



February 4, 2014

**DIVISION MEMORANDUM**

No. 25, s. 2014

**ADOPTION OF THE MODIFIED SCHOOL FORMS (SFs) FOR  
PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
EFFECTIVE END OF SCHOOL YEAR 2013-2014**

To: Education Program Supervisors  
Public Schools District Supervisors/ In Charge  
Elementary and Secondary School Heads  
This Division

1. Pursuant to DepEd Order No. 4, series 2014, re Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014, the Department of Education adopts and utilizes the modified SFs, as follows:

FORMS TO BE REPLACED		MODIFIED SCHOOL FORMS	
Code	Name of Forms	Code	Name of Forms
Form 1	School Register	SF-1	School Form 1: School Register
	Master List of Learners		
STS Form 2	Family Background and Profile		
Form 1	School Register – Daily Attendance		
Form 2	Teacher's Monthly Report of Enrolment and Attendance	SF-2	School Form 2: Daily Attendance Report for Learner
Form 1	School Register – Book Issued and Returned	SF-3	School Form 3: Books Issued and Returned
	Inventory of Textbooks		
Form 3	Principal's Report on Enrolment and Attendance	SF-4	School Form 4: Monthly Learner's Movement and Attendance
STS Form 4	Absenteeism and Dropout Profile		
Forms 18-E1	Report on Promotions (Grades 1-3 Inclusive)	SF-5	School Form 5: Report on Promotion and Level of Proficiency
Forms 18-E2	Report on Promotions (Grades 4-6 Inclusive)		
Forms 18-A	Report on Secondary Promotions		
Form 20	Summarized Report on Promotions	SF-6	School Form 6: Summarized Report on Promotion and Level of Proficiency
Form 12	Monthly Status Report for Teachers	SF-7	School Form 7: School Personnel Assignment List and Basic Profile
Form 19	Assignment List		
Form 29	Teacher Program		
Form 31	Summary of Information of Teachers		

2. For school year 2013-2014, only SF-5 and SF-6 will be adopted in place of Forms 18-E1, 18-E2, 18A and Form 20. The rest of the forms shall be adopted starting school year 2014–2015. (Please see highlighted portion of the table presented above.)

3. Details relative to this Memorandum shall be discussed during the scheduled ManCom Meeting.
4. School heads are advised to download the said DepEd Order and provide necessary information to the teachers the soonest possible time.
5. Immediate dissemination of this Memorandum to all concerned is enjoined.

**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

*CLL/jgv*

Incl: SF-5 and SF-6

Reference: DepEd Order No. 4, s. 2014

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

CHANGE DATA

FORMS

REPORTS



# School Form 6 (SF6) Summarized Report on Promotion and Level of Proficiency

(This replaces Form 20)

School ID:  Region:  Division:

School Name:  District:  School Year:

SUMMARY TABLE	GRADE 1 / GRADE 7			GRADE 2 / GRADE 8			GRADE 3 / GRADE 9			GRADE 4 / GRADE 10			GRADE 5 / GRADE 11			GRADE 6 / GRADE 12			TOTAL			
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	
PROMOTED																						
IRREGULAR																						
RETAINED																						
LEVEL OF PROFICIENCY																						
BEGINNING (B: 74% and below)																						
DEVELOPING (D: 75%-79%)																						
APPROACHING PROFICIENCY (AP: 80%-84%)																						
PROFICIENT (P: 85% -89%)																						
ADVANCED (A: 90% and above)																						
TOTAL																						

Prepared and Submitted by: \_\_\_\_\_ School Head

Reviewed & Validated by: \_\_\_\_\_ Division Representative

Noted by: \_\_\_\_\_ Schools Division Superintendent

- GUIDELINES:**
1. After receiving and validating the Report for Promotion submitted by the class adviser, the School Head shall compute the grade level total and school total.
  2. This report together with the copy of Report for Promotion submitted by the class adviser shall be forwarded to the Division Office by the end of the school year.
  3. The Report on Promotion per grade level is reflected in the End of School Year Report of GESP/GSSP.
  4. Protocols of validation & submission is under the discretion of the Schools Division Superintendent.









**Code and Name: SF5 Report on Promotion & Level of Proficiency**

Schedule: End of School Year

Other instruction: This will be used for all grade/year levels regardless of curriculum program. Specific instructions shall be observed in harmony with the implementation of K to 12 program.

	<b>DATA ELEMENT</b>	<b>DESCRIPTION</b>
1	School ID	A six (6) digit-number assigned to a school recognized in EBEIS
2	Curriculum	Systematic group of experiences or sequences of courses or subject required for graduation or certification in each level of education. For Grade levels implementing K to 12 Basic Education Curriculum, "K to 12 BEC" will be reflected. For the remaining grade/year level, "Restructured BEC" will be written.
3	School Year	The prescribed period of time when schools offer daily instruction. It covers 10 months of regular schooling starting month of June (Beginning of School Year) up to the month of March (End of School Year) of the following year.
4	School Name	Official name of school as registered in DepED and EBEIS
5	Grade Level	A degree/stage of a learner classified according to age and progress.
6	Section	A group of pupils/students convened together to receive instruction in a given course or subject.
7	Learner Reference Number (LRN)	Twelve (12)-digit number which the pupil, student or learner shall keep while completing the basic education program, regardless of transfer to another school or learning center in the public or private sector, and promotion/moving up to the secondary level. (DO22, s.2012)
8	Learner's Name	Name of an individual as reflected in birth certificate or equivalent document.
9	General Average	The average rating of a student in all subject areas taken in a given school year written in a numerical value of 3 decimal places for honor students and two for non-honors. Equivalent Descriptive Letter Value should be written in close parenthesis. Leave this column blank for irregular learners or learners with subject deficiencies.
10	Action Taken	Status of Learner as of End of School Year using the following categories: <u>Promoted</u> : Satisfied requirements in all subject areas <u>Irregular</u> : with incomplete subject/s. This category implies that the learner is promoted to the next level but with deficiencies in one or more subject area/s. As per D.O. # 73, s. 2012 section G page 5, "If by the end of the school year, the students are still at the Beginning level, they shall be required to take summer classes." Special instruction for grade 1 children under the K to 12 Basic Education Program was issued on March 2013 (D.M. 46, s. 2013). <u>Retained</u> : Learner who was not able to complete even one subject area.

11	Incomplete Subject/s (Completed as of end of current SY)	The subject area from the previous level taken by the student in the current school year because of previous subject deficiency that he/she has passed in the current SY.  This column is for K To 12 Curriculum and remaining RBEC in high school.
12	Incomplete Subject/s as of End of the current SY	The subject/s currently undertaken by the learner for the current School Year but failed to pass. This column is for K To 12 Curriculum and remaining RBEC in high school.
13	Summary Table - Promoted (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are promoted to the next grade level for the next school year.
14	Summary Table - Irregular (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are promoted to the next grade level for the next school year but with deficiency in some subjects. (Applicable only to K to 12 Curriculum)
15	Summary Table - Retained (Male/Female/Grand Total)	The no. of learners (male/female/grand total) retained in the same grade level for the next school year.
16	Level of Proficiency- Beginning (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are at the beginning level or whose numerical grade is 74% and below.
17	Level of Proficiency- Developing (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are at the developing level of proficiency or has numerical grade ranges from 75% to 79%.
18	Level of Proficiency- Approaching (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are at the approaching level of proficiency or whose numerical grade ranges from 80% to 84%.
19	Level of Proficiency- Proficient (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are at the proficient level of proficiency or whose numerical grade ranges from 85% to 89%.
20	Level of Proficiency- Advanced (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are at the advance level of proficiency or whose numerical grade is 90% and above.
21	Name and signature of the Class Adviser	The name and signature of the teacher who prepared this form.
22	Name and signature of the School Head	The name and signature of the school head attesting the veracity of this form.



**Code and Name: SF6 – Summarized Report on Promotion and Level of Proficiency**

Schedule: End of School Year

Other instruction: This will be used for all grade/year levels regardless of curriculum program. Specific instructions shall be observed in harmony with the implementation of K to 12 program

	Name of Data Element	DESCRIPTION
1	School ID	A six (6) digit-number assigned to a school recognized in EBEIS
2	School Year	The prescribed period of time when schools offer daily instruction. It covers 10 months of regular schooling starting month of June (Beginning of School Year) up to the month of March (End of School Year) of the following year.
3	School Name	Official name of school as registered in DepED and EBEIS
4	Promoted (Male/Female/Grand Total)	Total no of learners (male/female/grand total) in a certain grade level who are promoted for the next grade level for the next school year.
5	Irregular (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are promoted to the next grade level for the next school year but with deficiency in some subjects. (Applicable only to K to 12 Curriculum)
6	Retained (RBEC) (Male/Female/Grand Total)	Total no. of learners (male/female/grand total) in a certain grade level retained in the same grade level for the current school year.
7	Level of Proficiency Beginning (Male/Female/Grand Total)	Total no of learners (male/female/grand total) in a certain grade level who are in the beginning level of proficiency.
8	Level of Proficiency Developing (Male/Female/Grand Total)	Total no. of learners (male/female/grand total) in a certain grade level who are in the developing level of proficiency.
9	Level of Proficiency Approaching (Male/Female/Grand Total)	Total no. of learners (male/female/grand total) in a certain grade level who are in the approaching level of proficiency.
10	Level of Proficiency Proficient (Male/Female/Grand Total)	Total no. of learners (male/female/grand total) in a certain grade level who are in the proficient level of proficiency.
11	Level of Proficiency Advanced (Male, Female, Grand Total)	Total no. of learners (male/female/grand total) in a certain grade level who are in the advanced level of proficiency.
12	Name and Signature of School Head	The name and signature of the school head who prepared this form.
13	Name and Signature of DPO/EPS	The name and signature of the Division's Planning Officer or EPS who reviewed and validated this form.
14	Name and Signature of Schools Division Superintendent	The name and signature of the Schools Division Superintendent attesting the veracity of this form.