



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

JUL 18 2023

DIVISION MEMORANDUM

No. 241, s. 2023

SUBMISSION OF SCHOOL FORMS FOR SY 2022-2023

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

1. Pursuant to DepEd Order No. 58, s. 2017 titled "Adoption of New Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition, and Permanent Records" and DepEd Order No. 11, s. 2018 titled "Guidelines on the Preparation and Checking of School Forms", this Office instructs all public and private schools to submit **one (1) duly signed soft copy** of the following documents on or before **July 31, 2023**:
 - **School Form 4 (SF4)**- Monthly Learner's Movement and Attendance for the months of May and June (For private schools, SF4 for the last two months of classes)
 - **School Form 5 (SF5)**- Report on Promotion and Level of Proficiency
 - **School Form 5A**-End of Semester and School Year Learner Status (SHS)
 - **School Form 5B**- List of Learners with Complete SHS Requirements (SHS)
 - **School Form 6 (SF6)**- Summarized Report on Promotion and Level of Proficiency
2. Schools are advised to upload a PDF copy of the above-mentioned documents in their respective folder through this link:

<https://bit.ly/BTN-School-Forms-2023>



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Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
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3. Wide dissemination of and compliance with this Memorandum are enjoined.

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

[Signature]

SO3/PATS
07/13/2023

FOR THE SCHOOLS DIVISION SUPERINTENDENT

[Signature]

MILAGROS M. PEÑAFLOR, Ph.D.
Chief Education Supervisor-CID

To be included in the Perpetual Index

Under the following subjects:

| | |
|-----------------|----------|
| BASIC EDUCATION | LEARNERS |
| DATA | POLICY |
| FORMS | SCHOOLS |



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