflect the honors given for Grades 6, 10, & 12.

2. DepEd Memorandum No. 14, s. 2021 (Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the SY 2020-2021)

For the Division Checking Committee (DCC):

- a. The **conduct of the review and checking of school forms by the DCC is temporarily suspended for SY 2020-2021**. However, the DCC shall continuously provide technical assistance to schools through information dissemination-related activities, reiterate instructions regarding the interim guidelines set in DM 14, s. 2021, and emphasize the roles and functions of the School Checking Committee (SCC) as stipulated in DepEd Order No. 11, s. 2018.
- b. The DCC shall consolidate the SFCR1 submitted by the schools and prepare the District/Cluster Summary and Division Summary using the SFCR 2 & 3, respectively. Please refer to Section V Paragraph C.2 of DepEd Order 11, s. 2018 for further instruction.

For the School Checking Committee (SCC):

- a. The School Head as the Chair of the SCC has the discretion to reconstitute the members of the committee, except for the LIS Coordinator as one of the two co-chairs.
- b. Prior to the actual checking of school forms, the SCC shall conduct a review or a reorientation on the guidelines stipulated in DepEd Order No. 11, s. 2018.
- c. The SCC shall be responsible for checking the school records, make necessary adjustments, and affix their signatures in the School Form 5 (Report on Promotion).
- d. After checking the school forms, the SCC shall submit to the DCC Chair copies of the following school forms **on or before July 30, 2021**:
 1. SF 4 for the month of June 2021
 2. SF 5 Report on Promotion
 3. SF 6 Summary Report on Promotion
 4. SFCR 1

3. Reiteration of DepEd Order No. 54, s. 2016 (Guidelines on the Request and Transfer of Learner's School Records)

- a. The LIS transfer notification shall serve as the notice of request for the transfer of document/s from the originating school to the receiving school. It replaces the traditional practice of printing the request form.
- b. After thirty (30) days, despite persistent follow-ups made to the originating school, all pending requests for action on the transfer of documents shall be consolidated and submitted to the School Governance and Operations Division (SGOD) for technical assistance.

4. **DepEd Order No. 14, s. 2016: Reiteration of the System Instruction in Updating the EOSY Status of Learner Profiles in the LIS**

- a. The class adviser shall update the status of the transfer of learner from one school to another. This instruction applies to both public and private schools.
- b. The Division Planning Officer as the Division System Administrator shall prepare the consolidated list of schools that continuously ignore the transfer request in the LIS, which shall be submitted to the office of the School Division Superintendent (SDS) thru the SGOD Chief for appropriate action.

5. Tagging of **Learner with Disabilities (LWDs)** and recipients of **School-Based Feeding Program (SBFP)** shall also be available in the LIS for End Of School Year 2020-2021.

6. The LIS EoSY Updating facility will be available on the following schedules:

	Timeline
a. Public Schools	July 05, 2021
b. Private Schools & SUC/LUC	

For further clarification or feedback, please contact the **Planning Service** through email at ps.od@deped.gov.ph or ps.emisd@deped.gov.ph.