



Republic of the Philippines  
**Department of Education**

27 NOV 2017


DepEd ORDER  
No. **58** s.2017

**ADOPTION OF NEW FORMS FOR KINDERGARTEN, SENIOR HIGH SCHOOL,  
ALTERNATIVE LEARNING SYSTEM, HEALTH AND NUTRITION, AND PERMANENT  
RECORDS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. With the nationwide implementation of the K to 12 Basic Education Program, particularly of Senior High School (SHS), and the intensified implementation of the Alternative Learning System (ALS), the additional sets of school and ALS forms are hereby adopted. This policy complements DepEd Order No. (DO) 4, s. 2014 entitled *Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014*.
2. This policy institutes new forms to be used in schools and other institutions delivering basic education, particularly Kindergarten, SHS, and ALS, and standardizes the forms for the learners' Health and Nutrition, and Permanent Records.
3. The new, standardized forms shall be used in all public schools and ALS Community Learning Centers starting SY 2017-2018. Private schools, state and local colleges and universities as well as other higher educational institutions offering basic education are enjoined to adopt the said forms.
4. The following documents are enclosed:
  - a. Enclosure No. 1. Guidelines on the Adoption of the New Forms for Kindergarten, SHS, ALS, Health and Nutrition, and Permanent Records;
  - b. Enclosure No. 2 School and ALS Forms (includes Data Element Description and Instructions on Filling Out the Forms)
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)  
FOR YOUR INFORMATION & APPROPRIATE ACTION  
  
**FEDERICO P. MARTIN, Ed.D, CESO VI**  
Schools Division Superintendent

Encl.:

As stated

References:

DepEd Orders:

No. 4, s. 2014

No. 8, s. 2015

No. 47, s. 2016

No.69, s. 2016

No. 54, s. 2016

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

ALTERNATIVE LEARNING SYSTEM

BASIC EDUCATION

FORMS

LEARNERS

POLICY

PROGRAMS

(Enclosure to DepEd Order No. 58, s. 2017)

## **GUIDELINES ON THE ADOPTION OF THE NEW FORMS FOR KINDERGARTEN, SHS, ALS, HEALTH AND NUTRITION, AND PERMANENT RECORDS**

### **I. RATIONALE**

A simplified set of school forms was introduced and adopted through DepEd Order No. (DO) 4, s. 2014 entitled *Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014*. Currently, SFs 1, 2, 4, 5 and 6 are used to record data on learners in Kinder (except SF5), and Grades 1 to 10, while SF3 captures information related to textbook distribution and SF 7 collects information about each school personnel's current official duty or teaching assignments. This set of modified school forms provides significant information that are valuable in making evidence-based assessment, planning, resource allocation, performance monitoring, and evaluation.

The inclusive implementation of the K to 12 Basic Education Program, particularly of Senior High School (SHS), and the intensified delivery of the Alternative Learning System (ALS), necessitated the development of updated school and ALS forms respectively. There is also the need to update the data elements being collected from the Kindergarten program and to standardize the learners' health and nutrition report and permanent academic achievement record. These new, standardized forms shall complement DO 4, s. 2014. This set of school and ALS forms are the result of a series of consultations and discussions with the School Forms Review Team (SFRT) composed of teachers, principals, and key personnel from the schools division, regional, and central offices.

### **II. SCOPE OF THE POLICY**

This policy covers the adoption of new forms for Kindergarten, SHS, and ALS, and the standardization of the learners' health and nutrition, and permanent records.

The use of these forms in all public schools is mandatory. No other forms will be used as official documents in public schools nationwide unless approved by the Office of the Undersecretary for Planning and Field Operations. Private schools, State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), and other Higher Education Institutions (HEIs) offering the basic education curriculum are enjoined to adopt the new forms.

### **III. POLICY STATEMENT**

While this policy shall lessen the time and effort of teachers and school heads consumed for administrative matters to allow them to focus on their core business, which is the delivery of the curriculum, the paramount consideration of this policy is to ensure that our school and ALS personnel gather no more than those data that are important and relevant to our school and ALS statistics. The simplicity in data gathering and reporting with this new set of forms does not compromise the accuracy of the information being collected.

### **IV. NEW SCHOOL FORMS GUIDELINES AND PROCEDURES**

Beginning SY 2017-2018, the school forms in Enclosure No. 2 shall be used nationwide. The ALS forms, also in Enclosure No. 2, shall be used by mobile teachers and district ALS Coordinators beginning this Calendar Year (CY) 2017. These new school and ALS forms in spreadsheet format are available for download from the Deped Official Website ([www.deped.gov.ph](http://www.deped.gov.ph)) under the Resources Tab, and from the Learner Information System ([lis.deped.gov.ph](http://lis.deped.gov.ph)) Support Page. Below is the summary of new school and ALS forms:

### **SUMMARY OF FORMS**

K – Kinder  
 ES – Elementary School (Grade 1 to 6)  
 JHS – Junior High School (Grades 7 to 10)  
 SHS – Senior High School (Grades 11 and 12)

SCHOOL FORM	DESCRIPTION	CODE	GRADE LEVEL
<b>School Form 1 – School Register</b>	A list of learners who are officially enrolled and attending classes	SF1	ES, JHS
		SF1-SHS	SHS
<b>School Form 2 – Learner Daily Attendance Report</b>	A list of the learners’ daily attendance	SF2	ES, JHS
		SF2-SHS	SHS
<b>School Form 3 – Books Issued and Returned</b>	A list of books and other reading materials issued to the learners, and returned to the issuing authority	SF3	ES, JHS
		SF3-SHS	SHS
<b>School Form 4 – Monthly Learner Movement and Attendance Report</b>	Summary number of learners who moved in/out of the school during the month	SF4	ES, JHS
		SF4-SHS	SHS
<b>School Form 5 - Report on Promotion and Level of Proficiency</b>	A list of the learners’ academic performance and result of assessment by the end of the school year	SF5-K	Kinder
		SF5	ES, JHS
<b>School Form 5A – End of Semester and School Year Learner Status</b>	A list of the learners’ academic performance and result of assessment by the end of the semester and school year	SF5A-SHS	SHS
<b>School Form 5B – List of Learners with Complete SHS Requirements</b>	A list of Grade 12 learners who completed SHS requirements and are candidates for graduation	SF5B-SHS	SHS
<b>School Form 6 – Summarized Report on Promotion and Level of Proficiency</b>	Summary number of learner status by the end of the semester and/or school year	SF6	ES, JHS
		SF6-SHS	SHS
<b>School Form 7 – School Personnel Assignment List and Basic Profile</b>	A list of the school personnel’s profile and official duty, such as teaching assignments, ancillary responsibilities, etc.	SF7	ES, JHS
		SF7-SHS	SHS
<b>School Form 8 – Learner’s Basic Health and Nutrition Report</b>	A record of the learners’ health and nutritional assessment	SF8	Kinder, ES, JHS
		SF8-SHS	SHS
<b>School Form 9 – Learner’s Progress Report Card</b>	An individual, periodic report of a learner’s academic achievement per grade level	SF9-ES	ES
		SF9-JHS	JHS
		SF9-SHS	SHS
<b>School Form 10 – Learner’s Permanent Academic Record</b>	An individual record of a learner’s academic achievement per level	SF10-ES	ES
		SF10-JHS	JHS
		SF10-SHS	SHS

**A. School Form 5 – Report on Promotion and Level of Proficiency for Kinder(SF5-K)**

At the end of the school year, the Kindergarten teacher will prepare the report on the learners’ individual assessment results. The said assessment and corresponding results must be in accordance with DO 8, s. 2015 *Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program*, and DO 47, s. 2016 *Omnibus Policy on Kindergarten Education*.

**B. School Form 8 –Learner’s Basic Health and Nutrition Report (SF8)**

At the beginning of the school year, with the assistance of the School Nurse (if any), the class adviser/MAPEH teacher will conduct actual measurement of height and weight of each learner to calculate the Body Mass Index (BMI) value and weight status. The procedure may be repeated as deemed necessary to measure improvement before the end of school year. This replaces all other school forms on nutritional status with the same data elements related to BMI.

**C. School Form 9 –Learner’s Progress Report Card (SF9)**

The Progress Report Card was renamed to Learner’s Progress Report Card or SF9. The format and content of the existing Progress Report Card as prescribed by DO 8, s.2015 will still be adopted in all grade levels except in Kinder.

**D. School Form 10 –Learner’s Permanent Academic Record (SF10)**

The Permanent Record commonly known as Form 137 was renamed to Learner’s Permanent Academic Record or SF10. To simplify the format and content, SF10 will only bear the DepEd official logo and seal. This will provide consistency and uniformity to lessen the bulk of stapled forms or even re-writing the same information to school-customized Form 137 whenever a learner transfers to another school. The following instructions must be strictly observed:

- a. Effective SY 2017-2018, the updated and standardized SF10 will be adopted for Grades 1 and 7.
- b. For other grade levels (Grades 2 to 6, Grades 8 to 10) the old/existing format of Form 137 will be used until the learners complete the elementary and junior high school level, respectively. There is no need to rename to SF10.
- c. Incoming Grade 11 (SHS) will continue using the existing format and content of Form 137 as issued through DepEd Order No. 69, s. 2016 but will rename the form as **SF10-SHS**.
- d. Procedures in preparation of SF10-ES
  - d.1. The Grade 1 teacher will prepare one (1) copy only of SF10-ES and attach the relevant supporting documents (such as copy of the birth certificate, kindergarten completion certificate/Early Childhood Care and Development(ECCD) checklist, progress report or other equivalent document)
  - d.2. If the learner continues his/her studies in the same Elementary School (ES), the SF10-ES will be forwarded by the Grade 1 adviser to the Grade 2 adviser. The receiving adviser will make the necessary updating in the same SF10-ES he/she received. The same procedure will be followed in the succeeding grade levels until the learner completes Grade 6.
  - d.3. If the learner transferred out to continue the elementary level to another ES, the receiving ES shall request the transfer of original copy of SF10-ES and other pertinent documents. The originating ES, upon receipt of a written request or system notification of transfer through the LIS, whichever comes first, will create one certified true photocopy of SF10-ES for their file and send the original SF10-ES along with other pertinent document to

the receiving ES. The receiving ES will update the LIS once the documents have been received, and will continue filling up the original SF10. Section V Guidelines on Learner's School Record and Section VI Other Provisions as stipulated in DO 54, s. 2016 shall be strictly followed.

d.4. The ES where the learner completed his/her elementary level shall keep the original copy of SF10-ES. If the learner requests for additional copies for his/her employment, or for any reason other than to enroll for Junior High School (JHS), the ES may create a certified true copy from the original SF10-ES. The certified true photocopy that has the school seal and School Head's signature in ink shall be provided to the learner.

d.5. If the learner proceeded to JHS, the ES, upon receipt of a written request or system notification of transfer through the LIS whichever comes first, will create one certified true copy of SF10-ES and send it along with other pertinent documents to the requesting JHS. The receiving JHS, through the Grade 7 adviser, shall use the certified true copy of SF10-ES as a reference to create SF10-JHS.

d.6. Any erasures or alterations on the document should be validated and bear the signature of the School Head in ink.

d.7. The SF10-ES shall be prepared at the end of school year or in the event of learner transfers within the school year.

d.8. The SF10-ES shall be printed using ordinary legal size bond paper. Commercial printing that will result in unnecessary expenses is hereby discouraged.

d.9. To reiterate provisions of DO8, s. 2015 entitled *Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program* and DO47, s. 2016 entitled *Omnibus Policy on Kindergarten Education*, learners enrolled in the Kindergarten program shall use the ECCD checklist instead of Form 137 or SF10-ES.

e. Procedures in preparation of SF10-JHS

e.1. The Grade 7 class adviser will prepare one (1) copy only of SF10-JHS and attach the certified true photocopy of SF10-ES along with other relevant supporting documents. If the Form 137 or SF10-ES is not available due to learner's acceleration, the certified true copy of assessment result or certificate shall be used as reference and attachment in SF10-JHS.

e.2. If the learner continues his/her studies in the same JHS, the SF10-JHS will be forwarded by the Grade 7 adviser to the Grade 8 adviser. The receiving adviser will make the necessary updating in the same SF10-JHS he/she received. The same procedure will be followed in the succeeding grade levels until the learner completes Grade 10.

e.3. If the learner transferred out to continue to another JHS, the receiving JHS shall request the transfer of original copy of SF10-JHS and other pertinent documents. The originating JHS, upon receipt of a written request or system notification of transfer

through the LIS, whichever comes first, will create one certified true copy of SF10-JHS for their file and send the original SF10-JHS along with other pertinent document to the receiving JHS. The receiving JHS will update the LIS once the documents have been received, and will continue filling up the original SF10-JHS. Section V Guidelines on Learner's School Record and Section VI Other Provisions as stipulated in DO 54, s. 2016 shall be strictly followed.

e.4. The JHS where the learner completed his/her junior high school level shall keep the original copy of SF10-JHS. If the learner requests for additional copies for his/her employment, or for any reason other than to enroll for Senior High School (SHS), the school may create a certified true copy from the original SF10-JHS. The certified true copy that has the school seal and School Head's signature in ink shall be provided to the learner.

e.5. If the learner proceeded to SHS, the JHS, upon receipt of a written request or system notification of transfer through the LIS whichever comes first, will create one certified true copy of SF10-JHS and send it along with other pertinent documents such as copy of SF10ES to the requesting SHS. The receiving SHS, through the Grade 11 adviser, shall use the certified true copy of SF10-JHS as a reference to create SF10-SHS. Provisions stipulated in DO 69, s. 2016 shall be strictly observed.

e.6. Any erasures or alterations on the document should be validated and bear the signature of the School Head in ink.

e.7. The SF10-JHS shall be prepared at the end of school year or in the event of learner transfers within the school year.

e.8. The SF10-JHS shall be printed using ordinary legal size bond paper. Commercial printing that will result in unnecessary expenses is hereby discouraged.

**E. Alternative Learning System (ALS)**

The revised ALS Forms will effectively replace the MIS Forms 001 and 002 and shall be used by all ALS facilitators nationwide effective Calendar Year 2017.

<b>Current Forms</b>	<b>Revised Forms</b>	<b>Code</b>	<b>Description</b>
MIS 001	ALS Form 1 - <b>List of Mapped and Potential Learners</b>	AF1	A list of potential ALS learners identified during mapping activities
MIS 002	ALS Form 2 - <b>Enrolment Form</b>	AF2	A basic information sheet of individuals who signified interest to enroll in ALS program
MIS 002	ALS Form 3 - <b>Master List of Enrolled Learners and End of Program Assessment</b>	AF3	A record of learners who are officially enrolled in ALS classes and their individual assessment status at the end of the program for the calendar year

MIS 002	ALS Form 4 - <b>Master List of A&amp;E Registrants</b>	AF4	A list of candidates qualified to take the A&E accreditation and equivalency exam.
MIS 002	ALS Form 5 - <b>Learner's Permanent Record</b>	AF5	A record of learner's basic personal profile and learning performance

## V. IMPLEMENTATION GUIDELINES

1. New forms adopted in this policy will be available with pre-populated data for downloading from the LIS website on or before the end of SY2017-2018.
2. The sets of new school and ALS forms with data element descriptions and instructions on how to accomplish them are provided in Enclosure No. 2. Electronic Forms in MS Excel format are available for download from [www.deped.gov.ph](http://www.deped.gov.ph) through the Resource tab and [lis.deped.gov.ph](http://lis.deped.gov.ph) under the Support Page. To ensure consistency and compliance with the standardized format, downloading of electronic forms through unauthorized/unofficial websites or social media portals is hereby discouraged.
3. The school head is responsible for organizing orientation meetings/activities to ensure that teachers are knowledgeable in using the new forms. The School Governance and Operations Division (SGOD) may extend technical assistance to support the said activity.
4. The ALS focal person/s in the Schools Division Office, under the supervision of the Curriculum Implementation Division (CID) shall also conduct orientations for the information and guidance of ALS mobile teachers and other ALS learning facilitators.

## VI. MONITORING AND EVALUATION

The Education Management Information System Division – Planning Service (EMISD-PS), the School Effectiveness Division (SED) – BHRD, and the Bureau of Learning Delivery (BLD) will jointly monitor and oversee the national implementation of these new school and ALS forms.

The Schools Division Office, through the SGOD, is likewise mandated to monitor compliance with this policy, and shall submit regular monitoring reports to the Regional Office through the Policy Planning and Research Division (PPRD) for quality assurance and technical assistance. Any policy-related issues or non-compliance with these guidelines shall be reported to the Central Office, through the Planning Service.

## VII. SPECIAL PROVISION

Teachers, school heads and all concerned DepEd personnel are cautioned against individuals or groups that may attempt to sell electronic or print copies of these new forms as well as the first set of modified school forms released through DepEd Order 4, s. 2014. Teachers/School heads may directly report such incidents to the Office of the Director, Planning Service at [ps.od@deped.gov.ph](mailto:ps.od@deped.gov.ph) or at telephone no. (02) 687-2744.





LRN	NAME (Last Name, First Name, Name Extension, Middle Name)	Sex (M/F)	BIRTHDATE (mm/dd/yyyy)	AGE	Religious Affiliation	COMPLETE ADDRESS				PARENTS		GUARDIAN (if learner is not Living with Parent)		Contact Number of Parent/Guardian	REMARKS (Please refer to the legend)
						House No./ Street/ Sitio/ Purok	Barangay	Municipality/ City	Province	Father's Name (Last Name, First Name, Name Extension, Middle Name)	Mother's Maiden Name (Last Name, First Name, Name Extension, Middle Name)	Name (Last Name, First Name, Name Extension, Middle Name)	Relationship		
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40															
<=== TOTAL FEMALE															
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Legend: List and Code of Indicators under REMARKS column

Indicator	Code	Required Information	Indicator	Code	Required Information	REGISTERED	Beginning of the Semester	End of the Semester
Transferred Out	T/O	Name of School, Date of 1st Attendance and Date of Last Attendance if Transferred Out	CCT Recipient	CCT	CCT Control/reference number & Effectivity Date	MALE		
Transferred In	T/I		Balik Aral	B/A	Name of school last attended & Year	FEMALE		
			Learner With Exceptionality Accelerated	LWE ACL	Specify Exceptionality of the Learner Specify Level & Effectivity Date	TOTAL		

Prepared By:

Signature of Adviser over Printed Name

Beginning of the Semester Date:

End of the Semester Date:



No.	NAME (Last Name, First Name, Name Extension, Middle Name)	DATE																												Total for the Month		REMARKS <small>1. If No Longer in School (NLS), state reason, please refer to legend number 2. If TRANSFERRED IN/OUT, write the name of School. 3. If SHIFTING IN/OUT, write the name of Track/Strand/Program.</small>						
		M	T	W	TH	F	S	M	T	W	TH	F	S	M	T	W	TH	F	S	M	T	W	TH	F	S	M	T	W	TH	F	S		ABSENT	TARDY				
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	<=== FEMALE   TOTAL Per Day ===>																																					
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**GUIDELINES:**

- The attendance shall be accomplished daily. Refer to the codes for checking learners' attendance
- To compute the following:

a. Percentage of Enrolment =  $\frac{\text{Registered Learners as of end of the month}}{\text{Enrolment as of 1st Friday of the school year}} \times 100$

b. Average Daily Attendance =  $\frac{\text{Total Daily Attendance}}{\text{Number of School Days in reporting month}}$

c. Percentage of Attendance for the month =  $\frac{\text{Average daily attendance}}{\text{Registered Learners as of end of the month}} \times 100$

- Every end of the month, the Class Adviser will submit this form to the Office of the Principal for recording of summary table into School Form 4. Once signed by the School Head, this form should be returned to the Class Adviser.
- The Class Adviser will provide necessary interventions including but not limited to home visitation to learners who were absent for 5 consecutive days and/or those at risk of dropping out.
- Attendance performance of learners will be reflected in the SF9-SHS of every grading period.

**1. CODES FOR CHECKING ATTENDANCE**

(blank) - Present; (x) - Absent; Tardy (half shaded) = Upper for Late Comer, Lower for Cutting Classes)

**2. REASONS/CAUSES FOR NO LONGER IN SCHOOL (NLS)**

**a. Domestic-Related Factors**

- a.1. Had to take care of siblings
- a.2. Early marriage/pregnancy
- a.3. Parents' attitude toward schooling
- a.4. Family problems

**b. Individual-Related Factors**

- b.1. Illness
- b.2. Overage
- b.4. Drug Abuse
- b.5. Poor Academic Performance
- b.6. Lack of Interest/Distractions
- b.7. Hunger/Malnutrition

**c. School-Related Factors**

- c.1. Teacher Factor
- c.2. Physical Condition of Classroom
- c.3. Peer Influence

**d. Geographic/Environmental**

- d.1. Distance between home and school
- d.2. Armed conflict (incl. Tribal wars & clan feuds)
- d.3. Calamities/Disasters

**e. Financial-Related**

- e.1. Child labor, work

**f. Others (Specify)**

- a. Death
- b. Transferred to School Abroad
- c. Transferred to International School
- d. Transferred to ALS

Month:	No. of Days of Classes:	Summary		
		M	F	TOTAL
* Enrollment (as of 1st Friday of the semester)				
Late Enrollment during the month (beyond cut-off)				
Registered Learners as of end of the month				
Percentage of Enrolment as of end of the month				
Average Daily Attendance				
Percentage of Attendance for the month				
Number of students absent (to 5 consecutive days)				
<b>No Longer in School (NLS)</b>				
<b>Transferred Out</b>				
<b>Transferred In</b>				
<b>Shifting Out</b>				
<b>Shifting In</b>				

I certify that this report is true and correct.

\_\_\_\_\_  
Signature of Class Adviser over Printed Name

Attested By:

\_\_\_\_\_  
Signature of School Head over Printed Name



No.	NAME (Last Name, First Name, Name Extension, Middle Name)	Book / Module Title		Book / Module Title		Book / Module Title		Book / Module Title		Book / Module Title		Book / Module Title		Book / Module Title		Book / Module Title		Book / Module Title		Book / Module Title		REMARKS/ACTION TAKEN (Please refer to the codes below)
		Date (mm/dd/yy)		Date (mm/dd/yy)		Date (mm/dd/yy)		Date (mm/dd/yy)		Date (mm/dd/yy)		Date (mm/dd/yy)		Date (mm/dd/yy)		Date (mm/dd/yy)		Date (mm/dd/yy)		Date (mm/dd/yy)		
		Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	
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TOTAL FEMALE ==>																						
COMBINED ==>																						

**GUIDELINES:**

1. Title of Books Issued to each learner must be recorded by the Class Adviser.
2. The Date of Issuance and the Date of Return shall be reflected in the form.
3. The Total Number of Copies issued shall be reflected in the form.
4. The Total Number of Copies of Books Returned shall be reflected in the form.
5. All textbooks being used must be included. Additional copies of this form may be used if needed.

In case of lost/unreturned books, please provide information with the following code:

- A. In Column Date Returned, codes are: FM=Force Majeure, TDO: Transferred/Dropout, NEG=Negligence  
 B. In Column Remark/Action Taken, codes are: LLTR=Secured Letter from Learner duly signed by parent/guardian (for code FM), TLTR=Teacher prepared letter/report duly noted by School Head for submission to School Property Custodian (for code TDO), PTL=Paid by the Learner (for code NEG). References: DO No.23, s.2001, DO No.25, s.2003, DO No.14, s.2012.

Prepared By: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Class Adviser over Printed Name







No.	LRN	LEARNER'S NAME (Last Name, First Name, Name Extension, Middle Name)	SUMMATIVE ASSESSMENT STANDARD SCORE	INTERPRETATION	ACTION TAKEN (Grade One Ready or Needs Further Intervention)
<b>FEMALE</b>					
<=== TOTAL FEMALE					
<=== COMBINED					

Prepared By:

\_\_\_\_\_  
Signature of Class Adviser over Printed Name

Certified Correct & Submitted By:

\_\_\_\_\_  
Signature of School Head over Printed Name

Reviewed By:

\_\_\_\_\_  
Signature of Public Schools District  
Supervisor/Representative over Printed Name

Checked & Validated By:

\_\_\_\_\_  
Signature of Division Representative over Printed Name

**GUIDELINES:**

1. Do not include Dropouts and Transferred Out (DO 4, s. 2014)
2. This should be prepared by the Adviser. Post Test Standard Score should be taken from the record submitted to the Division Office.
3. The summary table should reflect the total number of learners. For GRADE ONE READY, Summative Assessment Standard Score must be 80 and above, while NEEDS FURTHER INTERVENTION must be 79 and below.







### School Form 5B List of Learners with Complete SHS Requirements (SF5B-SHS)



School Name  School ID  District  Division   
 Semester  School Year  Section   
 Track and Strand  Course/s (only for TVL)

No.	LRN	LEARNER'S FULL NAME (Last Name, First Name, Name Extension, Middle Name)	Completed SHS in 2 SYs? (Y/N)	National Certification Level Attained (only if applicable)
	MALE			

**SUMMARY TABLE A**

STATUS	MALE	FEMALE	TOTAL
Learners who completed SHS Program within 2 SYs or 4 semesters			
Learners who completed SHS Program in more than 2 SYs or 4 semesters			
<b>TOTAL</b>			

**SUMMARY TABLE B**

STATUS	MALE	FEMALE	TOTAL
NC III			
NC II			
NC I			
<b>TOTAL</b>			

Note: NCs are recorded here for documentation but is not a requirement for graduation.





**School Form 6 Summarized Report of Learner Status as of End of Semester and School Year for Senior High School (SF6-SHS)**



School Name  School ID  District  Division  Region   
 Semester  School Year

GRADE LEVEL	END OF SEMESTER STATUS									END OF SCHOOL YEAR <small>(Fill up only at the end of the second semester.)</small>								
	COMPLETE			INCOMPLETE			TOTAL			REGULAR			IRREGULAR			TOTAL		
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL
<b>GRADE 11</b>																		
<b>TRACK/STRAND/COURSE</b>																		
<b>SUB TOTAL</b>																		
<b>GRADE 12</b>																		
<b>TRACK/STRAND/COURSE</b>																		
<b>SUB TOTAL</b>																		
<b>TOTAL</b>																		

Prepared and Submitted By: \_\_\_\_\_ Reviewed & Validated By: \_\_\_\_\_ Noted By: \_\_\_\_\_  
Signature of School Head over Printed Name      Signature of Division Representative over Printed Name      Signature of Division Superintendent over Printed Name

**GUIDELINES:**

1. After receiving and validating the report on Status of Learners submitted by the Class Adviser, the School Head shall compute the grade level total per track/strand/course and school total.
2. This report shall be forwarded to the Division Office by the end of the semester.
3. Column for End of School Year shall be accomplished at the end of SY or every after the 2nd semester
4. Protocols of validation & submission are under the discretion of the Schools Division Superintendent.



Employee No. (or Tax Identification Number - T.I.N.)	Name of School Personnel (Arrange by Position, Descending)	Sex	Fund Source	Position/ Designation	Nature of Appointment/ Employment Status (Regular/ Probationary/ Part Time)	EDUCATIONAL QUALIFICATION			Subjects Taught, Advisory Class & Other Ancillary Assignments	Grade and Sections (Enumerate sections taught)	Daily Program (time duration)				Remarks: *For Detailed Items, Indicate name of school/office, *For IP - Ethnicity *For additional loads from JHS- please indicate the number of teaching minutes per week
						Degree/ Postgraduate	Major/ Specialization/ Specialized Training Attended	Minor			DAY (M/T/W/ TH/F)	From (00:00)	To (00:00)	Total Actual Teaching Minutes per Week	

**GUIDELINES:**

1. This form shall be accomplished at the beginning of each semester by the School Head and is submitted to the Division Office. In case of movement of teachers and other personnel during the semester, an updated SHSF-7 must be submitted to the Division Office at the end of the semester.
2. All school personnel, regardless of position/nature of appointment should be included in this form and should be listed from the highest rank to the lowest.
3. Please reflect subjects being taught including advisory class or ancillary assignment (if any). Other administrative duties must also be reported.
4. Daily Program Column is for teaching personnel only.

\_\_\_\_\_  
Signature of School Head over Printed Name

Updated as of: \_\_\_\_\_












**Learner Permanent Record for Elementary School (SF10-ES)**

(Formerly Form 137)

**LEARNER'S PERSONAL INFORMATION**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ NAME EXTN. (Jr,I,II) \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

Learner Reference Number (LRN): \_\_\_\_\_ Birthdate (mm/dd/yyyy): \_\_\_\_\_ Sex: \_\_\_\_\_

**ELIGIBILITY FOR ELEMENTARY SCHOOL ENROLMENT**

 Credential Presented for Grade 1:  Kinder Progress Report  ECCD Checklist  Kindergarten Certificate of Completion

Name of School: \_\_\_\_\_ School ID: \_\_\_\_\_ Address of School: \_\_\_\_\_

Other Credential Presented

 PEPT Passer Rating: \_\_\_\_\_ Date of Examination/Assessment (mm/dd/yyyy): \_\_\_\_\_  Others (Pls. Specify): \_\_\_\_\_

Name and Address of Testing Center: \_\_\_\_\_ Remark: \_\_\_\_\_

**SCHOLASTIC RECORD**

School: \_\_\_\_\_ School ID: \_\_\_\_\_

District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_

Classified as Grade: \_\_\_\_\_ Section: \_\_\_\_\_ School Year: \_\_\_\_\_

Name of Adviser/Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_

LEARNING AREAS	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
Music						
Arts						
Physical Education						
Health						
Eduk. sa Pagpapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						

Remedial Classes	Conducted from: _____ to _____				Remarks
	Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	

School: \_\_\_\_\_ School ID: \_\_\_\_\_

District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_

Classified as Grade: \_\_\_\_\_ Section: \_\_\_\_\_ School Year: \_\_\_\_\_

Name of Adviser/Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
Music						
Arts						
Physical Education						
Health						
Eduk. sa Pagpapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						

Remedial Classes	Date Conducted: _____ to _____				Remarks
	Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	

School: \_\_\_\_\_ School ID: \_\_\_\_\_

District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_

Classified as Grade: \_\_\_\_\_ Section: \_\_\_\_\_ School Year: \_\_\_\_\_

Name of Adviser/Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
Music						
Arts						
Physical Education						
Health						
Eduk. sa Pagpapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						

Remedial Classes	Conducted from: _____ to _____				Remarks
	Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	

School: \_\_\_\_\_ School ID: \_\_\_\_\_

District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_

Classified as Grade: \_\_\_\_\_ Section: \_\_\_\_\_ School Year: \_\_\_\_\_

Name of Adviser/Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
Music						
Arts						
Physical Education						
Health						
Eduk. sa Pagpapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						

Remedial Classes	Date Conducted: _____ to _____				Remarks
	Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	

**SCHOLASTIC RECORD**

School: \_\_\_\_\_ School ID: \_\_\_\_\_  
 District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_  
 Classified as Grade: \_\_\_\_\_ Section: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Name of Adviser/Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_

School: \_\_\_\_\_ School ID: \_\_\_\_\_  
 District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_  
 Classified as Grade: \_\_\_\_\_ Section: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Name of Adviser/Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_

LEARNING AREAS	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
<i>Music</i>						
<i>Arts</i>						
<i>Physical Education</i>						
<i>Health</i>						
Eduk. sa Pagpapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
<i>Music</i>						
<i>Arts</i>						
<i>Physical Education</i>						
<i>Health</i>						
Eduk. sa Pagpapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						

Remedial Classes	Date Conducted:		to		Remarks
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade		

Remedial Classes	Date Conducted:		to		Remarks
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade		

School: \_\_\_\_\_ School ID: \_\_\_\_\_  
 District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_  
 Classified as Grade: \_\_\_\_\_ Section: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Name of Adviser/Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_

School: \_\_\_\_\_ School ID: \_\_\_\_\_  
 District: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_  
 Classified as Grade: \_\_\_\_\_ Section: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Name of Adviser/Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
<i>Music</i>						
<i>Arts</i>						
<i>Physical Education</i>						
<i>Health</i>						
Eduk. sa Pagpapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP / TLE						
MAPEH						
<i>Music</i>						
<i>Arts</i>						
<i>Physical Education</i>						
<i>Health</i>						
Eduk. sa Pagpapakatao						
*Arabic Language						
*Islamic Values Education						
General Average						

Remedial Classes	Date Conducted:		to		Remarks
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade		

Remedial Classes	Date Conducted:		to		Remarks
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade		

For Transfer Out /Elementary School Completer Only

**CERTIFICATION**

I CERTIFY that this is a true record of \_\_\_\_\_ with LRN \_\_\_\_\_ and that he/she is eligible for admission to Grade \_\_\_\_\_.

School Name: \_\_\_\_\_ School ID \_\_\_\_\_ Division: \_\_\_\_\_ Last School Year Attended: \_\_\_\_\_

\_\_\_\_\_  
 Date Name of Principal/School Head over Printed Name (Affix School Seal here)

**CERTIFICATION**

I CERTIFY that this is a true record of \_\_\_\_\_ with LRN \_\_\_\_\_ and that he/she is eligible for admission to Grade \_\_\_\_\_.

School Name: \_\_\_\_\_ School ID \_\_\_\_\_ Division: \_\_\_\_\_ Last School Year Attended: \_\_\_\_\_

\_\_\_\_\_  
 Date Name of Principal/School Head over Printed Name (Affix School Seal here)

**CERTIFICATION**

I CERTIFY that this is a true record of \_\_\_\_\_ with LRN \_\_\_\_\_ and that he/she is eligible for admission to Grade \_\_\_\_\_.

School Name: \_\_\_\_\_ School ID \_\_\_\_\_ Division: \_\_\_\_\_ Last School Year Attended: \_\_\_\_\_

\_\_\_\_\_  
 Date Name of Principal/School Head over Printed Name (Affix School Seal here)

May add Certification Box if needed



School: _____		School ID: _____		District: _____		Division: _____		Region: _____	
Classified as Grade: _____		Section: _____		School Year: _____		Name of Adviser/Teacher: _____		Signature: _____	
LEARNING AREAS	QUARTER				FINAL RATING	REMARKS			
	1	2	3	4					
Filipino									
English									
Mathematics									
Science									
Araling Panlipunan (AP)									
Edukasyon sa Pagpapakatao (EsP)									
Technology and Livelihood Education (TLE)									
MAPEH									
Music									
Arts									
Physical Education									
Health									
<i>General Average</i>									
Remedial Classes		Conducted from (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____							
Subject	Final Rating	Remedial Class Mark		Recomputed Final	Remarks				

School: _____		School ID: _____		District: _____		Division: _____		Region: _____	
Classified as Grade: _____		Section: _____		School Year: _____		Name of Adviser/Teacher: _____		Signature: _____	
LEARNING AREAS	QUARTER				FINAL RATING	REMARKS			
	1	2	3	4					
Filipino									
English									
Mathematics									
Science									
Araling Panlipunan (AP)									
Edukasyon sa Pagpapakatao (EsP)									
Technology and Livelihood Education (TLE)									
MAPEH									
Music									
Arts									
Physical Education									
Health									
<i>General Average</i>									
Remedial Classes		Conducted from (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____							
Learning Areas	Final Rating	Remedial Class Mark		Recomputed Final	Remarks				

School: _____		School ID: _____		District: _____		Division: _____		Region: _____	
Classified as Grade: _____		Section: _____		School Year: _____		Name of Adviser/Teacher: _____		Signature: _____	
LEARNING AREAS	Quarterly Rating				FINAL RATING	REMARKS			
	1	2	3	4					
Filipino									
English									
Mathematics									
Science									
Araling Panlipunan (AP)									
Edukasyon sa Pagpapakatao (EsP)									
Technology and Livelihood Education (TLE)									
MAPEH									
Music									
Arts									
Physical Education									
Health									
<i>General Average</i>									
Remedial Classes		Conducted from (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____							
Learning Areas	Final Rating	Remedial Class Mark		Recomputed Final	Remarks				

For Transfer Out /JHS Completer Only

**CERTIFICATION**

I CERTIFY that this is a true record of \_\_\_\_\_ with LRN \_\_\_\_\_ and that he/she is eligible for admission to Grade \_\_\_\_\_.

Name of School: \_\_\_\_\_ School ID \_\_\_\_\_ Last School Year Attended: \_\_\_\_\_

Date \_\_\_\_\_ Name of Principal/School Head over Printed Name \_\_\_\_\_

(Affix School Seal here)

(May add Certification box if needed)

SFRT Revised 2017





Department of Education  
ALTERNATIVE LEARNING SYSTEM  
MASTERLIST OF MAPPED AND POTENTIAL LEARNERS (AF1)



District  Division:  Region  Calendar Year

NAME (Last Name, First Name, Name Extension, Middle Name)	Sex (M/F)	Date of Birth (mm/dd/yyyy)	Age	Mother Tongue	IP (Yes or No)	Religion	COMPLETE HOME ADDRESS				PARENTS		Contact Number of Learner (if available)	Last Grade Level Completed in Formal School	Date Mapped (mm/dd/yyyy)	REMARKS			
							House No./Street/Sitio/ Purok	Barangay	Municipality/ City	Province	Father's Name (Last Name, First Name, Middle Name)	Mother's Maiden Name (Last Name, First Name, Middle Name)				Interested in ALS? Yes or No	If Yes, Preferred Program	If already enrolled in ALS, provide date of first attendance (DOFA) and LRN	

MAPPED LEARNERS as of (MM/DD/YY)	
MALE	
FEMALE	
TOTAL	

ENROLLED LEARNERS as of (MM/DD/YY)	
MALE	
FEMALE	
TOTAL	

Prepared By: \_\_\_\_\_  
Signature of Facilitator over Printed Name

Certified Correct: \_\_\_\_\_  
Signature of PSDS over Printed Name



Republic of the Philippines  
Department of Education  
**ALTERNATIVE LEARNING SYSTEM**  
**ALS ENROLMENT FORM (AF2)**  
**Learner's Basic Profile**



Date : \_\_\_\_\_ LRN (if available) : \_\_\_\_\_

**Personal Information (Part I)**

Last Name		First Name		Middle Name		Name Extension	
• Address: _____ House No./Street/Sitio		Barangay		Municipality/City		Province	
• Birthdate (mm/dd/yyyy): ____/____/____		Place of Birth (Municipality/City) _____					
• Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		• Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Separated <input type="checkbox"/> Solo Parent					
• Religion: _____		• IP (Specify ethnic group): _____		• Mother Tongue: _____		PWD: <input type="checkbox"/> Yes <input type="checkbox"/> No	
• Name of Father/Legal Guardian _____							
Last Name		First Name		Middle Name		Occupation	
• Mother's Maiden Name _____							
Last Name		First Name		Middle Name		Occupation	

**Educational information (Part II)**

• Last grade level completed

Elementary :  K  G-1  G-2  G-3  G-4  G-5  G-6

Secondary :  G-7  G-8  G-9  G-10

• Why did you drop out of school? (For OSY only)

No school in Barangay  School too far from home  Needed to help family

Unable to pay for miscellaneous and other expenses Others: \_\_\_\_\_

• Have you attended ALS learning sessions before?  YES  NO

If Yes:  
Name of the Program: \_\_\_\_\_ Level of Literacy:  Basic  Elem.  Sec.  InfEd

Year Attended: \_\_\_\_\_ Have you completed the Program? (Yes/No) \_\_\_\_\_  
If NO, state the reason: \_\_\_\_\_

**Accessibility and Availability (Part III)**

- How far is it from your home to your Learning Center? \_\_\_\_\_ in kms \_\_\_\_\_ in hours and mins.
- How do you get from your home to your Learning Center?  Walking  Motorcycle  Bicycle  Others (Pls. Specify)
- When can you attend your Learning Session?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
What specific time can you be at your Learning Center?							

\_\_\_\_\_  
Facilitator: Signature and Date

\_\_\_\_\_  
Learner: Signature and Date







## LEARNER'S PERMANENT RECORD (AF-5)

DISTRICT: \_\_\_\_\_ DIVISION: \_\_\_\_\_ REGION: \_\_\_\_\_

### LEARNER'S INFORMATION

LRN: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ NAME EXTENSION: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
HOUSE NO./ SITIO / ST. \_\_\_\_\_ BARANGAY \_\_\_\_\_ MUNICIPALITY/CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_

BIRTHDATE: MONTH \_\_\_\_ / DATE \_\_\_\_ / YEAR \_\_\_\_\_ SEX:  Male  Female

### LEARNER'S EDUCATIONAL STATUS

Program Enrolled : \_\_\_\_\_  
Delivery Mode : \_\_\_\_\_  
CLC Name : \_\_\_\_\_  
CLC Address : \_\_\_\_\_  
Name of Facilitator : \_\_\_\_\_  
Calendar Year : \_\_\_\_\_

Program Enrolled : \_\_\_\_\_  
Delivery Mode : \_\_\_\_\_  
CLC Name : \_\_\_\_\_  
CLC Address : \_\_\_\_\_  
Name of Facilitator : \_\_\_\_\_  
Calendar Year : \_\_\_\_\_

ASSESSMENT RESULTS	Score	
	Pre	Post
PIS Score		
<b>Assesment for Basic Literacy (ABL)</b>	<b>Pre</b>	<b>Post</b>
Basic Literate		
Neo Literate		
Post Literate		
<b>Functional Literacy Assessment</b>	<b>Pre</b>	<b>Post</b>
FLT Score in Reading		
FLT Score in Numeracy		
FLT Score in Writing		
FLT Score in Listening & Speaking		
<b>Overall Score</b>	<b>0</b>	<b>0</b>
<b>InfEd</b>	<b>Remarks</b>	
<b>A &amp; E STATUS</b>	<b>Remarks</b>	
Program Status		
Test Taken		
Date of Examination		
Testing Center		
Location of Testing Center		
Accreditation and Equivalency (A&E) Test Result		

ASSESSMENT RESULTS	Score	
	Pre	Post
PIS Score		
<b>Assesment for Basic Literacy (ABL)</b>	<b>Pre</b>	<b>Post</b>
Basic Literate		
Neo Literate		
Post Literate		
<b>Functional Literacy Assessment</b>	<b>Pre</b>	<b>Post</b>
FLT Score in Reading		
FLT Score in Numeracy		
FLT Score in Writing		
FLT Score in Listening & Speaking		
<b>Overall Score</b>	<b>0</b>	<b>0</b>
<b>InfEd</b>	<b>Remarks</b>	
<b>A &amp; E STATUS</b>	<b>Remarks</b>	
Program Status		
Test Taken		
Date of Examination		
Testing Center		
Location of Testing Center		
Accreditation and Equivalency (A&E) Test Result		

### Certificate of Transfer

Eligible for Admission to : \_\_\_\_\_

#### Certificate of Good Moral Character

This is to certify that the above-named is a learner of good moral character. This certification is issued upon request of the concerned individual due to his/her desire to pursue formal schooling/other CLC or for employment.

Prepared By: \_\_\_\_\_ Certified Correct By: \_\_\_\_\_  
Facilitator PSDS/District Coordinator/EPSA

### Certificate of Transfer

Eligible for Admission to : \_\_\_\_\_

#### Certificate of Good Moral Character

This is to certify that the above-named is a learner of good moral character. This certification is issued upon request of the concerned individual due to his/her desire to pursue formal schooling/other CLC or for employment.

Prepared By: \_\_\_\_\_ Certified Correct By: \_\_\_\_\_  
Facilitator PSDS/District Coordinator/EPSA

## Enclosure 2

### Data Element Description

Name and Code : School Form 1 School Register for Senior High School (SF1-SHS)  
 Person Responsible : Class Adviser  
 Schedule : Beginning of Semester & End of Semester  
 Instruction/s : Should provide detailed information per learner of the summary data being reported to EBEIS

No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
4	Division	Name of the Schools Division Office where the school is situated as created by DepEd, supervised by a Schools Division Superintendent
5	Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the school is situated
6	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained Grade Level
7	Section	The class name to which the form belongs
8	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
	Strand	refers to the specialized curricular offerings under a particular track
	Semester	Prescribed period of time that schools offer daily instruction

		in Senior High School (SHS) covering two quarters or five months of regular schooling from the month of June (Beginning of First Semester) to the month of October (End of First Semester), and from the month of November (Beginning of Second Semester) to the month of March or April (End of Second Semester) of the following year
10	LRN	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
11	Name of Learner (Last Name, First Name, Extension Name, Middle Name)	Learner's name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the learner's Last Name indicated first, followed by the First Name, Name Extension (if any) and the Middle Name
12	Birthdate	Date of birth of the learner as reflected in the birth certificate or equivalent document
13	Age	The age of the learner (in whole number) in a given cut-off period
14	Religious Affiliation	The religious belief of the learner. For Muslim learners, "Islam" shall be indicated under this column instead of "Muslim".
15	Complete Address	Refers to the location where the learner currently holds residence with specific details in the order indicated: House No./Street/Sitio/Purok, Barangay, Municipality/City, and Province
19	Father's Name	Name of the learner's father as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the Last Name indicated first, followed by the First Name, the Middle Name, and the Name Extension (if any)
20	Mother's Maiden Name	Maiden name of the learner's mother as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the Last Name indicated first, followed by the First Name, the Middle Name, and the Name Extension (if any)
21	Name of Guardian	On grounds authorized by law, the name of any relative or other person entrusted with the custody and control of the learner, the learner's property, or both.
19	Contact Number of Parent/Guardian	Used to note additional health-related information about the learner

	Remarks	<p>Additional information including but not limited to the learner's status or particular condition based on the legend of indicators and equivalent codes:</p> <ol style="list-style-type: none"> <li>1. Balik-Aral - refers to a learner who went back to school and resumed studies after year(s) of dropping out or discontinuing studies.</li> <li>2. CCT/4Ps Recipient - refers to a learner aged 3-18 years whose family is included in the Conditional Cash Transfer (CCT) under the Pantawid Familyang Pilipino Program (4Ps) of the Department of Social Welfare and Development (DSWD). The family was selected from the poorest households in municipalities with high poverty incidence. One relevant feature of 4Ps is the provision of educational cash grant of P3,000.00 for one school year or ten months at P300.00/month per learner in elementary level and P5,000.00 for one school year or ten months at P500.00/month per learner in secondary level (JHS and SHS) for educational expenses on the condition that these learners attend school. Maximum of three learners per household is allowed.</li> <li>3. Transferred In/Out – learner who transfers from one school to another within the school year</li> <li>4. Transferred Out to ALS–learner who transfers from formal school to ALS program within the school year</li> <li>5. Dropped Out – learner who left school and is no longer attending classes</li> <li>6. Learner with Exceptionality –for detailed instruction, please refer to DO 45, s. 2017 - Guidelines on Updating the Basic Education Statistics for the Beginning of School Year 2017-2018 in the Learner Information System and Enhanced Basic Education Information System</li> </ol>
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## Enclosure 2

### Data Element Description

Name and Code : School Form 2 Daily Attendance Report of Learners for Senior High School (SF2-SHS)  
Person Responsible : Class Adviser  
Schedule : Daily updating and for submission to the office of the school head/registrar on or before 5<sup>th</sup> day of the succeeding Month

No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
4	Division	Name of the Schools Division Office where the school is situated as created by DepEd, supervised by a Schools Division Superintendent
5	Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the school is situated
6	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained
7	Section	The class name to which the form belongs
8	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
10	Strand	Refers to the specialized curricular offerings under a particular track
11	Semester	Prescribed period of time that schools offer daily instruction in Senior High School (SHS) covering two quarters or five

		months of regular schooling from the month of June (Beginning of First Semester) to the month of October (End of First Semester), and from the month of November (Beginning of Second Semester) to the month of March or April (End of Second Semester) of the following year
12	LRN	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
13	Name of Learner (Last Name, First Name, Extension Name, Middle Name)	Learner's name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the learner's Last Name indicated first, followed by the First Name, Name Extension (if any) and the Middle Name
14	Month of	Month covered in the report
15	Date	Date of school days in the current month expressed numerically in the appropriate column labeled M, T, W, TH, F, and S to represent Monday, Tuesday, Wednesday, Thursday, and Friday, respectively
16	Total for the Month: Absent	Total number of absences incurred by each learner in the current month
17	Total for the Month: Tardy	Total number of times each learner was late in reporting to the first class period in the morning and afternoon (wherever applicable) or spent less than the required time in school (under time including cutting of classes) in the current month
18	No. of Days of Classes	Prescribed number of school days in the current month
19	Enrolment (as of 1 <sup>st</sup> Friday of the semester)	Total number of enrolled learners as of the first Friday of the semester covered in the report
20	Late Enrolment during the month (beyond cut-off)	Total number of learners who enrolled in the school during the current month beyond the cut-off or the first Friday of the semester
21	Registered Learners as of end of the month	Total actual number of learners officially enrolled in the school (including transferred in) as of the last day of classes in the current month. Learner/s who are no longer in school/transferred out as of the last day of classes for the month must not be included.
22	Percentage of Enrolment as of end of the month	Percentage (%) of the number of learners officially enrolled in the school as of the end of the current month, computed as follows:[formula]
23	Average Daily Attendance	Average daily number of learners attending classes in the current month
24	Number of students absent for 5 consecutive days	Total number of learners who did not attend class for five (5) consecutive days used as basis for home visitation
25	No Longer in School (NLS)	Total number of learners, within the current month, who left

		school before completing the prescribed grade level within the specified school year disaggregated into male, female, and their combined total. This should not be counted in the number of Registered Learners as of end of the month.
26	Transferred Out	Total number of learners, within the current month, who left the school to enter another school, whether public or private, as evidenced by a request for the Learner's Permanent Record for Senior High School (SF10-SHS), disaggregated into male, female, and their combined total. This should not be counted in reporting the total number of Registered Learners as of end of the month.
27	Transferred In	Total number of learners, within the current month, who enrolled in the school from another school, whether public or private, disaggregated into male, female, and their combined total. This should be counted in the total number of Registered Learners as of end of the month.
28	Remarks	Additional information on the codes for checking attendance

## Enclosure 2

### Data Element Description

Name and Code : School Form 3 Books Issued and Returned for Senior High School (SF3-SHS)  
Person Responsible : Class Adviser  
Schedule : Beginning and End of Semester  
Instruction/s : All textbooks being used should be reported regardless of number of books per subject area

No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
4	Division	Name of the Schools Division Office where the school is situated as created by DepEd, supervised by a Schools Division Superintendent
5	Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the school is situated
6	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained
7	Section	The class name to which the form belongs
8	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
10	Strand	Refers to the specialized curricular offerings under a particular track
11	Semester	Prescribed period of time that schools offer daily instruction in Senior High School (SHS) covering two quarters or five months of regular schooling from the month of June (Beginning of First Semester) to the month of October (End of First Semester), and from the month of November (Beginning of Second Semester) to the month of March or April (End of Second Semester) of the following year

12	LRN	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
13	Name of Learner (Last Name, First Name, Extension Name, Middle Name)	Learner's name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the learner's Last Name indicated first, followed by the First Name, Name Extension (if any) and the Middle Name
14	Book/Module Title	Name of the book and/or learner's module allotted to the learner(s) for use during the semester
15	Date Issued	Date in which the book and/or learner's module was issued to the learner(s) for use during the semester
16	Date Returned	The day the learner returned the book allotted to him/her. In case of losses/unreturned books, the reason shall be stated in this column using the following code: FM = Force Majeure, NLS = No Longer in School, and NEG = Negligence
17	Total Copies Issued	Total number of copies issued by the teacher to the learners for each textbook/learner's module
18	Total Copies Returned	Total number of copies returned by the learners to the teacher for each textbook/learner's module
19	Remarks/Action Taken	Actions taken by the teacher are indicated using the following code: LLTR = Secured letter from the learner duly signed by the parent/guardian (for FM) TLTR = Teacher prepared letter/report duly noted by the School Head for submission to the School Property Custodian (for NLS) PTL = Paid by the learner (for NEG)

**Enclosure 2**

**Data Element Description**

Name and Code : School Form 4 Monthly Learners' Movement and Attendance for Senior High School (SF4-SHS)

Person Responsible : School Head

Schedule : On or before the 10<sup>th</sup> day of the succeeding month

Instruction/s : This is the summary of enrollment and movement by section and grade level based from SF2-SHS prepared and submitted by the Class Adviser. The Schools Division Office, the SGOD in particular, must be furnished a copy of this report for the months of June, October, November & March.

No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
4	Division	Name of the Schools Division Office where the school is situated as created by DepEd, supervised by a Schools Division Superintendent
5	Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the school is situated
6	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained
7	Section	The class name to which the form belongs
8	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
10	Strand	Refers to the specialized curricular offerings under a particular track
11	Semester	Prescribed period of time that schools offer daily instruction in Senior High School (SHS) covering two quarters or five months of regular schooling from the month of June (Beginning of First Semester) to the month of October (End of First Semester), and from the month of

		November (Beginning of Second Semester) to the month of March or April (End of Second Semester) of the following year
12	Registered Learners (As of End of the Month)	Total number of enrolled learners in the school disaggregated into male, female, and their combined total as of the end of the current month
13	Attendance: Daily Average	Average daily number of learners attending classes in the current month disaggregated into male, female, and their combined total
14	Attendance: % for the Month	Percentage of the attendance for the current month disaggregated into male, female, and their combined total
15	Dropped Out (A) Cumulative Number as of Previous Month	Total number of learners from the first day of the semester to the last school day of the previous month who left school before completing the prescribed grade level within the specified school year disaggregated into male, female, and their combined total. (Note: In case of death, recording must be made in SF1-SHS, SF2-SHS and SF4-SHS. It shall be considered as dropped out but a notation must be provided in SF4-SHS as "Dropped out due to death: (count)")
16	Dropped Out (B) Total for the Month	Total number of learners in the current month who left school before completing the prescribed grade level within the specified school year disaggregated into male, female, and their combined total. It shall be considered as dropped out but a notation must be provided in SF4-SHS as "Dropped out due to death: (count)"
17	Dropped Out (A+B) Cumulative Number as of End of the Month	Total number of learners from the first day of the semester to the last school day of current month who left school before completing the prescribed grade level within the specified school year disaggregated into male, female, and their combined total. It shall be considered as dropped out but a notation must be provided in SF4-SHS as "Dropped out due to death: (count)"
18	Transferred Out (A) Cumulative Number as of Previous Month	Total number of learners from the first day of the semester to the last school day of the previous month who left the school to enter another school, whether public or private, as evidenced by a request for the Learner's Permanent Record for Senior High School (SF10-SHS), disaggregated into male, female, and their combined total.
19	Transferred Out (B) Total for the Month	Total number of learners in the current month who left the school to enter another school, whether public or private, as evidenced by a request for the Learner's Permanent Record for Senior High School (SF10-SHS), disaggregated into male, female, and their combined total
20	Transferred Out (A+B) Cumulative Number as of End of the Month	Total number of learners from the first day of the semester to the last school day of the current month who left the school to enter another school, whether public or private, as evidenced by a request for the Learner's Permanent Record for Senior High School (SF10-SHS), disaggregated into male, female, and their combined total
21	Transferred In (A) Cumulative Number as of Previous Month	Total number of learners from the first day of the semester to the last school day of the previous month who enrolled in the school from another school, whether public or private, disaggregated into male, female, and their combined total
22	Transferred In (B)	Total number of learners in the current month who enrolled in the

	Total for the Month	school from another school, whether public or private, disaggregated into male, female, and their combined total
23	Transferred In (A+B) Cumulative Number as of End of the Month	Total number of learners from the first day of the semester to the last school day of the current month who enrolled in the school from another school, whether public or private, disaggregated into male, female, and their combined total



**Enclosure 2**

**Data Element Description**

Name and Code : School Form 5 Report on Promotion and Level of Proficiency for Kinder (SF5-K)  
 Person Responsible :Class Adviser  
 Schedule : End of School Year  
 Instruction/s :1.Do not include dropped out/transferred out  
 2. Follow other relevant instructions stipulated in DepEd Order 4, s. 2014 for SF5 and DepEd Order 47, s. 2016

No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
4	Division	Name of the Schools Division Office where the school is situated as created by DepEd, supervised by a Schools Division Superintendent
5	Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the school is situated
6	Section	The class name to which the form belongs.
7	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
8	LRN	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
9	Name of Learner( <i>Last Name, First Name, Extension Name, Middle Name</i> )	Learner's name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the learner's Last Name indicated first, followed by the First Name, Name Extension (if any) and the Middle Name
10	Summative Assessment Standard Score	The equivalent of the Sum of Scaled Score based on the ECF 1 (ECCD Checklist)
11	Interpretation	The descriptive rating that corresponds to the Standard Score

12	Appraised	Learner's assessment as of EoS Y whether he/she is Grade One Ready or Needs Further Intervention
13	Total Male	Total number of male learners
14	Total Female	Total number of female learners
15	Combined	Total number of male and female learners
16	Summary Table	The number of learners (male, female, total) who are grade one ready or needs further intervention
17	Level of Progress and Achievement	The number of learners (male, female, total) who are S.H.A.D. (Suggest Highly Advanced Development), S.S.A.D. (Suggest Slight Advance Development), A.D. (Average Development), S.S.L.D.O.D (Suggest Slight Delay in Overall Development), or S.S.D.O.D. (Suggest Significant Delay in Overall Development).
18	Class Adviser	Name and Signature of Teacher in charge of the Class
19	School Head	Name and Signature of the School Head in charge
20	Public Schools District Supervisor (PSDS)	Name and Signature of the PSDS of the District where the school belongs

## GUIDELINES IN THE PREPARATION OF SF5-K

The SF5-K is to be used as a counterpart of School Form 5 used in Grades 1 to 10 of the K to 12 Basic Curriculum. The procedure of accomplishing the form does not necessarily differ with the School Form 5. However, the summary tables and some data elements are specific only for the Kindergarten competencies.



### Kindergarten Appraisal Form

Region	XI	Division	DAVAO CITY
School ID	129706	School Year	2017-2018
School Name	ML QUEZON ES		

District	STA. ANA
Grade Level	Kindergarten
Section	Mainampun



LRN	LEARNER'S NAME (Last Name, First Name, Middle Name)	SUMMATIVE ASSESSMENT STANDARD SCORE	INTERPRETATION	ACTION TAKEN: GRADE ONE READY or NEED FURTHER INTERVENTION
<b>MALE</b>				
104795173001	Bautista, Callia Luxy Bitangool	79	S.S.I.D.O.D.	GRADE ONE READY
		90	A.D.	GRADE ONE READY
<b>TOTAL MALE</b>				

SUMMARY TABLE			
STATUS	MALE	FEMALE	TOTAL
GRADE ONE READY	2	1	3
NEED FURTHER INTERVENTION	0	0	0

LEVEL OF PROGRESS AND ACHIEVEMENT			
Interpretations	MALE	FEMALE	TOTAL
Suggest Highly Advanced Development - S.H.A.D. (130 and above)	0	1	1
Suggest Slight Advanced Development - S.S.A.D. (120-129)	0	0	0
Average Development- A.D. (80-119)	1	0	1
Suggest Slight Delay in Overall Development - S.S.L.D.O.D.(70-79)	0	0	0
Suggest Significant Delay in Overall Development - S.S.D.O.D.(65 and below)	0	0	0

The LRN, and Learner's Name (Last Name, First Name, Middle Name, and Name Extension) are of the same format with the School Form 5. The Summative Assessment Standard Score and Interpretation is based on the result of the Early Childhood Care Development Checklist. Action Taken column is to be marked as Grade One Ready or Needs Further Intervention. If the learner has a Summative Assessment Standard Score of 79 and below, then he/she is to be marked as Needs Further Intervention.

On the right side of the SF5-K are the summary tables of the results based on the main table. Each column shall be marked numerically based on the total number of male and female on each row.

## Enclosure 2

### Data Element Description

Name and Code : School Form 5A End of Semester and School Year Status of Learners for Senior High School (SF5A-SHS)

Person Responsible : Class Adviser

Schedule : Every End of the Semester

Instruction/s : This will be used for Grade 11 and 12. The column "End of School Year Status" shall be filled out only at the end of 2<sup>nd</sup> semester. Learner who is no longer in the school within the reporting period should not be included. Specific instructions shall be observed in harmony with the implementation of K to 12 program.

No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
4	Division	Name of the Schools Division Office where the school is situated as created by DepEd, supervised by a Schools Division Superintendent
5	Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the school is situated
6	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained
7	Section	The class name to which the form belongs
8	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
10	Strand	Refers to the specialized curricular offerings under a particular track
11	Semester	Prescribed period of time that schools offer daily instruction in Senior High School (SHS) covering two quarters or five months of regular schooling from the month of June (Beginning of First Semester) to the

		month of October (End of First Semester), and from the month of November (Beginning of Second Semester) to the month of March or April (End of Second Semester) of the following year
12	Back Subject/s	List of subjects where the learner obtained a rating lower than 75%
13	End of Semester Status	Describes whether the learner has satisfied requirements in all subject areas for the semester. This is tagged Complete if the learner obtained a rating of at least 75% in all subject areas or Incomplete if the learner obtained a rating lower than 75% in one or more subject areas.
14	End of School Year Status	Describes whether the learner has satisfied requirements in all subject areas for the first and second semester. This is tagged Regular if the learner obtained a rating of at least 75% in all subject areas in both the first and second semester. This is tagged Irregular if the learner has a rating lower than 75% in one or more subject areas in one or both semesters.
15	Summary Table 1 <sup>st</sup> Sem End of Semester Status	Total number of learners who have Complete or Incomplete status as of end of the first semester, disaggregated into male, female, and their combined total
16	Summary Table 2nd Sem End of Semester Status	Total number of learners who have Complete or Incomplete status as of end of the second semester, disaggregated into male, female, and their combined total
17	Summary Table End of the School Year Only	Total number of learners who have Regular or Irregular status as of end of the school year, disaggregated into male, female, and their combined total
18	Signature of Division Representative Over Printed Name	Name and signature of the authorized Division Representative attesting to the correctness of the information provided in the form

## Enclosure 2

### Data Element Description

Name and Code : School Form 5B List of Learners with Complete SHS Requirements (SF5B-SHS)  
Person Responsible : Class Adviser  
Schedule : Every End of the Semester  
Instruction/s : This will be used for Grade 12 only. Specific instructions shall be observed in harmony with the implementation of K to 12 program.

No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS.
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
4	Division	Name of the Schools Division Office where the school is situated as created by DepEd, supervised by a Schools Division Superintendent
5	Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the school is situated
7	Section	The class name to which the form belongs
8	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
10	Strand	Refers to the specialized curricular offerings under a particular track
11	Semester	Prescribed period of time that schools offer daily instruction in Senior High School (SHS) covering two quarters or five months of regular schooling from the month of June (Beginning of First Semester) to the month of October (End of First Semester), and from the month of November (Beginning of Second Semester) to the month of March or April (End of Second Semester) of the following year
12	Completed SHS in 2 SYs?	Tagged Yes if the learner completed SHS in two consecutive school years (SYs), otherwise tagged No
13	National Certification Level Attained	If applicable, the National Certification (NC) level attained by each learner should be indicated

14	Summary Table A	Total number of learners who completed the SHS Program in two (2) consecutive SYs or four (4) consecutive semesters as well as learners who took more than 2 SYs or 4 semesters, disaggregated into male, female, and their combined total
15	Summary Table B	Total number of learners who obtained National Certification I, II, and III disaggregated into male, female, and their combined total

## Enclosure 2

### Data Element Description

Name and Code : School Form 6 Summarized Report of Learner Status as of End of Semester and School Year for Senior High School (SF6-SHS)

Person Responsible : School Head

Instruction/s : This is the summary of end of semester and end of school year status by section and grade level based from SF5A-SHS prepared and submitted by the Class Adviser

No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
4	Division	Name of the Schools Division Office where the school is situated as created by DepEd, supervised by a Schools Division Superintendent
5	Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the school is situated
6	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained Grade Level
7	Section	The class name to which the form belongs
8	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
10	Strand	Refers to the specialized curricular offerings under a particular track
11	Semester	Prescribed period of time that schools offer daily instruction in Senior High School (SHS) covering two quarters or five months of regular schooling from the month of June (Beginning of First Semester) to the month of October (End of First Semester), and from the month of November (Beginning of Second Semester) to the month of March or



		April (End of Second Semester) of the following year
12	End of Semester Status	Describes whether the learner has satisfied requirements in all subject areas for the semester. This is tagged Complete if the learner obtained a rating of at least 75% in all subject areas or Incomplete if the learner obtained a rating lower than 75% in one or more subject areas.
13	End of School Year Status	Describes whether the learner has satisfied requirements in all subject areas for the first and second semester. This is tagged Regular if the learner obtained a rating of at least 75% in all subject areas in both the first and second semester. This is tagged Irregular if the learner has a rating lower than 75% in one or more subject areas in one or both semesters.
14	Total End of Semester Status	Total number of learners who have Complete or Incomplete status as of end of the first semester, disaggregated into male, female, and their combined total
15	Total End of the School	Total number of learners who have Regular or Irregular status as of end of the school year, disaggregated into male, female, and their combined total
16	Signature of School Head	Name and signature of the School Head attesting to the correctness of the information provided in the form
17	Signature of Division Representative Over Printed Name	Name and signature of the authorized Division Representative validating to the correctness of the information provided in the form

**Enclosure 2**

**Data Element Description**

Name and Code : School Form 7 School Personnel Basic Profile and Assignment for Senior High School (SF7-SHS)

Person Responsible : School Head

Instruction/s : All school personnel regardless of nature of appointment shall be included in this form. Any movement or reassignment of personnel should be reported using SF7-SHS and submit to the School Division Office immediately.

No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
4	Division	Name of the Schools Division Office where the school is situated as created by DepEd, supervised by a Schools Division Superintendent
5	Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the school is situated
6	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
7	Nationally-Funded Teaching & Teaching-Related Items	Summary table listing the teaching and teaching-related items approved by the Department of Budget and Management (DBM) held by personnel actually reporting to the school indicating the title of plantilla positions as reflected in the PSI-POP and/or appointment (generic, where applicable) and the number of incumbent holding such items
8	Nationally-Funded Non-Teaching Items	Summary table listing the non-teaching items approved by the Department of Budget and Management (DBM) held by personnel actually reporting to the school indicating the title of plantilla positions as reflected in the PSI-POP and/or appointment (generic, where applicable) and the number of incumbent holding such items. Personnel holding non-teaching items are not engaged in classroom teaching but assist in the delivery of services such as Administrative, Personnel, Supply, Records, Accounting, and other support roles in the school.
9	Other Appointments and Funding Sources	Summary table listing the designation and nature of appointment as reflected in the contract or other related document of personnel such as Teacher, Clerk, Driver, etc. actually reporting to the school whose

		positions are not nationally-funded. The nature of appointment or employment status refers to Contractual, Substitute, Casual/Emergency, Job Order/Contract of Service, Volunteer, etc. The Title of Designation should be reflected first; followed by the nature of Appointment; the Fund Source such as Special Education Fund (SEF), Parents-Teachers Association (PTA), Non-Government Organization (NGO), etc.; and the Number of Incumbent, indicated under the column Teaching or Non-Teaching, whichever is appropriate.
10	Employee No.	May use the employee number being used for payment of salary or in the absence of employee ID, Tax Identification Number (TIN) may be used
11	Name of School Personnel	Arranged by position in descending order, this lists the employee's complete name starting from the Last Name, followed by the First Name, Middle Name, and Name Extension as reflected in the Personal Data Sheet (Form 212) or any relevant documentary requirement submitted by personnel during the application process
12	Sex	Employee's biological category based on reproductive function, either Male or Female, as reflected in the Personal Data Sheet (Form 212) or any relevant documentary requirement submitted by personnel during the application process
13	Fund Source	Name of the institution or source that finances the employment of the particular employee. Use "National" for plantilla item positions. Other fund sources may be "SEF Provincial", "SEF Municipal", "LGU", "PTA", or "NGO". Specify.
14	Position/Designation	Official item/position assigned to the school employee as reflected in the appointment, contract and/or equivalent document signed by the approving authority.
15	Nature of Appointment/Employment Status	Describes the nature of employment or employment status of each employee based on the following: <ul style="list-style-type: none"> <li>▪Permanent. Appointment issued to a person who has met all the requirements outlined in the Qualification Standards for the position promulgated by the Civil Service Commission</li> <li>▪Provisional. Appointment, subject to reappointment (renewal), issued to a person who meets all the requirements of the position except Eligibility</li> <li>▪Substitute. Appointment issued to a person when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when he/she is on approved leave of absence covering a three-month period, except in the case of teachers; suspension; scholarship grant; or secondment</li> <li>▪Coterminous. Appointment issued to a person whose entrance and continuity in the service is contingent upon the trust and confidence of the appointing authority or head of unit; co-existent with the incumbent; limited by duration of the project whether it is a Foreign-Assisted Project or otherwise; and/or co-existent with the appointee.</li> <li>▪Contractual. Appointment issued to a person who shall undertake a</li> </ul>

		<p>specific job description for a limited period of time not to exceed one (1) year. For teaching items, this appointment is issued to personnel who shall teach specialized subjects in secondary education on a part-time basis, the inclusive period of which shall be indicated on the appointment for purposes of crediting services.</p> <ul style="list-style-type: none"> <li>▪ Casual/Emergency. Appointment issued for essential services for a period not exceeding six (6) months in the event that the number of regular staff is insufficient to meet the demands of the service</li> <li>▪ Job Order/Contract of Service</li> <li>▪ Volunteer</li> </ul>
16	Educational Qualification	Describes the highest educational attainment of each school personnel indicating the specific undergraduate or postgraduate degree, if applicable; the academic major, area of specialization or specialized training attended; as well as the academic minor, if applicable
17	Subjects Taught, Advisory Class & Other Ancillary Assignments	For teaching personnel, indicates the subject areas taught, as well as designation as Class Adviser and other administrative/ancillary assignments (if any) in each semester. For teaching-related and non-teaching personnel, assignments are also indicated in this column.
18	Grade and Sections	For teaching personnel, provides details on the grade level and section to whom the designation refers
19	Daily Program	For teaching personnel, provides details on the daily schedule for each subject taught in a track/strand handled on a weekly basis. The school day, time duration (from/to), and total actual teaching minutes per week must be indicated in the appropriate column.
20	Ave. Minutes Per Day	For teaching personnel, indicates the average number of minutes taught in a day, computed by dividing the Total Actual Teaching Minutes Per Week for a particular subject by five (5) days
21	Remarks	Particular information about the personnel required in the EBEIS/EHRIS such as IP (Ethnic Group), as well as additional loads from JHS (if any) including details on the number of teaching minutes per week

## Enclosure 2

### Data Element Description

Name and Code : School Form 8 Learner's Basic Health and Nutrition Report for Senior High School (SF8-SHS)  
Person Responsible : Class Adviser, School Nurse or other qualified personnel  
Schedule : Within 1<sup>st</sup>Quarter of School Year or as needed  
Instruction/s : For all grade levels

No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
4	Division	Name of the Schools Division Office where the school is situated as created by DepEd, supervised by a Schools Division Superintendent
5	Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the school is situated
6	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained
7	Section	The class name to which the form belongs
8	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
	Strand	Refers to the specialized curricular offerings under a particular track
10	LRN	Unique twelve-digit identification number assigned to a

		learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
11	Name of Learner (Last Name, First Name, Extension Name, Middle Name)	Learner's name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the learner's Last Name indicated first, followed by the First Name, Name Extension (if any) and the Middle Name
12	Birthdate	Date of birth of the learner as reflected in the birth certificate or equivalent document
13	Age	The age of the learner (in whole number) in a given cut-off period
14	Weight	Learner's weight expressed in kilograms (kg)
15	Height	Learner's standing height expressed in meters
16	Height <sup>2</sup> (m <sup>2</sup> )	Squared value of learner's standing height
17	Nutritional Status	Condition of the learner's body influenced by diet, particularly the levels of nutrients in the body and the ability of those levels to maintain normal metabolic integrity, determined through the learner's weight-to-height ratio or BMI universally expressed in units of kg/m <sup>2</sup> and described using the following categories: Underweight, Normal Weight, Overweight, and Obese
18	Height for Age (HFA)	Described as Severely Stunted, Stunted, Normal, or Tall
19	Remarks	Used to note additional health-related information about the learner

## Enclosure 2

### Data Element Description

Name and Code : School Form 8 Learner's Basic Health and Nutrition Report (SF8)  
Person Responsible : Class Adviser, MAPEH Teacher, School Nurse or other qualified personnel  
Schedule : Within 1<sup>st</sup> Quarter of School Year or as needed  
Instruction/s : For all grade levels (Kinder included)

No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
4	Division	Name of the Schools Division Office where the school is situated as created by DepEd, supervised by a Schools Division Superintendent
5	Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the school is situated
6	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained
7	Section	The class name to which the form belongs
8	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
9	LRN	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
10	Name of Learner (Last Name, First Name, Extension Name, Middle Name)	Learner's name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the learner's Last Name indicated first, followed by the First Name, Name Extension (if any) and the Middle Name
11	Birthdate	Date of birth of the learner as reflected in the birth certificate or equivalent document
12	Age	The age of the learner (in whole number) in a given cut-off period

13	Weight	Learner's weight expressed in kilograms (kg)
14	Height	Learner's standing height expressed in meters
15	Height <sup>2</sup> (m <sup>2</sup> )	Squared value of learner's standing height
16	Nutritional Status	Condition of the learner's body influenced by diet, particularly the levels of nutrients in the body and the ability of those levels to maintain normal metabolic integrity, determined through the learner's weight-to-height ratio or BMI universally expressed in units of kg/m <sup>2</sup> and described using the following categories: Underweight, Normal Weight, Overweight, and Obese
17	Height for Age (HFA)	Described as Severely Stunted, Stunted, Normal, or Tall
18	Remarks	Used to note additional health-related information about the learner



**Enclosure 2****Data Element Description**

Name and Code : School Form 10 Learner's Permanent Academic Record for Elementary (SF10-ES)  
 Person Responsible : Class Adviser  
 Schedule : End of School Year or as needed

	<b>Data Element</b>	<b>Description</b>
1	Last Name	Learner's last name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
2	First Name	Learner's first name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
3	Name Extension	Learner's extension name(if any) as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
4	Middle Name	Learner's middle name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
5	Birthdate	Date of birth of the learner as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
6	LRN	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
7	Sex	Learner's biological category based on reproductive function, either Male or Female, as reflected in the NSO/PSA-issued birth certificate or any relevant document
8	Credential Presented for Grade 1	Documentary requirement submitted as proof of eligibility to enroll in Grade 1 as prescribed by DepEd, which may be the Kinder Progress Report, ECCD Checklist, and/or Kindergarten Certificate of Completion
9	Other Credential Presented	Documentary requirement submitted as proof of eligibility to enroll in a specific grade level (if applicable) as prescribed by DepEd
10	Classified as Grade	Learner's Grade Level for the particular school year indicated
11	School Name	Official name of the school as registered in DepEd and LIS/EBEIS where the learner attended or completed the particular grade level

12	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS where the learner attended or completed the particular grade level
13	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
14	Division	Name of the Schools Division Office where the school is located as created by DepEd, supervised by a Schools Division Superintendent
15	Region	The Regional Office headed by a Regional Director that oversees the operation of the School Division Office where the school is situated
16	Name of Adviser/Teacher	Name of the learner's Class Adviser
17	Signature	Signature of the learner's Class Adviser
18	Quarterly Rating	Numerical rating of the learner's academic performance computed by the subject teacher for each learning area
19	Final Rating	Average of the quarterly rating of the learner's academic performance for each learning area
20	Remarks	Additional information on the learner's status or particular condition
21	General Average	Average of the final rating of the learner's academic performance in all learning areas for a given school year reported as a whole number following DO No. 8, s. 2015
22	Remedial Classes	Remediation classes taken by a learner who did not meet expectations or obtained a rating below 75% in at most two (2) learning areas as specified in page 8 of DO No. 8, s. 2015
23	Learning Areas	These are subject areas taught across the K to 12 Curriculum. Learning Areas marked with asterisks (*) are to be indicated only for Madrasah Education Program implementing schools.
24	Certification	Attestation of the School Head that the learner is eligible for admission to a particular grade level, indicating the School Name, School ID, Division, Last School Year Attended, and the Date. This shall be accomplished when the learner is eligible for promotion to Grade 7 and shall move up to the Junior High School or when the learner shall transfer out to another school.
25	School Seal	Official school dry seal which shall be affixed to the Certification box

26	School Head	Name and signature of School Head
27	Date	Date of signing of the School head during the completion or release of SF10-ES

### GUIDELINES IN THE PREPARATION OF SF10-ES

SF10-ES standardizes the permanent record of learners in elementary schools. The form was revised to include only necessary and permanent data elements classified into two broad categories, namely, the Learner's Personal Information and the Learner's Academic Progress and Achievement across the grade levels in the elementary level.

The Learner's Personal Information shall be accomplished first in the upper part of the form. For uniformity, only the official DepEd logo and seal are to be printed in the SF10-ES. However, it is recommended that the school dry seal be affixed in the certification box which shall be accomplished when the learner completes the requirements in Grade 6 and is eligible for promotion to Junior High School or if the learner shall transfer out to another school.

The School Name shall be indicated on each table for every grade level along with the School ID. All learning areas in the K to 12 Curriculum are indicated in the table and sorted in the same order as the SF9-ES (formerly Form 138 or the Learner's Report Card). There are more than six (6) tables provided in the SF10-ES to accommodate the filling out of reports for cases of learners no longer in school or retained in a particular grade level. Additional pages may be prepared if needed.

If a particular learning area shall not be taught for a particular grade level, e.g. EPP/TLE in Grade 2, then the quarterly ratings for this subject must be left blank. Ratings for Music, Arts, Physical Education, and Health must also be indicated. The rating for MAPEH shall be the average of the ratings for the said learning areas. Learning areas marked with asterisks (\*) are subjects from the Arabic Language and Islamic Values Education (ALIVE) Program taken up in schools implementing the Madrasah Education Program (MEP) per DO No. 51, s. 2004. If the school is not an MEP implementer, these learning areas must be left blank. The Final General Average shall be the sum of all final ratings of all learning areas divided by the total number of learning areas in the grade level (excluding the ALIVE subjects) per DO No. 8, s. 2015.

The section on remedial classes shall record the subjects in which the learner did not meet expectations with the final rating indicated, the relevant dates during which the remedial classes were conducted, as well as the remedial class mark and the recomputed final grade. The Certificate of Recomputed Final Grade duly noted by the School Head should also be attached to the learner's SF10-ES.

The certification shall be accomplished when the learner has completed the requirements of Grade 6 and is eligible for promotion to Junior High School or when the learner shall transfer to another school (additional page or certification may be printed in case of multiple transfers). The School Name and School ID of the school where the learner is coming from should be indicated. This shall be signed by the School Head and the School Dry Seal should be affixed to make the SF10-ES authentic and official.

Given that SF10-ES shall be printed using ordinary legal size bond paper, commercial printing that will result in unnecessary expenses is hereby discouraged.

## Enclosure 2

### Data Element Description

Name and Code : School Form 10 Learner's Permanent Academic Record for Junior High School (SF10-JHS)  
Person Responsible : Class Adviser  
Schedule : End of School Year or as needed

	Data Element	Description
1	Last Name	Learner's last name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
2	First Name	Learner's first name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
3	Name Extension	Learner's extension name(if any) as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
4	Middle Name	Learner's middle name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
5	Birthdate	Date of birth of the learner as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
6	LRN	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
7	Sex	Learner's biological category based on reproductive function, either Male or Female, as reflected in the NSO/PSA-issued birth certificate or any relevant document
8	Credential Presented For Grade 8 (Eligibility for JHS Enrollment)	Documentary requirement submitted as proof of eligibility to enroll in Grade 7 as prescribed by DepEd
9	Other Credential Presented	Documentary requirement submitted as proof of eligibility to enroll in a specific grade level (if applicable) in JHS as prescribed by DepEd
10	School Name	Official name of the school as registered in DepEd and LIS/EBEIS where the learner attended or completed the particular grade level
11	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS where the learner attended or completed the particular grade level
12	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
13	Division	Name of the Schools Division Office where the school is

		located as created by DepEd, supervised by a Schools Division Superintendent
14	Region	The Regional Office headed by a Regional Director that oversees the operation of the School Division Office where the school is situated
15	Classified as Grade	The grade level of the learner
16	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
17	Name of Adviser/Teacher	Name of the learner's Class Adviser
18	Signature	Signature of the learner's Class Adviser
19	Quarterly Rating	Numerical rating of the learner's academic performance computed by the subject teacher for each learning area
20	Final Rating	Average of the quarterly rating of the learner's academic performance for each learning area
21	Remarks	Additional information on the learner's status or particular condition
22	General Average	Average of the final rating of the learner's academic performance in all learning areas for a given school year reported as a whole number following DO No. 8, s. 2015
23	Remedial Classes	Remediation classes taken by a learner who did not meet expectations or obtained a rating below 75% in at most two (2) learning areas as specified in page 8 of DO No. 8, s. 2015
24	Learning Areas	These are subject areas taught across the K to 12 Curriculum. Learning Areas marked with asterisks (*) are to be indicated only for Madrasah Education Program implementing schools.
25	Certification	Attestation of the School Head that the learner is eligible for admission to a particular grade level, indicating the School Name, School ID, Division, Last School Year Attended, and the Date. This shall be accomplished when the learner is eligible for promotion to Grade 7 and shall move up to the Junior High School or when the learner shall transfer out to another school.
26	School Seal	Official school dry seal which shall be affixed to the Certification box
27	School Head	Name and signature of School Head
28	Date	Date of signing of the School Head during the completion or release of SF10-JHS

## GUIDELINES IN THE PREPARATION OF SF10-JHS

SF10-JHS standardizes the permanent record of learners in Junior High Schools (JHS). The form was revised to include only necessary and permanent data elements classified into two broad categories, namely, the Learner's Personal Information and the Learner's Academic Progress and Achievement across the grade levels in JHS.

The Learner's Personal Information shall be accomplished first in the upper part of the form. For uniformity, only the official DepEd logo and seal are to be printed in the SF10-JHS. However, it is recommended that the school dry seal be affixed in the certification box which shall be accomplished when the learner completes the requirements in Grade 10 and is eligible for promotion to SHS or if the learner shall transfer out to another school.

The School Name shall be indicated on each table for every grade level along with the School ID. All learning areas in the K to 12 Curriculum are indicated in the table and sorted in the same order as the SF9-JHS (formerly Form 138 or the Learner's Report Card). There are more than six (6) tables provided in the SF10-JHS to accommodate the filling out of reports for cases of learners no longer in school or retained in a particular grade level. Additional pages may be prepared if needed.

If a particular learning area shall not be taught for a particular grade level, then the quarterly ratings for this subject must be left blank. Ratings for Music, Arts, Physical Education, and Health must also be indicated. The rating for MAPEH shall be the average of the ratings for the said learning areas. The Final General Average shall be the sum of all final ratings of all learning areas divided by the total number of learning areas in the grade level (excluding the ALIVE subjects) per DO No. 8, s. 2015.

The section on remedial classes shall record the subjects or subject areas in which the learner did not meet expectations with the final rating indicated, the relevant dates during which the remedial classes were conducted, as well as the remedial class mark and the recomputed final grade. The Certificate of Recomputed Final Grade duly noted by the School Head should also be attached to the learner's SF10-JHS.

The certification shall be accomplished when the learner has completed the requirements of Grade 10 and is eligible for promotion to Senior High School or when the learner shall transfer to another school. The School Name and School ID of the school where the learner is coming from should be indicated. This shall be signed by the School Head and the School Dry Seal should be affixed to make the SF10-JHS authentic and official.

## Enclosure 2

### Data Element Description

Name and Code : List of Mapped Learners (AF1)  
 Person Responsible : Facilitator  
 Schedule : December of each Calendar Year  
 Instruction/s : This shall be prepared by ALS Implementers

Data Element	Description
Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the CLC is situated
Division	Name of the Schools Division Office where the CLC is situated as created by DepEd, supervised by a Schools Division Superintendent
District	Name of the Public Schools District where the CLC is located as created by DepEd, supervised by a Public Schools District Supervisor
Calendar Year	Twelve-month period starting with January 1 and ending with December 31
Last Name	Learner's last name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
First Name	Learner's first name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Middle Name	Learner's middle name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Name Extension	Learner's extension name(if any) as reflected in the birth certificate issued by the NSO/PSA or any equivalent document. Normally placed along with First Name.
Sex	Learner's biological category based on reproductive function, either Male or Female, as reflected in the NSO/PSA-issued birth certificate or any relevant document
Birthdate	The date which the person was born as reflected in the birth certificate or equivalent document. (Month/Day/Year)
Age	The actual age in years of a learner in a given cut-off period
Mother Tongue	Language first learned by the learner. There are 19 major languages currently identified by DepEd: Tagalog, Kapampangan, Pangasinense, Iloko, Bicol, Cebuano, Hiligaynon, Waray, Tausug, Maguindanaoan, Maranao, Chabacano, Ybanag, Ivatan, Samal, Aklanon, Kinaray-a, Yakan, and Surigaonon per DO No. 16, s. 2012 and DO No. 28, s. 2013.
IP(Ethnic Group)	Group of people or homogenous society identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory
Religion	The religious belief of the learner. For Muslim learners, "Islam" will be written instead of Muslim under this column.
Learner's Complete Home Address	Refers to the location where the learner currently holds residence with specific details in the order indicated: House No./Street/Sitio/Purok, Barangay, Municipality/City, and Province
Father's Name	Name of the learner's father as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the Last Name indicated first,

	in this column.
Name of Father	The name of father of the learner as reflected in the birth certificate or equivalent document
Name of Mother	The maiden name of mother of the learner as reflected in the birth certificate or equivalent document
Name of Guardian	On grounds authorized by law, the name of any relative or other person entrusted with the custody and control of the learner, the learner's property, or both
Occupation (e.g. laborer)	Job description of the learner's parents or guardian
Last grade/year completed at school.	Highest grade level of formal schooling the learner claims he/she has completed
Reason for Not Attending School	Indicate the learner's reason for not completing school: <ul style="list-style-type: none"> <li>• Schools are very far</li> <li>• No school within the barangay</li> <li>• No regular transportation</li> <li>• High cost of education</li> <li>• Illness / Disability</li> <li>• Housekeeping / Housework</li> <li>• Employment / Looking for work</li> <li>• Lack of personal interest</li> <li>• Cannot cope with school work</li> </ul>
How far is it from your home to your Learning Center?	Distance in kilometers, number of hours and minutes of travel of learner from home to CLC
How do you get from your home to your Learning Center?	Ways of getting to and from the learning center. e.g. habal-habal, tricycle, walking and other means of transportation
When can you attend your Learning session?	Determine the availability of the learner to attend the session. e.g. 8:00 AM, 10:00 AM, etc.



## Enclosure 2

### Data Element Description

Name and Code : ALS Enrolment Form (AF-2)  
 Person Responsible : Facilitator  
 Instruction/s : This will be accomplished as soon as the learner decides to participate in the ALS Program. The ALS facilitator shall guide/assist the potential learner in accomplishing this form.

Data Element	Description
LRN	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
Last Name	Learner's last name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
First Name	Learner's first name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Middle Name	Learner's middle name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Name Extension	Learner's extension name(if any) as reflected in the birth certificate issued by the NSO/PSA or any equivalent document. Normally place along with First Name.
Learner's Address	Refers to the location where the learner currently holds residence with specific details in the order indicated: House No./Street/Sitio/Purok, Barangay, Municipality/City, and Province
Place of Birth (Municipality)	The name of municipality where the learner was born as reflected in the birth certificate or other equivalent document
Sex	Learner's biological category based on reproductive function, either Male or Female, as reflected in the NSO/PSA-issued birth certificate or any relevant document
Birthdate	The date which the person was born as reflected in the birth certificate or equivalent document. (Month/Day/Year)
Civil Status	Status of learner whether Single, Married, Separated or Widow
Religion	The religious belief of the learner. For Muslim learners, "Islam" will be written instead of Muslim under this column.
Mother Tongue	The language first learned by a learner; There are 19 major languages identified in the recent DepEd Orders which are: Tagalog, Kapampangan, Pangasinense, Iloko, Bikol, Cebuano, Hiligaynon, Waray, Tausug, Maguindanaoan, Maranao, Chabacano, Ybanag, Ivatan, Samal, Aklanon, Kinaray-a, Yakan, and Surigaonon per DO 16, s. 2012 & DO 28, s. 2013
IP(Ethnic Group)	A group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory
PWD (if applicable)	Prospective learner has disabilities, e.g., Visually Impaired, Hearing Impaired, and Physically Handicapped. Individuals with special needs should also be noted

	followed by the First Name, the Middle Name, and the Name Extension (if any)
Mother's Maiden Name	Maiden name of the learner's mother as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the Last Name indicated first, followed by the First Name, the Middle Name, and the Name Extension (if any)
Contact Number of Learner	Contact number of the learner (if available)
Last Grade Level Completed	Last grade level completed in formal school as claimed by the learner. (If applicable)
Date Mapped	Date when the learners were mapped indicating the month, day, and year
Interested in ALS? Yes or No	Information about learner's status on his interest in the ALS program answerable by YES or NO
Date of First Attendance	The day that the learner started attending classes
Remark	Use to determine if the learner is interested in participating in the ALS Program, the preferred program if the answer is yes and if the learner is already attending ALS program, the date of first attendance and the LRN as assigned by LIS.

## Enclosure 2

### Data Element Description

Name and Code : Masterlist of Enrolled Learners with End of Program Status (AF-3)  
 Person Responsible : Test Registration Officer - DASLC  
 Schedule : Quarterly  
 Instruction/s : The facilitator shall include all learners who actually started attending learning sessions.

Data Element	Description
Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the CLC is situated
Division	Name of the Schools Division Office where the CLC is situated as created by DepEd, supervised by a Schools Division Superintendent
District	Name of the Public Schools District where the CLC is located as created by DepEd, supervised by a Public Schools District Supervisor
Calendar Year	Twelve-month period starting with January 1 and ending with December 31
Type of CLC	<p>Similar to class organization in a formal school, the community learning center (CLC) is referring to a facility/venue that the learning session is being conducted.</p> <p>Types of CLC:</p> <p>Type 1: Simple, temporary (makeshift) meeting place with tables and chairs, chalkboard (shared use with community chapel or any multipurpose facility owned/managed by barangay authority or any private facility temporarily loaned for learning purposes</p> <p>Type 2: Semi-concrete structure mostly made of light materials such as nipa and softwood, dedicated to ALS learning sessions and related activities, equipped with basic furniture and learning equipment</p> <p>Type 3: Typical barangay learning center or facility made of concrete building materials dedicated to ALS learning sessions and related activities. The facility is equipped with basic furniture and learning equipment such as but not limited to chairs, tables, chalkboard or library corner.</p> <p>Type 4: Two-storey or higher building fully equipped with basic furniture and advanced ICT equipment for learning dedicated to ALS learning sessions and related activities</p> <p>Type 5: The learning materials are being transported from one place to another or from house to house of individual interested to learn through ALS programs</p>
Name of CLC	The identity of CLC where learning sessions are held

Learner Reference Number (LRN)	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
Last Name	Learner's last name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
First Name	Learner's first name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Middle Name	Learner's middle name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Name Extension	Learner's extension name(if any) as reflected in the birth certificate issued by the NSO/PSA or any equivalent document. Normally placed along with First Name.
Sex	Learner's biological category based on reproductive function, either Male or Female, as reflected in the NSO/PSA-issued birth certificate or any relevant document
Birthdate	The date which the person was born as reflected in the birth certificate or equivalent document. (Month/Day/Year)
Age	The actual age in years of a learner in a given cut-off period
First Date of Attendance	The date when the learner officially enrolled in the program (Start Date)
PIS Score	Personal Information Sheet Score from 1-11
Non-literate	Score ranges from 1 to 30
Neo Literate	Score ranges from 31 to 74
Post Literate	Score ranges from 75 to 99
FLT Score in Reading	Score ranges from 1 to 24
FLT Score in Numeracy	Score ranges from 1 to 24
FLT Score in Writing	Score ranges from 1 to 8
FLT Score in Listening & Speaking	Score ranges from 1 to 12
Overall Score	Score ranges from 1 to 79
Types of Program	Learner attended learning session in any of the following:  1. Basic Literacy Program (BLP) 2. Accreditation and Equivalency Program (A&E) – Elementary 3. Accreditation and Equivalency Program (A&E) - Secondary
Mode of Program Delivery	Face to Face, Independent Learning, RBI, CBI
4Ps Beneficiary	Learner who is recipient of Pantawid Pamilyang Pilipino Program (4Ps), a DSWD Program in the form of conditional cash transfer that aims to eradicate extreme poverty in the Philippines by investing in health and education particularly in ages 0–14
Remarks	This column may be used to reflect significant information such as but not limited to learners who stop attending learning sessions due to death or migration among other reasons. The date that the learner was assessed/evaluated in the particular program may also be indicated.

**Enclosure 2**

**Data Element Description**

Name and Code : Masterlist of A&E Registrants (AF-4)  
 Person Responsible : Test Registration Officer - DASLC  
 Instruction/s : Submit to Division ALS In-Charge/Division Testing Coordinator

<b>Data Element</b>	<b>Description</b>
Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the CLC is situated
Division	Name of the Schools Division Office where the CLC is situated as created by DepEd, supervised by a Schools Division Superintendent
District	Name of the Public Schools District where the CLC is located as created by DepEd, supervised by a Public Schools District Supervisor
Calendar Year	Twelve-month period starting with January 1 and ending with December 31
Learner Reference Number (LRN)	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
Last Name	Learner's last name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
First Name	Learner's first name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Middle Name	Learner's middle name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Name Extension	Learner's extension name (if any) as reflected in the birth certificate issued by the NSO/PSA or any equivalent document. Normally place along with First Name.
Sex	Learner's biological category based on reproductive function, either Male or Female, as reflected in the NSO/PSA-issued birth certificate or any relevant document
Birthdate	The date which the person was born as reflected in the birth certificate or equivalent document. (Month/Day/Year)
Name of CLC	The identity of CLC where learning sessions are held
Type of CLC	Similar to class organization in a formal school, the community learning center (CLC) is referring to a facility/venue that the learning session is being conducted.  Types of CLC:  Type 1: Simple, temporary (makeshift) meeting place with tables and chairs, chalkboard (shared use with community chapel or any multipurpose facility owned/managed by barangay authority or any private facility temporarily loaned for learning purposes

	<p>Type 2: Semi-concrete structure mostly made of light materials such as nipa and softwood, dedicated to ALS learning sessions and related activities, equipped with basic furniture and learning equipment</p> <p>Type 3: Typical barangay learning center or facility made of concrete building materials dedicated to ALS learning sessions and related activities. The facility is equipped with basic furniture and learning equipment such as but not limited to chairs, tables, chalkboard or library corner.</p> <p>Type 4: Two-storey or higher building fully equipped with basic furniture and advanced ICT equipment for learning dedicated to ALS learning sessions and related activities</p> <p>Type 5: The learning materials are being transported from one place to another or from house to house of individual interested to learn through ALS programs</p>
Address of CLC	Refers to the Barangay and Municipality where the Community Learning Center is actually located
Municipality	
Barangay	
A&E Test Level Registered	Actual Accreditation & Equivalency Level Registered
Date Registered	Actual date learners registered in examination
Date Of Examination	Actual date of examination
Actual Takers	Actual test registrant

**Enclosure 2**

**Data Element Description**

Name and Code : Learner’s Permanent Record for ALS (AF-5)  
 Person Responsible : Facilitator  
 Instruction/s : The Learner Permanent Record for ALS is to be accomplished as soon as the facilitator has conducted “End of Program” assessment/evaluation of the learner’s performance.

<b>Data Element</b>	<b>Description</b>
Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the CLC is situated
Division	Name of the Schools Division Office where the CLC is situated as created by DepEd, supervised by a Schools Division Superintendent
District	Name of the Public Schools District where the CLC is located as created by DepEd, supervised by a Public Schools District Supervisor
Learner Reference Number (LRN)	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
Last Name	Learner’s last name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
First Name	Learner’s first name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Middle Name	Learner’s middle name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Name Extension	Learner’s extension name (if any) as reflected in the birth certificate issued by the NSO/PSA or any equivalent document. Normally placed along with First Name.
Sex	Learner’s biological category based on reproductive function, either Male or Female, as reflected in the NSO/PSA-issued birth certificate or any relevant document
Calendar Year	Twelve-month period starting with January 1 and ending with December 31
Type of CLC	<p>Similar to class organization in a formal school, the community learning center (CLC) is referring to a facility/venue that the learning session is being conducted.</p> <p>Types of CLC:</p> <p>Type 1: Simple, temporary (makeshift) meeting place with tables and chairs, chalkboard (shared use with community chapel or any multipurpose facility owned/managed by barangay authority or any private facility temporarily loaned for learning purposes</p> <p>Type 2: Semi-concrete structure mostly made of light materials such as nipa and</p>

	<p>softwood, dedicated to ALS learning sessions and related activities, equipped with basic furniture and learning equipment</p> <p>Type 3: Typical barangay learning center or facility made of concrete building materials dedicated to ALS learning sessions and related activities. The facility is equipped with basic furniture and learning equipment such as but not limited to chairs, tables, chalkboard or library corner.</p> <p>Type 4: Two-storey or higher building fully equipped with basic furniture and advanced ICT equipment for learning dedicated to ALS learning sessions and related activities</p> <p>Type 5: The learning materials are being transported from one place to another or from house to house of individual interested to learn through ALS programs</p>
Program Enrolled	<p>Learner attended learning session in any of the following:</p> <ol style="list-style-type: none"> <li>1. Basic Literacy Program (BLP)</li> <li>2. Accreditation and Equivalency Program (A&amp;E) – Elementary</li> <li>3. Accreditation and Equivalency Program (A&amp;E) - Secondary</li> </ol>
Delivery Mode	Mode of Delivery/intervention given to a learner
Learner's Address	Refers to the location where the learner currently holds residence with specific details in the order indicated: House No./Street/Sitio/Purok, Barangay, Municipality/City, and Province
Name of Facilitator	The person in the CLC assigned to guide & direct a specific class and actual teaching to his/her assigned class and other classes, if there is any.
PIS Score	Score in the Personal Information Sheet that determines the level of literacy rate of a learner.
Non Literate	A score of a learner based on the ABL
Neo Literate	
Post Literate	
FLT Score in Reading	A score of a Learner based on the FLT- Reading
FLT Score in Numeracy	A score of a Learner based on the FLT- Numeracy
FLT Score in Writing	A score of a Learner based on the FLT -Writing
FLT Score in Listening & Speaking	A score of a Learner based on the FLT-Listening and Speaking
Overall Score	Total score of Functional Literacy Test
Remarks	Note if NC or COC was received by the learner
Test Taken	Level of A&E Exam taken by a learner
Date of Examination	Actual date of A&E Exam
Testing Center	Name of the Testing Center where the A&E Exam took place
Location of Testing Center	Location of the Testing Center
A&E Test Result	Result of the Accreditation and Equivalency Test / Certificate of Rating
Eligible for	Learner may be admitted to formal school or other learning institution



admission to	
EPS-ALS	Name and signature of the ALS Supervisor attesting to correctness of the data
Facilitator	Name and signature of the teacher who prepared the form
Certificate of Transfer	Eligibility of learner to transfer or continue study in a certain level
Certificate of Good Moral Character	Letter attested by someone, in case of ALS program, the ALS Facilitator that can vouch for the learner's moral character during the delivery of ALS program