

### Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JUN 1 4 2023

DIVISION MEMORANDUM No. 182, s. 2023

### **DIVISION CHECKING OF SCHOOL FORMS**

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

- 1. Pursuant to DepEd Memorandum No. 037, s. 2022 entitled "Resumption of Implementation of the Policy on Checking of School Forms as Prescribed in DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms)", this Office announces the conduct of the Division Checking of School Forms for Public Schools on June 27 to July 7, 2023. On the other hand, the schedule of checking of School Forms for private schools shall be coordinated by the EPS in-charge of Private Schools.
- 2. Schools must be guided by Paragraph 2 of the aforementioned Memorandum which states:

"As the COVID-19 situation in the country continues to get better resulting to gradual easing of restrictions, the Department is resuming the onsite conduct of the annual checking of school forms for SY 2022-2023 with the participation of the Division Checking Committee (DCC). This is in pursuance to DepEd Order (DO) No. 11, s. 2018 titled Guidelines on the Preparation and Checking of School Forms particularly, Section V., Paragraph A1, B2, and C2.

This activity will be headed by the Division Checking Committee which consist of:

Chair:

Milagros M. Peñaflor, PhD, CID Chief

Vice-Chair:

Ramon C. Perez, SGOD Chief

Public Schools District Supervisors (for their respective SDO-Annex)

Members:

**Education Program Supervisors** 

SGOD Personnel







### Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

- 4. Further, the School Checking Committee shall conduct a school-wide checking of forms for Kinder, Grade 6, 10, and 12 prior to the school's schedule for moving up ceremony and commencement exercises. On the other hand, checking of forms for the remaining grade levels shall start after the checking of the aforementioned levels have been completed, but should not be later than July 10, 2023.
- The Public Schools District Supervisors are in-charge of coordinating the schedule of all schools within their district. Likewise, checking of forms of both elementary and secondary schools will be held in their respective SDO Annexes.
- The School Checking Committee (SCC) should be present during the checking of school forms because the DCC shall discuss the findings with the SCC after checking.
- 7. The DCC is also instructed to include the observance of the implementation of the following recently issued policies related to school report preparations, and LIS updating in their activity report:

| Focus of Validation  | Policy Reference  |
|--|---|
| i. Kinder Age Cut-off (Public and Private Schools) All learners must be encoded in LIS especially Kindergarten (validate report that some schools are accepting under aged learner for kinder and deliberately hide in the system to avoid being detected)         | <ul> <li>DO 20, s. 2018-Amendment to DepEd Order No. 47, s. 2016</li> <li>DO 47, s. 2016-Omnibus Policy on Kindergarten Education</li> <li>DO 035, s. 2022-Guidelines on Enrollment for School Year 2021-2022 in the Context of Re-Introduction of the In-Person Classes</li> </ul> |
| ii. Proper Preparation of SF10 such as but not limited to: No insertion of school logo (public school) In case of Transferred Out, transmission of original copy of SF10 with available grading boxes for continuous updating (except Grades 6 and 10. completers) | <ul> <li>DO 58, s. 2017 - Adoption of<br/>New School Forms for<br/>Kindergarten, Senior High<br/>School, Alternative Learning<br/>System, Health and Nutrition<br/>and Standardization of<br/>Permanent Records</li> <li>DO 4, s. 2014- Adoption of the</li> </ul>                  |





### Department of Education

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| iii. Transfer of Document within 30 days upon receipt of system notification of transfer through LIS Tracking System (remind school heads that the written request of transfer is no longer needed or required if LIS notification is available) | Modified School Forms (SFS) for Public Elementary and Secondary Schools i Effective End of School Year 2012-2014  DO 54, s. 2016- Guidelines on the Transfer of Learners School Records  DO 58, s. 2017- Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records |
|--|--|
| iv. Update Learner's Status in LIS Tracking System through confirmation of request for transfer including learners with unsettled account from private school.   | <ul> <li>DO 035, s. 2022-Guidelines on<br/>Enrollment for School Year<br/>2021-2022 in the Context of<br/>Re-Introduction of the In-<br/>Person Classes</li> </ul>   |

Compliance Monitoring Report shall indicate the following information using the suggested format below:

| Area of Validation | Observed Implementation           | Recommendation/                                |
|--------------------|-----------------------------------|--|
| (Sample data)      | (Sample data)                     | Remark<br>(Sample data)                        |
| Kinder Age Cut-off | Strictly observed in most schools | Need to extend continuous technical assistance |

- Also, school diploma shall be checked during the checking of forms to ensure correctness and accuracy before issuance.
- All applicable provisions on DM 14, s. 2021 titled "Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the School Year 2020-2021" except for Paragraph 2.b., are still in effect and will be extended for SY 2022-2023.







### Devartment of Education

REGION III SCHOOLS DIVISION OFFICE OF BATAAN

- 10. In relation to this, a Division Virtual Orientation on Checking of School Forms is Scheduled on June 19, 2023 (Friday) at 1:30 PM. The meeting ID and password will be sent through the Public Schools District Supervisors. For private schools, the link will be sent through the official private messenger.
- 11. Enclosed is the List of SDO Annexes with the assigned Vice-Chair and DCC Members.
- 12. Wide dissemination of and compliance with this Memorandum are enjoined.

CAROLINA S. VIOLETA, EdD, CESO VI Schools Division Superintendent

SO7/PRR June 07, 2023

Enclosed: as stated

Reference: DepEd Memorandum Nos (11, s. 2018; 14, s. 2021; and 037, s, 2022)

To be included in the Perpetual Index

Under the following subjects:

**BASIC EDUCATION LEARNERS** 

DATA **FORMS**  **POLICY** 

**SCHOOLS** 







### Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Enclosure to Division Memorandum No.\_\_\_\_\_, s. 2023

### List of SDO-Annexes with Vice-Chair and DCC Members

| DISTRICT            | PSDS<br>(VICE-CHAIR)     | CID                          | SGOD                          |
|---------------------|--------------------------|------------------------------|-------------------------------|
| Dinalupihan<br>East | Elvira R. Mina           |                              |                               |
| Dinalupihan<br>West | Rodger R. De Padua       | Danilo C. Caysido            | Mayer D. Nogot                |
| Hermosa             | Ronie S. Mendoza         | Maria Teresa C. Perez        | Jethro M. Nocom               |
| Orani               | Arlene S. Carlos         | Jean A. Lintag               | Jessalyn Anne M.<br>Linsangan |
| Samal               | Jeolfa G. Reyes          | Evelyn V. Mendoza            | Mary Ann C. Roxas             |
| Abucay              | Ruel D. Lingad           | Mila D. Calma                | Ray Q. Cruz                   |
| Morong              | Jonathan G. De<br>Guzman | Mar-Elen Fe G.<br>Reñosa     | Raymond Joseph V.<br>Mendoza  |
| Bagac               | Mariel B. Labandillo     | Romeo M. Layug               | Roberto R. Pantig             |
| Pilar               | Teresita D. Ordiales     |                              | Alma R. Garcia                |
| Orion               | Minerva P. Rillo         | Jacqueline C. Tuazon         | Hermie G. Duran               |
| Limay               | Elma P. Dizon            | Edgar E. Garcia              | Francez Paulene C. Tabije     |
| Mariveles           | Francisco B. Bautista    | Ana Liza V.<br>Dominguez-OIC | Ricardo Vidal Jr.             |



"We Mould Heroes"





### Republic of the Philippines Department of Education

22 APR 2022

DepEd MEMORANDUM 037 , s. 2022

### RESUMPTION OF IMPLEMENTATION OF THE POLICY ON CHECKING OF SCHOOL FORMS AS PRESCRIBED IN DEPED ORDER NO. 11, S. 2018 (GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS)

To: Undersecretaries

Assistant Secretaries

Bureau and Service Directors

Minister, Basic, Higher and Technical Education, BARMM

Regional Directors

Schools Division Superintendents

Public and Private Elementary and Secondary School Heads

All Others Concerned

- In support to the implementation of Basic Education-Learning Continuity Plan (BE-LCP), the Department of Education (DepEd) issued the Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the School Year (SY) 2020-2021 through DepEd Memorandum (DM) No. 014, s. 2021. The interim guidelines introduced the customized set of school forms that gather information relevant to the delivery of distance learning through various modalities at the school level. These interim guidelines suspended the conduct of physical checking of school forms and only allowed the virtual/online checking instead at the school level by the School Checking Committee (SCC) as a measure to protect the health and wellness of school personnel against COVID-19.
- As the COVID-19 situation in the country continues to get better resulting to gradual easing of restrictions, the Department is resuming the onsite conduct of the annual checking of school forms for SY 2021-2022 with the participation of the Division Checking Committee (DCC). This is in pursuance to DepEd Order (DO) No. 11, s. 2018 titled Guidelines on the Preparation and Checking of School Forms particularly, Section V., Paragraph A1, B2, and C2.
- Without prejudice to the national and local government-imposed protocols and restrictions pertaining to physical reporting to schools and offices, the checking committees shall perform the physical checking of school forms with the presence of the class adviser and examine the document vis-à-vis the Learner Information System (LIS) data as appropriate. Below are the allowed activities during checking depending on IATF assessment of alert levels.

| Alert Level 1   | Alert Level 2  | Alert Level 3 and above  |
|---|--|--|
| Onsite physical<br>checking of school<br>forms of SCC and DCC<br>as prescribed in DO<br>11, s. 2018 | Combination of onsite and online checking of school forms depending on the gravity of COVID-19 situation in the locality. DCC is required to | Online checking of<br>school forms of SCC.<br>DCC is not required to<br>participate as<br>stipulated in DM 014,<br>s. 2021 |





| participate as prescribed | in |
|---------------------------|----|
| DO 11, s. 2018            |    |

- 4. At the end of the checking activity, the DCC shall ensure that the School Forms Checking Reports (SFCR1 and SFCR 2) are properly prepared and submitted to the Office of the Schools Division Superintendent as per DO 11, s. 2018, Section V., Paragraph C.2.
  - a. The DCC is also instructed to include in their activity report the observed implementation of the following recently issued policies related to school report preparations and LIS updating:

| Focus of Validation   | Policy References  |
|---|--|
| i. Kinder Age Cut-off (Public and Private Schools) All learners must be encoded in LIS especially Kindergarten (validate report that some schools are accepting under aged learner for kinder and deliberately hide in the system to avoid being detected)        | <ul> <li>DO 020, s. 2018 - Amendment to DepEd Order No. 47, s. 2016</li> <li>DO 47, s. 2016 - Omnibus Policy on Kindergarten Education</li> <li>DO 032, s. 2021 - Guidelines on Enrollment for School Year 2021-2022 in the Context of Continuing National Public Health Emergency due to COVID-19</li> </ul>  |
| ii. Proper Preparation of SF10 such as but not limited to: No insertion of school logo (public school) In case of Transferred Out, transmission of original copy of SF10 with available grading boxes for continuous updating (except Grades 6 and 10 completers) | <ul> <li>DO 58, s. 2017 - Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records</li> <li>DO 4, s. 2014 - Adoption of the Modified School Forms (SFS) for Public Elementary and Secondary Schools Effective End of School Year 2012-2014</li> </ul> |
| iii. Transfer of Document within 30 days upon receipt of system notification of transfer through LIS Tracking System (remind school heads that the written request of transfer is no longer needed or required if LIS notification is available)                  | <ul> <li>DO 54, s. 2016 - Guidelines on the Transfer of Learners' School Records</li> <li>DO 58, s. 2017 - Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records</li> </ul>  |
| Update Learner's Status in LIS Tracking System through confirmation of request for transfer including learners with unsettled account from private school.  | DO 032, s. 2021 - Guidelines on Enrollment for School Year 2021-2022 in the Context of Continuing National Public Health Emergency Due to COVID-19   |

b. Compliance Monitoring Report shall indicate the following information using the suggested format below.

| Area of                             | Observed  | Recommendation/  |
|-------------------------------------|---|--|
| Validation                          | Implementation  | Remark   |
| (Sample data)<br>Kinder Age Cut-off | (Sample data)<br>Strictly observed in<br>most schools | (Sample data) Need to extend continuous Technical Assistance |

- 5. All applicable provisions on DM 014, s. 2021 titled **Interim Guidelines on the Preparation**, **Submission**, **and Checking of School Forms for the School Year 2020-2021** are extended for SY 2022-2023 with consideration to Paragraph 2.b. Checking of School Forms as elaborated in Paragraph 3 of this policy.
- 6. For any clarifications or inquiries, please contact the **Planning Service**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at ps.od@deped.gov.ph or at telephone number (02) 8687-2744.
- 7. Immediate dissemination of this Memorandum is desired.



LEONOR MAGTOLIS BRIONES

Secretary

References:

DepEd Order: (Nos. 032, s. 2021; 020 and 11, s. 2018; 58, s. 2017;

54 and 47, s. 2016 and 4, s. 2014)

DepEd Memorandum (No. 014, s. 2021)

To be indicated in the Perpetual Index

under the following subjects:

BASIC EDUCATION

DATA

**FORMS** 

LEARNERS

REPORTS

SCHOOLS



### Department of Education

26 MAR 2021

DepEd MEMORANDUM No. 014 s. 2021

### INTERIM GUIDELINES ON THE PREPARATION, SUBMISSION, AND CHECKING OF SCHOOL FORMS FOR THE SCHOOL YEAR 2020-2021

To:

Undersecretaries

Assistant Secretaries

Bureau and Service Directors

Regional Directors

Schools Division Superintendents

Public and Private Elementary and Secondary School Heads

All Others Concerned

- Consistent with the Basic Education-Learning Continuity Plan (BE-LCP) as stipulated in DepEd Order (DO) No. 012, s. 2020, the Department of Education (DepEd) issues the Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the School Year 2020-2021. This issuance amends certain provisions of DO Nos. 04, s. 2014 and 58, s. 2017 to reflect the requirements of distance learning modalities in school forms, as well as to ensure the collection of necessary data for evidence-based decision-making for School Year (SY) 2020-2021.
- In this regard, the following amendments are adopted in the submission and 2. checking of school forms (see Annex 1 for the complete forms):

### a) Preparation and Submission of School Forms

i) School Form 1 (SF1) School Registry

Additional data elements for Learning Modality shall be added in the existing SF1. The learning modality shall be updated whenever the learner shifts from one learning modality to another. At the end of each quarter, the updated modality shall be generated through the Learner Information System (LIS) as official quarterly enrollment count per modality. The age to be recorded in the form is the learner's age by October 31, 2020.

ii) School Form 2 (SF2) Daily Attendance

Given the temporary suspension of face-to-face learning and with the implementation of different learning modalities, teachers/advisers may choose an applicable Learner Attendance Conversion Tool (LACT) (attached herewith as Annex 2) that can be considered in checking the learner's attendance. The chosen norm of attendance checking should be explained to parents/learners for awareness and transparency.

The SF2 that are already prepared by teachers for the first two quarters should be adopted without any further modification. Hence, the adoption of the LACT is only applicable and should only be used for the third and fourth quarters of SY 2020-2021.

Similarly, in the adoption of any LACT for the third and fourth quarters of SY 2020-2021, teachers are highly encouraged to exercise due consideration and to reach out to learners. A learner can only be considered a drop-out or no longer participating in learning activities



(NLPA) if he/she and his/her parent voluntarily withdraw from schooling or if he/she incurs absences of more than 20% of the prescribed number of class or laboratory periods during the school year or semester as per DO No. 8, s. 2015. This is equivalent to seven weeks of non-attendance in his/her online classes and/or non-submission of modules/activity sheets without any communication/contact efforts being made by the learner or parent/guardian with the teacher.

Note that contact/communication efforts may vary depending on the distance learning modality and may include but are not limited to electronic/digital communication, using of designated drop/pick up kiosk /middleman for printed modules, phone calls, text messaging, handheld radio. CB letter correspondence attending classes/meetings. and/or physical interactions between parent/guardian and adviser within the parameters of the existing local/national health safety protocols of IATF for COVID-19.

Reporting cut-off date for enrollment count is as of October 9, 2020.

### iii) School Form 3 (SF3) Books Issued and Returned

If the school is releasing books and other learning materials to learners, SF3 may be used. This form can also be utilized to record the distribution and retrieval of Learning Modules. In using SF3 for the recording and monitoring of modules, the title of the book shall be replaced with an appropriate reference code or with the title of the module being issued or distributed.

### iv) School Form 4 (SF4) Monthly Report of Learner Movement and Attendance

This form is the consolidated report of School Form 2. The adjustments are as follows:

- (a) Instead of a monthly submission to the District/Division Office, School Form 4 shall only be submitted quarterly.
- (b) Replace the Column for Dropout with No Longer Participating in Learning Activities (NLPA). NLPA is a status of learners whose parent/guardian or even the learner has failed to communicate or has not made any efforts to contact the class adviser for at least seven consecutive weeks. This status is also appropriate for learners who have expressed desire to stop participation in any learning activity. If the learner is expressing desire to continue participating in learning activities after seven consecutive weeks of non-participation, the school head may assess the situation and decide for the best interest of the learner.
- (c) Additional data fields for Mortality/Death

### v) School Form 8 (SF8) Basic Health and Nutrition Profile

Parents or guardians may administer the actual measuring of weight and height (Body Mass Index) and submit a reading result to the class adviser. For parents or guardians who have limited resources or ability to make the actual measurement, they may seek the assistance of a barangay health worker and/or other health professionals. The reading result may be reported to the class adviser for encoding in LIS.

Updating of SF8 through the LIS facility is highly encouraged for elementary grade levels but not mandatory except for the learner-recipient of any program promoting health and nutrition. JHS and SHS are not required to accomplish SF8 and update BMI in LIS.

### vi) School Form 9 (SF9) Progress Report

Instruction and guidelines related to assessment and computation of grades are available in DO No. 31, s. 2020. The following may also be considered in the preparation of SF9:

- (a) Indicate at the bottom part of each column the learning modality being adopted in each quarter. Please refer to the sample illustration in Annex 1.
- (b) The character traits and core values portions of SF9 are not required to be accomplished.

### vii) School Form 10 (SF10) Permanent Record

SF10 shall be prepared at the end of the school year. The Department shall also issue further instructions in accomplishing the said form. Nevertheless, for Grades 5 and 6 who are still using Form 137, instructions for SF9 character traits and core values shall be applied.

### b) Checking of School Forms

To minimize physical contact between individuals and thereby to reduce the possibility of COVID-19 transmission, the process of checking of forms shall be simplified.

The division level checking of school forms, which is being conducted by the Division Checking Committee (DCC) as stipulated in Section V Paragraphs A1, B2, and C2 of DepEd Order 11 s. 2018, is hereby suspended.

The annual checking of school forms shall only be done at the school level by the School Checking Committee. The school level checking may be conducted through online and/or on-site, provided that health and safety protocols are being observed. The result of the checking of forms initiated by the School Checking Committee is deemed final and can be used by the school to complete its submission in LIS.

- 3. The Department shall issue further instructions in accomplishing School Form 5 (SF5) Report on Promotion and Level of Proficiency, and School Form 6 (SF6) Summarized Report on Promotion and Level of Proficiency at the end of the school year.
- 4. The adjustments made, which will be posted in and can be accessed through the Learner Information System (LIS), shall be incorporated in the school forms for SY 2020-2021 in all public and private schools as well as state and local colleges and universities offering basic education. The regional/schools division offices and even schools are highly discouraged to introduce localized forms that only duplicate data in these nationally issued forms.
- 5. This Memorandum shall only be applicable for SY 2020-2021, unless otherwise extended.
- 6. For more information, please contact the **Planning Service-Office of the Director**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email: ps.od@deped.gov.ph or at telephone number (02) 8687-2744.
- 7. Immediate dissemination of and strict compliance with this Memorandum is directed.

LEONOR MAGTOLIS BRIONES
Secretary





Encls.:

As stated

References:

DepEd Order (Nos. 4, s. 2014 and 58, s. 2017)

To be indicated in the <u>Perpetual Index</u> under the following subjects:

AMENDMENT
ATTENDANCE
BASIC EDUCATION
DATA
FORMS
LEARNERS
POLICY
REPORTS
SCHOOLS
SENIOR HIGH SCHOOL
TEACHERS

JDMC/SMMA/APA/MPC, DO Amendment to DO Nos. 004, s. 2014 and 58, s. 2017 for SY 2020–2021 0065 – March 2, 2021

# (Enclosure to DepEd Memorandum No. 014, s. 2021) School Form 1 (SF 1) School Register

(This replaces form t. Mader List & STS Form 2-Family Background and Profile)

| Oropped                              | Translaved in   | Translaved Out                                      | Indicator                                    |  |                   |                 |  |            | E MA   |                             |                           |               |        |        |          |             |            |                  |              |  |  |                   |  |  |  |  |  |              |              |  |  |
|--------------------------------------|---|---|--|--|-------------------|-----------------|--|------------|--|-----------------------------|---------------------------|---------------|--------|--------|----------|-------------|------------|------------------|--------------|--|--|-------------------|--|--|--|--|--|--------------|--------------|--|--|
| DRP Research and Effectivity Date    | Code Required information TO Reme of Public (P) Private (PR) School & Enectivity Date 14 Name of Public (P) Private (PR) School & Enectivity Date |   | List ark                                     | K COMBINED                                       | CERE TOTAL FEMALE | CHEK TOTAL MALE | NAME (Lett hame first hame, shocks hame) |            |  | School Name                 | School ID                 |               |        |        |          |             |            |                  |              |  |  |                   |  |  |  |  |  |              |              |  |  |
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| Deady by Accessorated                |   | CCT Receipters                                      | Mor  | nder REM   |                   |                 |  |            | at Oct.  | <u> </u>                    | Trbagan Elementary School |               |        |        |          |             |            |                  |              |  |  |                   |  |  |  |  |  |              |              |  |  |
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|                                      |   | vity Data   |  |  |                   |                 |  |            | Day 1 ngay   | P.                          | School Year 2             | Division      |        |        |          |             |            |                  |              |  |  |                   |  |  |  |  |  |              |              |  |  |
| 1014                                 | 31VH34  | BALE  | REGISTERED                                   |  |                   |                 |  |            | Marsic spadity/<br>City  | ADDRESS                     | 2019 - 2020               |               |        |        |          |             |            |                  |              |  |  |                   |  |  |  |  |  |              |              |  |  |
| *                                    | •   | u)  | BoSY EoSY                                    |  |                   |                 |  |            | Province   |                             | Grade Leve                | Bulacan       |        |        |          |             |            |                  |              |  |  |                   |  |  |  |  |  |              |              |  |  |
| Bosy Dare                            | September   |   | Prepared by.                                 |  |                   |                 |  |            | Father's Name (Last<br>Name, First Name,<br>Missile Name)          | PAR                         | Grade 6                   |               |        |        |          |             |            |                  |              |  |  |                   |  |  |  |  |  |              |              |  |  |
| košv Dene                            | (Signature of Advisor dvor Printed Name)  |   |  |  |                   |                 |  |            | Mother's Maden<br>Harne (Last Rame,<br>First Name, Middle<br>Name) | PARKUS                      | Section                   | District      |        |        |          |             |            |                  |              |  |  |                   |  |  |  |  |  |              |              |  |  |
|                                      | er service  |   | C  |  |                   |                 |  |            | Same   | QUARDIAN<br>(If Not Parent) |                           |               |        |        |          |             |            |                  |              |  |  |                   |  |  |  |  |  |              |              |  |  |
| loš v Date                           |   | (Signature of School                                | (Signature of School Head over Printed Name) | (Sagar   | [ <b>3</b>        | [3<br>94        | (3)                                      | ( <b>3</b> | (3-9-4   | [3674                       |                           | (3 <b>0</b> ) |        | (Sepre | (Signal) | (Seprendia) | (Signature | (Signature of Sc | (Signature ) |  |  | Certified Correct |  |  |  |  |  | Relationship | DIAN<br>DIAN |  |  |
| EoSY Date                            |   |   |  |  |                   |                 |  |            |  | Parent or<br>Guardean       | C C                       | INTEGRITY     | Bustos |        |          |             |            |                  |              |  |  |                   |  |  |  |  |  |              |              |  |  |
|                                      |   | Heed over Printe                                    |  |  |                   |                 |  |            | Medalt/  |                             |                           |               |        |        |          |             |            |                  |              |  |  |                   |  |  |  |  |  |              |              |  |  |
|                                      |   | P Name)   |  |  |                   |                 |  |            | (Please refer to the<br>legand on last<br>page)                    | REMARKS                     | : :                       |               |        |        |          |             |            |                  |              |  |  |                   |  |  |  |  |  |              |              |  |  |

Generated on Thursday, August 20, 2020

### School Form 2 (SF2) Daily Attendance Report of Learners

|   | consecutiv<br>6. Attenda<br>*Begini   | 4. Every e<br>Form 4. Or<br>5. The ad  | c. Perce   | b. Ave  | a. Per   | 2. Dates s<br>3. To com  | GUIDELINES: 1. The attenda  | 36 C                   | 19.                                 | 17.                            | 1. xx    | ┝          | ž<br>ē                               | ]                        |                                    |
|---|---|--|--|---|--|--|---|------------------------|-------------------------------------|--------------------------------|----------|------------|--------------------------------------|--------------------------|------------------------------------|
|   | consecutive days and/or those at risk of dropping out.  G. Atlendance performance of learners will be reflected in Form 137 and Form 138 every grading period.  **Beginning of School Year cut-off report is every 1st Friday of the School Year. | 4. Every end of the month, the class advisar will submit this form to the office of the principalior recordingor summary table into School Form 4. Once signed by the principal, this form should be returned to the adviser.  5. The adviser will provide necessary interventions including but not limited to home visitation to learners who were absent for 5. | <ul><li>c. Percentage of Attendance for the month =</li></ul>          | b. Average Daily Attendance =   | <ul><li>a. Percentage of Enrolment =</li></ul>   | <ol> <li>Dates shall be written in the columns after Learner's Name.</li> <li>To compute the following:</li> </ol> | GUIDELINES:  1. The attendance shall be accomplished daily. Refer to the codes for checking learners, attendance. | Combined TOTAL Per Day | <=== FEMALE   TOTAL Per<br>Day ===> | <=== MALE   TOTAL Per Day ===> | XXXXXXXX | Name)      | NAME (Last Name, First Name, Middle) | Name of Schoo            | School ID                          |
|   | ppping ou<br>be reflect<br>is every   | rwillsubn<br>om shou   |  |   |  | er Learne  | laily. Rek  |                        |                                     |                                |          | Z          |                                      |                          |                                    |
|   | ted in Fo   | nitthis for<br>Note retain   | A.   | z   | Env.   | y's Namo   | er to the   |                        |                                     |                                |          | T<br>₩     | $\dashv$                             | 7                        | 104795                             |
|   | rm 137 g<br>y of live   | mitothe<br>umed to<br>gbout mo   | Average daily attendance<br>Registered Learners as of end of the month | Total Daily Attendance  Number of School Days In reporting month  | Registered Learners as of end of the month<br>Enrolment as of 1st Enday of the school year | ;-   | odes fo   |                        |                                     |                                |          | 로          |                                      | Tibagan Elementary Schoo |                                    |
|   | and Fon<br>School   | e office<br>the autor  | Average daily attendance of the Lewiners as of end of the              | Total Daily Attendance  | Learner<br>s of 1st  |  | r check   |                        |                                     |                                |          | F          |                                      | ) Elem                   | School Year                        |
|   | m 138 g<br>Year   | of the p   | aily atte  | y Atten   | s as of  |  | ng lean   |                        |                                     |                                |          | 3          | -                                    | entar                    |                                    |
|   | u6 Alen   | principal  | end of t   | dance   | end of t   |  | ors an  |                        |                                     |                                |          | <b>1</b> ₩ |                                      | y Sch                    | 2                                  |
|   | ading pe  | For reco   | he mont  | Bon .   | he mon   |  | endano  |                        |                                     | +                              |          | Ī          | -                                    | <u>o</u>                 | 2020-2021                          |
|   | o.  | ordingo:   | 3  | <del>3</del>  | ğ   <del>5</del>   |  | ₽.  |                        |                                     |                                |          | F          |                                      |                          | 21                                 |
|   |   | summ   |  |   |  |  |   |                        |                                     |                                |          | 2          |                                      |                          | Щ                                  |
|   |   | ary tabi   | × 100  |   | * i 00   |  | I   |                        |                                     | $\dashv$                       |          | -          | {1st rov                             |                          | ₽                                  |
|   |   | e into S   | •  |   | 0  |  | I   | $\dashv$               | -                                   |                                |          | *          | (1st row for date)                   |                          | port for                           |
|   | !   | choul<br>for 5   |  |   |  |  | ł   | $\dashv$               |                                     | -                              | _        | Ŧ<br>      |                                      | Grade Leve               | Report for the Month of            |
| 4.00<br>4.10<br>4.10<br>4.10<br>4.10<br>4.10<br>4.10<br>4.10  |   | tual Drug A  | 5 a 4 F  | 1 1 1 E   | 3.1.H  | 2. #   | ⊋ :<br>G  |                        | 1                                   |                                |          | Σ.         | -                                    | Leve                     | 4                                  |
| d. CarophaphoEnvironmental (d.). Disance between none and school (d.). Disance between none and school (d.). Catender confict and, I table was a clarifouts) (d.). Catender confict and, I table was a clarifouts) (d.). Catender confict and  | t.5. Poor academic performance U.S. Leck of interest/0 structions for 14 invendation driven for School-Related Factors G. School-Related Factors G. 1. Teacher Factor for 2. Physical condition of classinom for 14 percent                       | t: 3. Overage<br>t: 3. Overage<br>t: 3. Death<br>t: 4. Ovg Atuse   | a.d. Family problems<br>b. Individual-Related Fectors                  | a.2. Early marriage/programcy a.3. Parents' aft tubs loward schooling   | <ul> <li>Domestic-Related Factors</li> <li>I. Hap to take care of 6 bings</li> </ul>       | Common Lower for<br>2. REASONS/CAUSES FORNLPA  | 1. CODES FOR CHECKING ATTENDANCE<br>(bland) - Present (k)- Adsent, Tardy (half straded= Upper for Late            |                        |                                     |                                |          | -          | 71                                   |                          | ŀ                                  |
| PERMITTAL<br>CHARGE FOR A<br>CHARGE F | emic per<br>elest/Dis<br>absd Fac<br>absd Fac<br>actor  | ā  | tions<br>related i   | rage/prej   | helated F  | CAUSES   | R CHIEC   |                        |                                     |                                |          | ٤          |                                      |                          |                                    |
| imental<br>nome sic<br>Trools   | tormerca<br>tractions<br>torm   |  | ectors   | grancy<br>Ward sch  | actors<br>4.5i ngs   | Common Lower for Cutting Classes)<br>AUBES FORNLPA   | KING AT   |                        |                                     | _                              | _        | 크          | 41                                   | Grade 6                  | Ì                                  |
| ers & cla   | 9   |  |  | Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color<br>Color |  | क्रिक्टा   | TENDA!  | -                      | _                                   | _                              |          | <u> </u>   | -                                    | 6                        |                                    |
| nteuds)   |   |  |  |   |  | ng Chee  | E CE  |                        |                                     | _                              | _        | <b>Z</b>   | -                                    |                          |                                    |
|   |   |  |  |   |  | 3  | dr Lippon   |                        |                                     | $\dashv$                       |          | <u> </u>   | -                                    |                          |                                    |
|   |   |  |  |   |  |  | for Late  | $\dashv$               |                                     | +                              |          | ₹          | <b>-</b>                             | i                        |                                    |
|   |   |  |  |   |  |  | $\exists$   |                        |                                     |                                |          | -          |                                      | Section                  | Fe l                               |
| I certify tha   | Number of s   | Perce  | Q  |   | £  | Enrolment a  | Month:  |                        |                                     |                                |          | ABSENT     | Total for                            |                          | arner Atte                         |
| t this is a tr<br>MAL   | All PA  Transferred out  Transferred in   | At engle Daily Attendence Percentage of Attendence for the month   | Purcentage of Encomment as of<br>end of month                          | Angustraed Learners as of   | Late existment during the month (beyond cut-off)   | Enrolment as of (1st Friday of June)   | 7   |                        |                                     |                                |          | PRESENT    | Total for the Month                  |                          | ndance C                           |
| I certify that this is a true and correct report.  MALUISA SEVILLA RIVERA (Signature of Advisor over Printed Name)  | Number of students absent for 5 coreactive days HLP A Transferred out  Transferred in   | terdance   | HTTPH AT S CF  | eres as of  | roff)  | ly of June) 15.  | No. of Days of Classes:   |                        |                                     |                                |          | School)    | _                                    | INTEGRITY                | Learner Attendance Conversion Tool |
| HANC)   |   |  |  |   | ٥  | 14   | ي ۳   |                        |                                     |                                |          | # 5        | ion, plas                            |                          |                                    |
|   |   |  |  |   | 0  | 29   | Summery<br>F TOTAL  |                        |                                     |                                |          | 5000       | use refer to legend                  |                          | LACT1                              |

Generated thru LIS

DOLORES OCAMPO GATUZ
(Signature of School Head over Printed Name)

Attested by:

### School Form 3 (SF3) Books Issued and Returned

(This lapteres Form 1 & Invanting of Textbooks)

|                | School ID    |                   | 104/95             | School Year               |  | 2019 - 2020          |                 |  |                     |                  |                       |                             |
|----------------|--------------|-------------------|--------------------|---------------------------|--|----------------------|-----------------|--|---------------------|------------------|-----------------------|-----------------------------|
| 1              | School Name  |                   | Tiba               | Tibagan Elementary School | chool  |                      |                 | Grade Level  | Grade 6             | Sector           | INTEGRITY             | АПА                         |
|                | Z N          | Subject Argus 3   | Sufficient A error | Surport Area &            | Subject free &   | Shirt end Area &     | Sidject Area &  | Sidyon Area d  | greet traces        | Y P45-y (34-)G35 | S. P. J. J. Phys. S   |                             |
| N <sub>O</sub> | (Last N      | liniation of Comb | Path white Code    | Caramana Cada             | Para se dese   | her factority of the | Subrence 1 - du | Physical production of the   | for process of some | ANCO AN MARK     | About the contract of | RENAMES ACTION TAKEN (PINAM |
| _              | Middle Name) | Date              | . U                | 159                       | 121  | -1-5                 | 191             | Бав  | -                   | D,               |                       |                             |
|                |              | 1                 |                    |                           | A STATE OF THE PARTY OF THE PAR | Table 1              | Personal de     | is the state of th | Ž.                  |                  | 180 Jan 2             |                             |
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| Τ              |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| μ              |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| 4              |              |                   |                    |                           |  | •                    |                 |  |                     |                  |                       |                             |
| ίν             |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| 6              |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| 7              |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| ĊФ             |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| βÇ             |              |                   |                    |                           |  | -                    |                 |  |                     |                  |                       |                             |
| į,             |              |                   |                    |                           |  |                      |                 | -  |                     |                  |                       |                             |
| Ξ              |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| 72             |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| ជ              |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| 14             |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| 15             |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| 16             |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| 17             |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| 17             |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| <del></del>    |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
| . 20           |              |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |
|                | İ            |                   |                    |                           |  |                      |                 |  |                     |                  |                       |                             |

| Sed S             | 1. Tribe or<br>2. The Di<br>3. The To<br>4. The Ti<br>the form.   | GU <sub>E</sub>   | 8           | ē                             | ij. | da       | 17.      | 16. | 15. | 14 | <u> </u> | 175 | = | 10.      | <b>190</b> | 900 | 7 | çn | ÇΝ       | <u>.</u> | ω        |
|-------------------|---|---|-------------|-------------------------------|-----|----------|----------|-----|-----|----|----------|-----|---|----------|------------|-----|---|----|----------|----------|----------|
| used if needed.   | 1. Trile of Books issued to each learner must be recorded by the class edvisor.  2. The Date of Issuance and the Date of Return shall be reflected in the form.  3. The Total Numbor of Copies issued at BoSY shall be reflected in the form.  4. In Column PomarivAction Taken, codes are, LLTR=Socured Lotter from Learner duly.  5. The Total Numbor of Copies issued at BoSY shall be reflected in the form.  6. The Total Numbor of Copies of Books Returned at the EoSY shall be reflected in Custodian (for code TDO). PTL=Paid by the Learner (for code NEG). References:  7. References:  8. In Column Date Returned, codes are, FM=Force Majoure, TDO Transferred Diopouration. | GUIDELINES:   | <pre></pre> | <=== TOTAL FOR FEMALE   TOTAL |     |          |          |     |     |    |          |     |   |          |            |     |   |    |          |          |          |
| ded Addin         | lust be rec<br>Peturn sha<br>BoSY sha<br>Returned   |   |             |                               |     |          |          |     |     |    |          |     |   |          |            |     |   |    |          |          |          |
| onarcopie         | conded by all be reflect the East the East  |   |             |                               |     |          |          |     |     |    |          |     |   |          |            |     |   |    | i        |          |          |
| SOF THIS FOR      | the class a<br>sted in the<br>tod in the f<br>Syshallbe   |   |             |                               |     |          |          |     |     |    |          |     |   |          |            |     |   |    |          |          |          |
| m may be          | idvisar.<br>form.<br>orm.<br>reflected in   |   |             |                               |     |          |          |     |     |    |          |     |   |          |            |     |   |    |          | -        |          |
| •                 | A. In Colu<br>B. In Col<br>(for code<br>Custodian<br>s.2003. D  | in case   |             |                               |     |          |          |     |     |    |          |     |   |          |            |     |   |    |          |          |          |
|                   | A. In Column Date Retu B. In ColumnRemark/A (flor code FM), TLTR=Tr Custodian (for code TD) s.2003. DO#14, 2.2012.  | of lost/u   |             |                               |     |          |          |     |     |    |          |     |   |          |            |     |   |    | -        |          |          |
|                   | A. In Column Date Returned, codes are, FM=Force Majeure, TDO Transforred/Dropout, NEG=Negligence B. In ColumnRomark/ActionTaken, codes are, LLTR=SocuredLette/ from Learner duly signed by parent/guardiar (for code FM), TLTR=Teacher preparedletter/report duly noted by School Heartfor submission to SchoolProperty Custodian (for code TDO), PTL=Paid by the Learner (for code NEG), Teferences; DC#23, s.2001, DC#25, s.2003, DO#14, 2.2012.  | In case of lost/unreturned books, please provide information with the following code: |             |                               |     |          |          |     |     |    |          |     |   |          |            |     |   |    |          |          |          |
|                   | odes are, F<br>ken, codes<br>proparedle<br>L⊯Paid by  | d books,  |             |                               |     |          |          |     |     |    |          |     |   |          |            |     |   |    |          | _        | -        |
|                   | M=Force Narc. LLTR<br>her/reports<br>the Learn  | please p  |             |                               |     | -        |          |     |     |    |          |     |   |          |            |     |   |    |          |          |          |
|                   | Asjeure, TC<br>=Secured L<br>suly noted b<br>er (for cod  | rovide in   |             |                               |     |          |          |     |     |    |          |     |   |          |            |     |   |    |          |          |          |
|                   | DO Transk<br>.ctto: from<br>ry School H<br>ke NEG).   | formatio  |             |                               |     |          |          |     |     |    |          |     |   |          |            |     |   | _  |          | -        | $\dashv$ |
|                   | arred/Dropo<br>Loamer du<br>leadfor sul<br>References   | n with th   |             |                               |     |          | _        |     |     |    |          |     |   |          |            |     |   |    |          | $\dashv$ | $\dashv$ |
|                   | out, NEG=h<br>lly signed b<br>bmissionto<br>s: DO#23.   | e followi   |             |                               |     | $\dashv$ |          |     |     |    |          |     |   | $\dashv$ |            |     |   | -  | $\dashv$ |          | $\dashv$ |
|                   | . NEG=Negligence<br>signed by parent/guardia<br>issionto SchoolProperty<br>DO#23, s.2001, DO#25.  | ng code:  |             |                               |     |          |          |     |     | _  |          | _   |   |          |            |     |   |    |          |          |          |
|                   | usidiar openy O#25.   |   |             |                               |     |          | _        |     |     |    |          |     |   |          |            |     |   |    | _        |          | $\dashv$ |
|                   |   | Prepared By:  |             |                               |     |          |          |     |     |    |          |     |   |          |            |     |   |    |          |          |          |
|                   |   | 7:  |             |                               |     |          |          |     |     |    | į        |     |   | $\dashv$ |            |     | _ |    | $\dashv$ |          | _        |
|                   | MA LUI:<br>(Signatur  |   |             |                               |     |          |          |     |     |    |          |     |   |          |            |     | _ |    |          |          |          |
| Generate          | SA SE   |   |             |                               |     | _        |          |     |     |    |          |     |   |          |            |     |   |    |          |          |          |
| Generated thru US | MA LUISA SEVILLA RIVERA<br>(Signature of Advisor over Phinted Name)   |   |             |                               |     |          |          |     |     |    |          |     |   |          |            |     |   |    |          |          |          |
|                   | (ed Name)   |   |             |                               |     |          |          |     | :   | }  |          |     |   |          |            |     |   |    |          |          |          |
|                   |   |   |             |                               |     |          |          |     |     |    |          |     |   |          |            |     |   |    |          |          |          |
|                   |   |   |             |                               |     |          | j        |     |     |    |          |     |   |          |            |     |   |    |          |          |          |
|                   |   | i   |             |                               |     |          | <u>l</u> | ļ   |     |    |          |     |   |          |            |     |   |    | <u>i</u> |          |          |

Date of BoSY:\_\_/\_\_/\_\_\_ Date of EoSY:\_\_\_/\_\_/\_\_\_

# School Form 4 (SF4) Monthly Learner's Movement and Attendance

(This replaces Form 3 & STS Form 4-Absenteeism and Dropout Profile)

| nted Name)   | (Signature of Bchool Head over Printed Name) | (Signature of 8                              | End of Month  |                           | Month           | Month/s           |               |
|--|--|--|---|---------------------------|-----------------|-------------------|---------------|
|  | f by:  | Prepared and Submitted by:                   | lyone of  |                           | For             | Mortality (Death) | Mor           |
|  | Щ  |  |   |                           | ř               | TOTAL             |               |
|  | 1 1  |  |   |                           | 16              | Grade 6           |               |
|  |  |  |   |                           | -6              | Grade 5           |               |
|  |  |  |   |                           | 6.4             | Grade 4           |               |
|  |  |  |   |                           | e 3             | Grade 3           |               |
|  |  |  |   |                           | • 2             | Grade 2           |               |
|  |  |  |   |                           | e 1             | Grade 1           |               |
|  |  |  |   |                           | er              | Kinder            |               |
|  |  |  |   |                           |                 | ELEMENTARY:       | ELEME         |
|  |  |  |   |                           |                 | INTEGRITY         | Grade 6       |
|  |  |  |   |                           |                 | FAITH             | Grade 5       |
|  |  |  |   |                           |                 | CHARITY           | Grade 4       |
|  |  |  |   |                           |                 | MATULUNGIN        | Grade 3       |
|  |  |  |   |                           |                 | MATIYAGA          | Grade 2       |
|  |  |  |   |                           |                 | MAAGAP            | Grade 1       |
|  |  |  |   |                           |                 | Αντάντην          | Kinder        |
| (A) Cumukalive as (B) For the Month (A-F) Cumukative as of Provious Month (B) For the Month (C) End of the Month |  | B) For the Month (A-5); Cumulabre as         | Daily Average Percentage for the (A) Cumulative as of Previous Month  U F T W F T M F T T F T M F T | of End of the Manth)      | NAME OF ADVISER | SECTION           | YEAR<br>LEVEL |
| TRANSFERRED OUT  | ╂──┤   | No Longer Pancipating ու Learning Activities | ATTENDANCE No Longer I  | REGISTERED                |                 |                   | GRADE/        |
| 2020 Report for the Month of   | 122  | School Year 2019 - 2020                      | ntary School  | Tibagan Elementary School | School Name     |                   |               |
| Bulacan  |  | Division                                     | Region III  | 104795                    | School ID       |                   |               |
|  |  | ]  |   |                           | 7               |                   |               |

### SCHOOL FORM 9 PROGRESS REPORT CARD

### REPORT ON LEARNING PROGRESS AND ACHIEVEMENT

|         | lani7 |         | ЯЗТЯ   | AUQ | Learning Areas |                           |  |
|---------|-------|---------|--------|-----|----------------|---------------------------|--|
| Remarks | Grade | Þ       | 3      | 2   | ŀ              | searning Areas            |  |
|         |       |         |        |     |                | Pilipino                  |  |
|         |       |         |        |     |                | Hallgn3                   |  |
|         |       |         |        |     |                | Mathematics               |  |
|         |       |         |        |     |                | Science                   |  |
|         |       |         |        |     |                | (9A) nenugitas pailetA    |  |
|         |       |         |        |     | <u></u>        | Edukasyon sa Pagpapakatao |  |
|         |       |         |        |     |                | (EsP)                     |  |
|         |       |         |        |     |                | Edukasyong Pantahanan at  |  |
|         |       |         |        |     |                | Pangkabuhayan (EPP)       |  |
|         |       |         |        |     |                | MAPEH                     |  |
|         |       |         |        |     |                | Music                     |  |
|         |       |         |        |     |                | shA_                      |  |
|         |       |         |        |     |                | 3d                        |  |
|         |       |         |        | ·-· |                | Health                    |  |
|         |       |         |        |     |                |                           |  |
|         |       | agsiavA | lణanaව |     |                |                           |  |
| _       |       | Cd      | C3     | ØS  | ΙÖ             |                           |  |
|         |       |         | L      |     |                | Leaming Modality          |  |

| <u> </u>              |  |
|-----------------------|--|
| (LACTs)               |  |
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| on To                 |  |
| e Conversion Tools (I |  |
| Con                   |  |
| lance                 |  |
| r Attend              |  |
| ner A                 |  |
| Learne                |  |
| Annex 2.              |  |
| Ą                     |  |

| Learner Attendance<br>Conversion Tool (LACT) | Description  | How to Record in SF 2  | Applicable Distance<br>Learning Modality |
|--|--|--|--|
| LACT 1                                       | Converting presence in online class as daily class attendance  | Actual recording of number of class days present and absent.   | Online                                   |
|  | For online classes with daily checking of attendance using whatever electronic/digital platform or applications  | The learner shall be considered present even in the case where he/she was only able to enter the online learning platform for a few minutes due to internet connectivity issues and as long as there is notification via text/chat from the learner / parent / guardian. No any form of contact for the day means absent.  |  |
| LACT 2                                       | Converting communication efforts with learners and/or parents into class day attendance as programmed in a weekly home learning plan   | Assigned class day equivalency for each contact effort by getting the total number of contact efforts over the allotted class days per week or month   | All distance learning modalities         |
|  | The frequency of contact or communication with the parent/guardian or even with the learner in whatever approach can be converted into class day attendance.  Note that contact/communication efforts may vary depending on the distance learning modality and may include but not limited to electronic/digital communication, using of designated drop/pick up kiosk/middleman for printed modules, phone calls, text messaging, handheld CB radio, letter correspondence or attending | To illustrate, in a week schedule of six (6) class days in a modular learning approach, the equivalent class days for distribution is three (3) and another three (3) days for retrieval. This is to complete the 6 class-day per week stipulated in DepEd Order 30, s. 2020. Therefore, the weekty schedule for both distribution and retrieval of modules may be counted as two (2) contact efforts. |  |

|        | classes/meetings, and/or physical appearance of parent/guardian and adviser within the parameter of the existing local/national health safety protocols of IATF for COVID-19. | Attendance<br>Checking  | Number of<br>Contact<br>Efforts   | Equivalence in Class Attendance (in days)  |                                    |
|--------|---|---|---|--|------------------------------------|
|        |   | Weekly  | 1 contact<br>effort for<br>distribution                                 | 3 class days   |                                    |
|        |   |   | 1 contact<br>effort for<br>retrieval                                    | 3 class days   |                                    |
|        |   | Monthly   | 4 contact<br>efforts for<br>distribution                                | 12 class<br>days   |                                    |
|        |   |   | 4 contact<br>efforts for<br>retrieval                                   | 12 class<br>days   |                                    |
|        |   | Thus, if the learner has only made a total of four (4) contact efforts against 8 scheduled contact efforts, then he/she will have 12 class days present and 12 class days absent. | rner has only r<br>t efforts agains<br>then he/she w<br>sent and 12 cla | made a total of<br>it 8 scheduled<br>iil have 12<br>iss days   |                                    |
|        |   | The learner shall be considered present in the delayed or non-submission of a mo as long as there is communication netween the parent/guardian or learner.                        | all be considere<br>or non-submiss<br>ere is commurent/guardian         | The learner shall be considered present even in the delayed or non-submission of a module as long as there is communication made between the parent/guardian or learner. |                                    |
| LACT 3 | Converting the submission of outputs/modules of learners into class day attendance  | Assigned class day equivalency for the percentage of module/output submission by getting the number of outputs/modules  | day equivalen<br>module/output<br>iber of outputs                       | ncy for the<br>submission by<br>/modules   | Printed Modular<br>Digital Modular |

| and multiplied<br>ance  | ule of six (6) ig approach is (100%). The and number of may vary.  |          |                 | 6 modules                | 9 modules               | 6 days                      | x complete days of attendance ssion for the week   | resent for the                                      | ed only six<br>quired<br>she will have<br>ss days   |
|---|--|----------|-----------------|--------------------------|-------------------------|-----------------------------|--|---|---|
| submitted over the required outputs/modules for the week and multiplied by the complete weekly attendance constant. | To illustrate, the week schedule of six (6) class days in a modular learning approach is the complete attendance (100%). The number of submitted modules and number of required modules for the week may vary. | Example: | Weekly Checking | No. of submitted modules | No. of required modules | Complete days of attendance | Formula:  no.of submitted modules complete days of no.of required modules attendance 6/9 = 0.67 or 67% submission for the week | 0.67 x 6 days = 4.02 or 4 days present for the week | Thus, if the learner has submitted only six (6) modules against nine (9) required modules for the week, then he/she will have 4 class days present and 2 class days absent. |
| The total number of submitted outputs/modules regardless of score can be converted into class day attendance.       |  |          |                 |                          |                         |                             |  |   |   |
|   |  |          |                 |                          |                         |                             |  |   |   |