



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



Division Memorandum 99, s. 2015

To : All Public and Private Elementary School Heads
Public and Private Secondary School Heads
Division Sections

From : *Elma D. Donaal*
ELMA D. DONAAL, EdD
Chief Education Program Supervisor
School Governance and Operations Division *lm*

Approved : *Francis Cesar B. Bringas*
FRANCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent

Subject : School Forms and Monthly Report Sample Templates

Date : August 17, 2015

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1. In compliance with the DepEd Order No. 5, s. 2014 or the Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year (EoS) 2013-2014; and DepEd Order 36, s. 2014 or the Revised Data Gathering Forms for SY 2014-2015 of the Enhanced Basic Education Information System for public and private schools, please be informed of the new schedules of submission of the modified school forms (attached as Annex A). It shall remain effective unless otherwise changed by this Division in accordance with the schedules set by the Central Office.
 2. As addendum to Division Memorandum No. 84, s. 2015 or the submission of Monthly Accomplishment Report, the SGOD provides sample templates (attached as Annex B) to guide all schools in the preparation of monthly reports. Freedom to adopt/adapt the contents of the templates is given as deemed applicable for the school/section. Please submit reports in MS Word format via e-mail at do_baguio_planning@yahoo.com.ph.
 3. Immediate and wide dissemination of this Memorandum to all concerned is desired.



Annex A: SCHOOL FORMS

CODE	NAME OF FORMS	DATA AS OF	DUE DATES
SF-1	School Form 1: School Register	School level only	
SF-2	School Form 2: Daily Attendance Report of Learners	School Level only	
SF-3	School Form 3: Books Issued and Returned	School Level only	
SF-4	School Form 4: Monthly Learners' Movement and Attendance	<ul style="list-style-type: none"> • June 2015 or first month of classes (as baseline data) 	<ul style="list-style-type: none"> • July 7, 2015 • Last school day of the month upon start of classes
		<ul style="list-style-type: none"> • October 2015 • October for the succeeding school years 	<ul style="list-style-type: none"> • November 6, 2015 • For the succeeding school years, five working days after the month of October
		<ul style="list-style-type: none"> • March 2016 • March for the succeeding school years 	<ul style="list-style-type: none"> • April 2016 • For the succeeding school years, five working days after the month of March
SF-5	School Form 5: Report on Promotion and Level of Proficiency	EoSY 2015-2016	One week after graduation
SF-6	School Form 6: Summarized Report on Promotion and Level of Proficiency	EoSy 2015-2016	One week after graduation
SF-7	School Form 7: School Personnel Assignment List and Basic Profile	<ul style="list-style-type: none"> • BoSY 2015-2016 • Any data updates 	<ul style="list-style-type: none"> • Two weeks from the first day of classes • Immediate submission



Annex B : **SAMPLE TEMPLATE**

Monthly Report for the Month of _____

Name of School/Section Head: _____

School/Division: _____

School Address/Section : _____

Contact Number: _____ E-mail address: _____

I. STUDENT DEVELOPMENT

A. Training/Seminars

Training/Seminars	Date Conducted	Participants	Number of Participants	Conducted by

B. Awards/Winnings

Awards/Winnings	Date of Contest	Name of Participant/s	Conducted by

C. School Programs/Intervention Activities

Programs/Activities	Date Conducted	Participants	Number of Participants	Conducted by

D. Other Student Development Matters



II. TEACHER/PERSONNEL DEVELOPMENT

A. Conferences/Training/Seminars/Workshops/Symposia

Conferences/ Training/Seminars/ Workshops/ Symposia	Category	Date Conducted	Participants	Number of Participants	Conducted by

B. Post-graduate/ Scholarship Grants/ Short-term Courses (completed only)

Course/Program	Inclusive Date	School/ Organization

C. Research/Published Papers

Title	Publisher	Classification (journal, book, newspaper, etc.)	Date Published

D. Other Teacher/Personnel Development Matters



III. CURRICULUM DEVELOPMENT

A. Pedagogical/ Instructional Enhancement

Activities	Inclusive Dates	Venue	Participants

B. Curricular Design/ Evaluation

Activities	Inclusive Dates	Venue	Participants

C. Other Curricular Development Matters

IV. SUPERVISION AND ADMINISTRATION

A. School-Based Management Policies/Systems

Policies/System	Description	Date of Effectivity	Expected Outcome

B. School Evaluation (school level)

School Evaluation Activities	Date	Strategy	Outcome

C. National Examinations/ Accreditations

National Examinations/ Accreditations	Degree/Level of Assessment (qualitative: i.e. Level 3; quantitative: i.e. MPS)	Date Granted/ Date of Released	Agency

D. Other Supervisory and Administrative Matters



V. PHYSICAL FACILITIES

A. Physical Facilities Planning, Construction/Acquisition, and Management

Nature (planning, construction/ acquisition, etc..)	Details	Purpose

B. School Disaster Risk Reduction Management Contingency Plans and Assessment

Nature (contingency plans/ assessment)	Details	Remarks

C. Others reports pertaining to management of physical facilities

VI. COMMUNITY DEVELOPMENT

A. Extension Program/ Outreach

Activities	Date Conducted	Participants	Number of Participants	Conducted by

B. Networking/Collaboration with Stakeholders

Activities	Date Conducted	Participants	Number of Participants	Conducted by

C. Others Community Development Matters

VII. OTHERS

(Include other matters which the school intend to report.)