



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



DEPED DIVISION OF BAGUIO CITY
MAR 14 2018
RELEASED
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DIVISION MEMORANDUM

No. 100, s.2018

Reiterating DepEd Order No. 8, s. 2015 (*Policy Guidelines on the Classroom Assessment for the K to 12 Basic Education Program*) and Submission of End of School Year School Forms based on 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: **All Public Schools District Supervisors (PSDSs)**
Public and Private Elementary School Heads
Public and Private Junior High School (JHS) School Heads
Public and Private Senior High School (SHS) School Heads

1. This is to reiterate to the field the promotion and retention guidelines based on DepEd Order No. 8, s. 2015 entitled Policy Guidelines on the Classroom Assessment for the K to 12 Basic Education Program.
2. Table 10 of D.O. No. 8, s. 2015 (page 16) on descriptors, grading scale, and remarks clearly indicates that **for Grades 1 to 10 learners with grades below 75 is FAILED** in the learning area;
3. Table 11 of D.O. No. 8, s. 2015 (pages 17 and 18) on promotion and retention specifies that:
 - a. The end of school year status of learners for Grades 1 to 10 with 1 or 2 failed subjects is **CONDITIONALLY PROMOTED**. Learners are required to attend remedial (summer) classes on the failed subject/s prior to promotion to the next grade level. Any failed summer subject/s enrolled means **RETAINED** in the current grade level;
 - b. The end of school year status of learners for Grades 1 to 10 with 3 or more failed subjects is **RETAINED** in the current grade level, hence, not allowed to be enrolled in the next grade level. These learners are not allowed to enroll summer classes;
 - c. Grades 1 to 10 learners with an average grade of 75 but with 3 or more failed subjects are **FAILED** in their current grade level. These learners are not allowed to enroll summer classes; and
 - d. The end of school year status of Grades 11 and 12 learners with 1 or more failed subject/s is **IRREGULAR**. Learners must undergo remedial classes, if not, they shall retake the failed subject/s. Learners are allowed to enroll subjects with no prerequisite subject/s for the next semester.



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- School Form (SF) 5 (Report on Promotion and Level of Proficiency) for Kindergarten, Elementary, and Junior High School; SF 5A (End of Semester and School Year Learner Status) for Senior High School; SF 5B (List of Learners with Complete SHS Requirements for Senior High School; and SF 6 (Summarized Report on Promotion and Level of Proficiency) **for both public and private schools shall be checked and signed by the Public Schools District Supervisor (PSDS) in-charge of the schools district prior to submission to the Planning and Research Section, Schools Governance and Operations Division.**
- For complete details regarding school forms, please refer to DepEd Order No. 58, s. 2017 (Adoption of New Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition, and Permanent Records).
- Timeline of submissions of required end of school year school forms shall be as follows:

SCHOOL TYPE	DEADLINE
Public schools	April 30, 2018
Private schools	
Private schools with June 2017 class opening	April 30, 2018
Private schools with July 2017 class opening	May 31, 2018
Private schools with August 2017 class opening	June 29, 2018

- Immediate and wide dissemination of this Memorandum is required.

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Schools Division Superintendent

For the SDS:

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OIC – Assistant Schools Division Superintendent