



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

DIVISION MEMORANDUM
No. 182, s. 2023

JUN 14 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.
3. 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



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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.
5. 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.
6. 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 style="list-style-type: none">• DO 20, s. 2018-Amendment to DepEd Order No. 47, s. 2016• DO 47, s. 2016-Omnibus Policy on Kindergarten Education• DO 035, s. 2022-Guidelines on Enrollment for School Year 2021-2022 in the Context of Re-Introduction of the In-Person Classes
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 style="list-style-type: none">• 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• DO 4, s. 2014- Adoption of the



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	Modified School Forms (SFS) for Public Elementary and Secondary Schools i Effective End of School Year 2012-2014
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 style="list-style-type: none">• 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 style="list-style-type: none">• DO 035, s. 2022-Guidelines on Enrollment for School Year 2021-2022 in the Context of Re-Introduction of the In-Person Classes

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

Area of Validation	Observed Implementation	Recommendation/ Remark
<i>(Sample data)</i>	<i>(Sample data)</i>	<i>(Sample data)</i>
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.



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REGION III
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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	POLICY
FORMS	SCHOOLS



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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 (VICE-CHAIR)	CID	SGOD
Dinalupihan East	Elvira R. Mina	Danilo C. Caysido	Mayer D. Nogot
Dinalupihan West	Rodger R. De Padua		
Hermosa	Ronie S. Mendoza	Maria Teresa C. Perez	Jethro M. Nocom
Orani	Arlene S. Carlos	Jean A. Lintag	Jessalyn Anne M. 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 Guzman	Mar-Elen Fe G. Reñosa	Raymond Joseph V. Mendoza
Bagac	Mariel B. Labandillo	Romeo M. Layug	Roberto R. Pantig
Pilar	Teresita D. Ordiales	Jacqueline C. Tuazon	Alma R. Garcia
Orion	Minerva P. Rillo		Hermie G. Duran
Limay	Elma P. Dizon	Edgar E. Garcia	Francez Paulene C. Tabije
Mariveles	Francisco B. Bautista	Ana Liza V. Dominguez-OIC	Ricardo Vidal Jr.



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Republic of the Philippines
Department of Education

22 APR 2022

DepEd MEMORANDUM
No. **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

1. 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.
2. 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.
3. 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 checking of school forms of SCC and DCC as prescribed in DO 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 school forms of SCC. DCC is not required to participate as stipulated in DM 014, s. 2021

participate as prescribed in DO 11, s. 2018
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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 style="list-style-type: none"> DO 020, s. 2018 - Amendment to DepEd Order No. 47, s. 2016 DO 47, s. 2016 - Omnibus Policy on Kindergarten Education 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
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 style="list-style-type: none"> 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 DO 4, s. 2014 - Adoption of the Modified School Forms (SFS) for Public Elementary and Secondary Schools Effective End of School Year 2012-2014
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 style="list-style-type: none"> 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
Update Learner's Status in LIS Tracking System through confirmation of request for transfer including learners with unsettled account from private school.	<ul style="list-style-type: none"> 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 Validation	Observed Implementation	Recommendation/ Remark
(Sample data) Kinder Age Cut-off	(Sample data) Strictly observed in 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



Republic of the Philippines
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

1. 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.

2. In this regard, the following amendments are adopted in the submission and 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 CB radio, letter correspondence or 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



To authenticate this document,
please scan the QR code



DEPED-OSEC-441313

Encls.:

As stated

References:

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

To be indicated in the Perpetual Index
under the following subjects:

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

This replaces Form 1, Model L91A STS Form 2-f Army Background and Profile

[illegible]

List and Code of Indicators under REMARKS column

Indicator	Code	Required Information	Indicator	Code	Required Information	REGISTERED	BOYS	GOYS
Transferred Out	TO	Name of Public (P)/ Private (PR) School & Effectivity Date	GCT Recipient	CCT	CCT Certificate/Reference Number & Effectivity Date	MALE	17	
Transferred In	TI	Name of Public (P)/ Private (PR) School & Effectivity Date	Birth And	BA	Name of school last attended & Year	FEMALE	18	
Discharged	DP	Reason and Effectivity Date	Under When Discharged	LWD	Specify	TOTAL	35	
			Accelerated	ACL	Specify Level & Effectivity Date			

Continued Correct

(Signature of School Head over Printed Name)

Post Y Date: Early Date:

Early Onset

IT's replaces Form 1, Form 2 & STS Form 4 - Absenteeism and Dropout Profile;

GUIDELINES:

- The attendance shall be accomplished daily. Refer to the codes for checking learners' attendance.
- Dates shall be written in the columns after Learner's Name.
- To compile the following:

a. Percentage of Enrollment = x 100
Enrollment as of 1st Friday of the school year

b. Average Daily Attendance =
Total Daily Attendance

c. Percentage of Attendance for the month =
Average daily attendance
Registered Learners as of end of the month x 100
- Every end of the month, the class teacher will submit this form to the office of the principal, recording of summary table into School Form 4. Once signed by the principal, this form should be returned to the adviser.
- The adviser will provide necessary interventions including but not limited to home visitation to learners who were absent for 5 consecutive days and/or those at risk of dropping out.
- Attendance 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

1. CODES FOR CHECKING ATTENDANCE
(Blank) - Absent; (A) - Absent; (L) - Early Arrival; (U) - Late
(Early) - Absent; (L) - Absent; (U) - Late

2. REASON/CATEGORIES FOR NLPA

a. Domestic-Related Factors

a.1. Had to take care of a sibling

a.2. Early marriage/pregnancy

a.3. Parents' attitude toward schooling

a.4. Family problems

b. Individual-Related Factors

b.1. Illness

b.2. Overage

b.3. Death

b.4. Drug Abuse

b.5. Poor academic performance

b.6. Lack of interest in education

b.7. Involvement in crime

c. School-Related Factors

c.1. Teacher Factor

c.2. Physical condition of classroom

Month :

No. of Days of Classes:	Summary		
	M	F	TOTAL
Enrollment as of 1st Friday of June)	15	14	29
Late enrollment during the month (beyond cut-off)	0	0	0
Registered Learners as of end of month			
Percentage of Enrollment as of end of month			
Average Daily Attendance			
Percentage of Attendance for the month			
Number of students absent for 5 consecutive days			
NLPA			
Transferred out			
Transferred in			

MA LUISA SEVILLA RIVERA
(Signature of Adviser over Printed Name)

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

School Form 3 (SF3) Books Issued and Returned

(This replaces Form 1 & Form 2 of Form 3)

School ID#		104/95		School Year		2019 - 2020		
School Name		Tibagan Elementary School						
Grade Level		Grade 6						
Section		INTEGRITY						
No. (Last Name, First Name, Middle Name)	NAME	Student Area 3 Tibagan Independent Study		Student Area 4 Tibagan Independent Study		Student Area 5 Tibagan Independent Study		RETURN/SAFETY/OTHER (Please note in the bottom of the page)
		Issued	Returned	Issued	Returned	Issued	Returned	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
17.								
1.								
2.								

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

Generated thru LIS

SCHOOL FORM 9 PROGRESS REPORT CARD

REPORT ON LEARNING PROGRESS AND ACHIEVEMENT

Learning Areas		QUARTER				Final Grade	Remarks
		1	2	3	4		
Filipino							
English							
Mathematics							
Science							
Araling Panlipunan (AP)							
Edukasyon sa Pagpapakatao (Esp)							
Edukasyong Pantahanan at Pangkabuhayan (EPP)							
MAPEH							
Music							
Arts							
PE							
Health							
General Average							
		Q1	Q2	Q3	Q4	Learning Modality	

Annex 2. Learner Attendance Conversion Tools (LACTs)

Learner Attendance Conversion Tool (LACT)	Description	How to Record in SF 2	Applicable Distance Learning Modality
LACT 1	<p>Converting presence in online class as daily class attendance</p> <p>For online classes with daily checking of attendance using whatever electronic/digital platform or applications</p>	<p>Actual recording of number of class days present and absent.</p> <p>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.</p>	Online
LACT 2	<p>Converting communication efforts with learners and/or parents into class day attendance as programmed in a weekly home learning plan</p> <p>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.</p> <p>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</p>	<p>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</p> <p>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 weekly schedule for both distribution and retrieval of modules may be counted as two (2) contact efforts.</p>	All distance learning modalities

	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.	<table><tr><th>Attendance Checking</th><th>Number of Contact Efforts</th><th>Equivalence in Class Attendance (in days)</th></tr><tr><td rowspan="2">Weekly</td><td>1 contact effort for distribution</td><td>3 class days</td></tr><tr><td>1 contact effort for retrieval</td><td>3 class days</td></tr><tr><td rowspan="2">Monthly</td><td>4 contact efforts for distribution</td><td>12 class days</td></tr><tr><td>4 contact efforts for retrieval</td><td>12 class days</td></tr></table> <p>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.</p> <p>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.</p>	Attendance Checking	Number of Contact Efforts	Equivalence in Class Attendance (in days)	Weekly	1 contact effort for distribution	3 class days	1 contact effort for retrieval	3 class days	Monthly	4 contact efforts for distribution	12 class days	4 contact efforts for retrieval	12 class days	Printed Modular Digital Modular
Attendance Checking	Number of Contact Efforts	Equivalence in Class Attendance (in days)														
Weekly	1 contact effort for distribution	3 class days														
	1 contact effort for retrieval	3 class days														
Monthly	4 contact efforts for distribution	12 class days														
	4 contact efforts for retrieval	12 class days														
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														

	<p>The total number of submitted outputs/modules regardless of score can be converted into class day attendance.</p>	<p>submitted over the required outputs/modules for the week and multiplied by the complete weekly attendance constant.</p> <p>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.</p> <p>Example:</p> <table><tr><td colspan="2">Weekly Checking</td></tr><tr><td>No. of submitted modules</td><td>6 modules</td></tr><tr><td>No. of required modules</td><td>9 modules</td></tr><tr><td>Complete days of attendance</td><td>6 days</td></tr></table> <p>Formula:</p> $\frac{\text{no. of submitted modules}}{\text{no. of required modules}} \times \frac{\text{complete days of attendance}}{\text{no. of required modules}}$ <p>6/9 = 0.67 or 67% submission for the week</p> <p>0.67 x 6 days = 4.02 or 4 days present for the week</p> <p>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.</p>	Weekly Checking		No. of submitted modules	6 modules	No. of required modules	9 modules	Complete days of attendance	6 days
Weekly Checking										
No. of submitted modules	6 modules									
No. of required modules	9 modules									
Complete days of attendance	6 days									