

## Republic of the Philippines Department of Education Cordillera Administrative Region

## DIVISION OF BAGUIO CITY

#82 Military Cut-off, Baguio City

Fax: (074) 442-7819

**DIVISION MEMORANDUM** 

No. 100, s. 2016



DED BAGGIC

New Guidelines in Accomplishing the Revised School Form 5 (SF5) and School Form 6 (SF6)

To: All Public and Private School Heads **Public and Private Class Advisers** Other Concerned

- 1. As per advisory posted in the official LIS help desk of the Department of Education dated February 25, 2016, please be informed of the following guidelines in accomplishing School Form 5 and School Form 6:
  - a. Do not include dropouts and transferred out (refer to DepEd Order No. 4, s. 2014)
  - b. Final rating per learning areas should be taken from the record of the subject teachers. The class advisers should compute the general average, please leave it blank for conditionally promoted learners.
  - c. On the summary table, reflect the total number of learner promoted (final grade of at least 75% in all learning areas), retained (did not meet expectations in three or more learning areas) and conditionally promoted (did not meet the expectations in not more than two learning areas). Please revisit DepEd Order no. 8, s. 2015 entitled "Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program" specifically page 17 letter D. How are learners promoted or retained at the end of the school year.
  - d. Incomplete learning areas. The first sub-column refers to learning area/s failed from the previous school year but completed in the current school year. The second subcolumn presented the list of learning area/s that did not meet expectations during the current school year.
- 2. Adjusted SF 5 and SF6 is available for download in LIS with adjusted instructions on DO 8, s. 2015 and DO 29, s. 2015 respectively. For LIS End of the School Year (EOSY) 2015-2016 activities, please carefully choose appropriate tag under dropdown list.
- 3. Immediate and wide dissemination of this Memorandum to all concerned is required.

FRANCIS ČESAŘ B. BRINGAS, CESO VI Schools Division Superintendent

OIC- Asst. Regional Director

ADRAN NG E	OUAR			Scho	ool Form	5 (SF 5) Repo	ort on Prome				& Achiev	ement				
• KAG	NOA	Region			Division				District							
REPUBLIKA NG PIL	Jenus S	chool ID				School Year			Curriculum							
	School	ol Name							Grade Level		Section					
									INCOMPLETE I	_EARNING AREA/	S					
LRN	LEARNER'S NAME (Last Name, First Name, Middle Name)					GENERAL AVERAGE (Whole numbers for non- honor as per Deped Order 8, s. 2015)	ACTION TAKEN: PROMOTED, *CONDITIONALLY PROMOTED or RETAINED	from previ that <u>had</u> I	te Learning Area/s ious school year/s been completed of current School Year	Incomplete Learr end of current						
													SUMMA	ARY TABLE		
												STATUS	MALE	FEMALE	TOTAL	
										PROMOTED						
											*Conditionally Promoted					
											RETAINED					
												LEVEL O	F PROGRE	SS AND AC	HIEVEMENT	
													MALE	FEMALE	TOTAL	
												Did Not Meet Expectations (74% and below)				
												Fairly Satisfactory				
												(75%-79%)				
												Satisfactory				
												( 80%-84%)				
												Very Satisfactory ( 85% -89%)				

TOTAL MALE

Outstanding ( 90% -100%)

		OFNED 41	44510115417511	INCOMPLETE L	EARNING AREA/S	
LRN	LEARNER'S NAME (Last Name, First Name, Middle Name)	GENERAL AVERAGE (Whole numbers for non- honor as per Deped Order 8, s. 2015)	ACTION TAKEN: PROMOTED, *CONDITIONALLY PROMOTED or RETAINED	Incomplete Learning Area/s from previous school year/s that had been completed as of end of current School Year	Incomplete Learning Area/s as of end of current School Year	
						PREPARED BY:
						Class Adviser
						(Name and Signature)
						CERTIFIED CORRECT & SUBMITTED:
						School Head
						(Name and Signature)
						REVIEWED BY:
						Pittis Pourselett
						Division Representative (Name and Signature)
						GUIDELINES:
						1. Do not inlcude Dropouts and Transferred Out (D.O.4, 2014)
						To be prepared by the Adviser. Final rating per learning area should be
						taken from the record of subject teachers. The class adviser should compute for the General Average. (leave it blank for *conditionally promoted).
						3. On the summary table, reflect the total number of learners PROMOTED
						(Final Grade of at least <b>75% in ALL learning areas</b> ), RETAINED (Did not meet expectations in <b>three</b> (3) or more learning areas) and
						*CONDITIONALLY PROMOTED (*did not meet expectations in not more
						than two (2) learning areas) and the Level of Progress and Achievement according to the individual General Average. All provisions on classroom
						assessment and the grading system in the said Order shall be in effect for all grade levels - Deped Order 29, s. 2015.
						Incomplete Learning Areas. The 1st sub-column refers to learning area/s that failed from previous SY but had been completed in the current SY. The
						2nd sub-column previous SY but had been completed in the current SY. The expectation during the current SY.
	TOTAL FEMALE					5. Protocols of validation & submission is under the discretion of the Schools Division Superintendent.
	COMBINED					School Form 5: Page of



## School Form 6 (SF6) Summarized Report on Promotion and Level of Progress & Achievement Revised to conform with the instructions of Deped Order 8, s. 2015

2 inter	School II	)					Region			Division											
School	ol Name	Name										District					School Year				
SUMMARY TABLE	GR	ADE 1 /GRA	ADE 7	E 7 GRADE 2 / GRA		ADE 8 GR		RADE 3 / GRADE 9		GRADE 4 / GRADE		DE 10 GF		GRADE 5 / GRADE 11		GRADE 6 / GRA		ADE 12		TOTAL	
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL
PROMOTED																					
CONDITIONALLY PROMOTED																					
RETAINED																					
EVEL OF PROGRESS AND ACHIEVEMENT	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL
Did Not Meet Expectations ( 74% and below)																					
Fairly Satisfactory ( 75%-79%)																					
Satisfactory ( 80%-84%)																					
Very Satisfactory ( 85% -89%)																					
Outstanding ( 90% -100%)																					
TOTAL																					
Prepared and Submitted by:		SCHOOL H	FAD	-	Reviewed &	Validated	•	DIVISION R	FPRESEN	ITATIVF		Noted by:			SCHOOLS	S DIVISIO	N SUPERIN	TENDENT			

## **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.