



DIVISION MEMORANDUM

No. 179, s. 2018

TO: Public Schools District Supervisors
School Administrators
Public and Private Elementary and Secondary Schools
This Division


FROM: **RANDOLPH B. TORTOLA**
Schools Division Superintendent

SUBJECT: **Submission of Elementary Graduates, Junior High School Completers and Dropout Data for SY 2017-2018**

DATE: April 2, 2018

1. The field is hereby directed to submit the List of Grade 6 Graduates, Grade 10 Completers and Dropout Data for SY 2017-2018. This is to track learners' transition to Grade 7 and Grade 11 in the succeeding school year and to monitor dropout incidence and its causes.
2. Enclosed are Templates A & B for reference to be accomplished by the schools in MS Excel Format.
3. Submission of report is on April 13, 2018 through email at depedmisor.lis@gmail.com with the subject – List of Grade 6 Graduates/Grade 10 Completers and Dropout Data SY 2017-2018<District>_<Name of School>.
4. For immediate dissemination and strict compliance.



SGOD-ELG

TEMPLATE A

LIST OF GRADE 6 GRADUATES/GRADE 10 JUNIOR HIGH SCHOOL COMPLETERS

District	Municipality	School Name	SchID	Name of Learners (Last Name, First Name, M.I.) (alphabetical order)	Sex M/F	LRN	Complete Address (Purok, Brgy., Municipality)

Email to depedmisor.lis@gmail.com with the subject – List of Grade 6 Graduates/Grade 10 Completers and Dropout Data SY 2017-2018<District>_<Name of School>.

TEMPLATE B

DROPOUT DATA

District	Municipality	School Name	SchID	Name of Learners (Last Name, First Name, M.I.) (alphabetical)	Sex M/F	LRN	Grade Level	Date when the learner left school (Refer to SF2) (mm/dd/yy)	Intervention conducted by the school	Cause(s) of Dropout (Refer to SF2)	If cause of dropout is due to Distance from Home to School, indicate the no. in kilometers (one-way)

Email to depedmisor.lis@gmail.com with the subject – List of Grade 6 Graduates/Grade 10 Completers and Dropout Data SY 2017-2018<District>_<Name of School>.