



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


No. 100, s. 2016

DEPED DIVISION OF BAGUIO CITY  
MAR 21 2016  
RELEASED

**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 sub-column 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 CESAR B. BRINGAS, CESO VI**  
Schools Division Superintendent  
OIC- Asst. Regional Director







# 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*

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																								
CONDITIONALLY PROMOTED																								
RETAINED																								
<b>LEVEL OF PROGRESS AND ACHIEVEMENT</b>	MALE	FEMALE	TOTAL	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%)																								
<b>TOTAL</b>																								

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.