



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

MAY 24 2024

DIVISION MEMORANDUM

No. 219, s. 2024

SUBMISSION OF SCHOOL FORMS FOR SY 2023-2024

To: Assistant Schools Division Superintendent
Chief Education 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 or the "Guidelines on the Preparation and Checking of School Forms", this Office instructs all public and private schools to submit **one (1) duly signed original copy** of the following documents on or before **May 31, 2024**:
 - 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. In relation to the recently concluded Division Checking of School Forms, Public Schools District Supervisors are advised to submit the Consolidated District School Forms Checking Report on or before **May 31, 2024**.
3. Immediate dissemination of and compliance with this Memorandum is desired.


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

Reference: DO No. 58, s. 2017
DO No. 11, s. 2018
To be indicated in the Perpetual Index
Under the following subjects:

DATA ENROLLMENT
FORMS SCHOOLS

SO3/VATS
MAY 23, 2024



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