

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

Undersecretaries To:

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

- 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.
- 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.
- 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)

Immediate dissemination of and strict compliance with this Order is directed. 5.

ONOR MAGTOLIS BRIONES

Secretary

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 <u>Perpetual Index</u> under the following subjects:

ALTERNATIVE LEARNING SYSTEM BASIC EDUCATION FORMS LEARNERS POLICY PROGRAMS

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

Current Forms	Revised Forms	Code	Description
MIS 001	ALS Form 1 - List of Mapped and Potential Learners	AF1	A list of potential ALS learners identified during mapping activities
MIS 002	ALS Form 2 – Enrolment Form	AF2	A basic information sheet of individualswho signified interest to enroll in ALS program
MIS 002	ALS Form 3 - Master List of Enrolled Learners and End of Program Assessment	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 - Master List of A&E Registrants	AF4	A list of candidates qualified to take the A&E accreditation and equivalency exam.
MIS 002	ALS Form 5 - Learner's Permanent Record	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 through the Resource tab and 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) – BHROD, 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 or at telephone no. (02) 687-2744.

School Form 1 School Register for Senior High School (SF1-SHS)

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School Form 2 Daily Attendance Report of Learners for Senior High School (SF2-SHS)



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f. Others (Specify) a. Death

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	Signature of Class Adviser over Printed Name
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School Form 3 Books Issued and Returned for Senior High School (SF3-SHS)

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GUIDELINES:

- 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

KAG NO HOLD NO

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



(**/			_	DEPAREMENT (S)
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Prepared and Submitted By:



School Form 5 Report on Promotion & Level of Proficiency For Kinder (SF5-K) **End of School Year Kindergarten Appraisal Report**



REA	ROBING NG PILOTHE School	Name		District] Division[] Region[
		hool ID	Section				School Year					
				SUMMATIVE			APPRAISED		SUMMA	RY TABLE		
No.	LRN	NAME OF L (Last Name, First Name, Nam		ASSESSMENT STANDARD SCORE	INTERPRETATION	(Grad	de One Ready or Needs urther Intervention)	STATUS	MALE		FEMALE	TOTAL
	MALE							GRADE ONE (1) READY				
								NEEDS FURTHER INTERVENTION				
								LEVEL C	F PROGRE	SS AND A	CHIEVEMENT	
								INTERPRETATI	ON	MALE	FEMALE	TOTAL
								Suggest Highly Advanced D S.H.A.D. (130 and ab	evelopment - pove)			
								Suggest Slight Advanced D - S.S.A.D. (120-12	evelopment 9)			
								Average Development - A.	D. (80-119)			
								Suggest Slight Delay in Development - S.Sl.D.O.D (70-79	1			
								Suggest Significant Delay Development -				
								S.S.D.O.D (69 and be				
								TOTAL BI GEN	DEK			
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	TOTAL MALE	<u></u>										

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)	
	FEMALE				STATE OF THE STATE	
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						GUIDELINES:
						1. Do not incli 2014)
						2. This should
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						3. The summa
						learners. For G Standard Scor
	<=== TOTAL FEMALE				100	FURTHER INT
	<=== COMBINED				SERT 2017	

Prepared By:
Signature of Class Adviser over Printed Name
Certified Correct & Submitted By:
Certified Correct & Submitted by.
Signature of School Head over Printed Name
Reviewed By:
Notioned by.
Signature of Public Schools District
Supervisor/Representative over Printed Name
Checked & Validated By:
onosiou a validatou by.
Signature of Division Representative over Printed Name

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

SFRT 2017



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

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' /	School Name	School ID	District	Division	Region
Semester		School Year	Grade Level	Section	
Track and Strand	3		Course/s (only for 1	ΓVL)	
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				4	
No.	LRN	LEARNER'S NAME (Last Name, First Name, Name Extension, Middle Name)	BACK SUBJECT/S List down subjects where learner obtained a rating below 75%)	END OF SEMESTER STATUS (Complete/ incomplete)	END OF SCHOOL YEAR STATUS (Regular/ Irregular)
MALE	· · · · · · · · · · · · · · · · · · ·			*.	I—
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FEMALE		T			
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	SUMMARY TAB	LE 1ST SEM	
STATUS	MALE	FEMALE	TOTAL
COMPLETE			
INCOMPLETE			
TOTAL			

SUMMARY TABLE 2ND SEM							
STATUS	MALE	FEMALE	TOTAL				
COMPLETE							
INCOMPLETE							
TOTAL							

SUMMAR	Y TABLE (End of	the School Year	Only)
STATUS	MALE	FEMALE	TOTAL
REGULAR			
IRREGULAR			
TOTAL			

No.	LRN	LEARNER'S NAME (Last Name, First Name, Name Extension, Middle Name)	BACK SUBJECT/S List down subjects where learner obtained a rating below 75%)	END OF SEMESTER STATUS (Complete/ Incomplete)	END OF SCHOOL YEAR STATUS (Regular/ Irregular)		
						Prepared By:	
						-	Signature of Class Adviser over Printed Name
						Certified Correct By:	
	<u> </u>						Signature of School Head over Printed Name
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ļ						Reviewed By:	
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						\$	gnature of Division Representative over Printed Name

GUIDELINES:

This form shall be accomplished after each semester in a school year, leaving the End of School Year Status Column and Summary Table for End of School Year Status blank/unfilled at the end of the 1st Semester. These data elements shall be filled up only after the 2nd semester or at the end of the School Year.

INDICATORS:

End of Semester Status

Complete - number of learners who completed/satisfied the requirements in all subject areas (with grade of at least 75%)

Incomplete - number of learners who did not meet expectations in one or more subject areas, regardless of number of subjects failed (with grade less than 75%)

Note: Do not include learners who are No Longer in School (NLS)

End of School Year Status

Regular - number of learners who completed/satisfied requirements in all subject areas both in the 1st and 2nd semester

Irregular - number of learners who were not able to satisfy/complete requirements in one or both semesters

NG ED NG ED NO.

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



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

			o dandono (dilli) idi i	
No.	LRN	LEARNER'S FULL NAME (Last Name, First Name, Name Extension, Middle Name	Completed SHS in 2 SYs? (YIN)	National Certification Level Attained (only if applicable)
	MALE			
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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							
TOTAL							

SUMMARY TABLE B							
STATUS	MALE	FEMALE	TOTAL				
NC III							
NC II							
NC I							
TOTAL							

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

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)
FEMA	LE			

GUIDELINES:

- This form should be accomplished by the Class Adviser at End of School Year.
- 2. It should be compiled and checked by the School Head and passed to the Division Office before graduation.

Signature of Class Adviser over Printed Name ertified Correct & Submitted By: Signature of School Head over Printed Name eviewed By:	eviewed By:	
rtified Correct & Submitted By: Signature of School Head over Printed Name		
ertified Correct & Submitted By: Signature of School Head over Printed Name		Signature of Class Adviser over Printed Name
Signature of School Head over Printed Name		og at the state of
Signature of School Head over Printed Name		
Signature of School Head over Printed Name	rtified Correct 9	Cultoritted Dur
	rulled Correct &	Submitted By:
viewed By:		Signature of School Head over Printed Name
viewed By:		
	viewed By:	
Signature of Division Representative over Printed Name		



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

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School Name					School ID			District				Division				Region		
Semester]		School Year]										
		END OF SEMESTER STATUS END OF SCHOOL YEAR (Fill up only at the end of the second semeste						ster.)										
GRADE LEVEL	(COMPLET	E	IN	ICOMPLE	ΓΕ		TOTAL			REGULAR		II	RREGULA	R	TOTAL		
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL
GRADE 11																		
TRACK/STRAND/COURSE		7.7															-	
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SUB TOTAL										<u></u>								
GRADE 12		l									l							
TRACK/STRAND/COURSE	4		•	.														104
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SUB TOTAL																		
TOTAL																		
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Prepared and Submitted By:	Signature of S	School Head	over Printed	- Name	Keviewed	& Validated		ignature of Di	ivision Repre	sentative ov	er Printed Na		Noted By:		e of Division	Superintend	lent over Printe	ed 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.

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

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KAG	School Name				School ID		District]	Division				Region	
SURPERA NG PO	Semester					School Year										
(A) Nation	ally-Funded Teaching & Teachin	g Relat	ed Items	(B) N	- Nationally-Fund	ed Non-Teaching	Items		(0) Other A	ppointme	nts and F	unding S	Sources		
T	Title of Plantilla Position		mber of	Tit	tle of Plantilla Pos	sition	Number of	/os it anno	Title of Designation		Appoii (Contr	ntment: actual,	Fur	nd Source	Number o	f Incumbent
	appears in the appointment document/PSIPOP)	Inc	umbent	(as it ap	opears in the ap document/PSIPC	PP)	Incumbent	(as it appe	ars in the contract/document: Terk, Security Guard, Driver etc.	eacner,	Subs Voluntee spe	r, Others		PTA, NGO's etc.)	Teaching	Non-Teaching
		_														
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					Nature of	EDUCAT	TONAL QUALIFICA	TION	<u> </u>		Da	aily Progra	m (time d	uration)	Remarks: *For Detailed Ite	ma Indicato
Employee No. (or Tax Identification Number - T.I.N.)	Name of School Personnel (Arrange by Position, Descending)	Sex	Fund Source	Position/ Designation	Appointment/ Employment Status (Regular/ Probationary/	Degree/ Postgraduate	Major/ Specialization/ Specialized	Minor	Subjects Taught, Advisory Class & Other Ancillary Assignments	Grade and Sections (Enumerate sections taught)	DAY (M/T/W/ TH/F)	From (00:00)	To (00:00)	Total Actual Teaching Minutes per	name of school/ *For IP - Ethnicii *For additional le please indicate i teaching minute	office, y) pads from JHS- he number of
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						Nature of	EDUCAT	IONAL QUALIFICA	TION			Da	aily Progra	ım (time dı	uration)	Remarks: *For Detailed Items, Indicate
	Employee No. (or Tax Identification Number - T.I.N.)	Name of School Personnel (Arrange by Position, Descending)	Sex	Fund Source	Position/ Designation	Appointment/ Employment Status (Regular/ Probationary/ Part Time)	Degree/ Postgraduate	Major/ Specialization/ Specialized Training Attended	Minor	Subjects Taught, Advisory Class & Other Ancillary Assignments	Grade and Sections (Enumerate sections taught)	DAY (MT/W/ TH/F)	From (00:00)	To (00:00)	Total Actual	name of school/office, *For IP - Ethnicity) *For additional loads from JHS- please indicate the number of teaching minutes per week)
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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.

Sig	nature of School Head over Printed Name
Updated as of:	
	School Form 7, Page of

Department of Education
School Form 8 Learner's Basic Health and Nutrition Report for Senior High School (SF8-SHS)



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A NG VILLENDE	School Name			District			Division		Region	
School ID		Grade	Section			Track/St	rand (SHS)		School Year	
LRN		r's Name irst Name, Name	Birthdate	Age	Weight	Height	Height²	Nutritional Status BMI BMI	Height for	Remarks

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		Learner's Name	Distributes		Woight	Height	Unioht2		onal Status	Hoight for	
No.	LRN	(Last Name, First Name, Name Extension, Middle Name)	Birthdate (MM/DD/YYYY)	Age	Weight (kg)	Height (m)	Height ² (m ²)	BMI (kg/m²)	BMI Category	Height for Age (HFA)	Remarks
	MALE	, , , , , , , , , , , , , , , , , , , ,				Section.		(Ngiii)	Guicgory		
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Nη.	Ŀ	LRN	(Last Name, First Name, Name Extension, Middle Name)	Birthdate (MM/DD/YYYY)	Age	Weight (kg)	Height (m)	Height² (m²)	BMI (kg/m²)	BMI Category	Height for Age (HFA)	Remarks
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SUMMARY TABLE

			Nutritio	nal Status						Height for	Age (HFA)
SEX	Severely Wasted	Wasted	Normal	Overweight	Obese	TOTAL	Severely Stunted	Stunted	Normal	Tall	Total
MALE											
FEMALE											
TOTAL				·							

Date of Assessment:	Conducted/Assessed By:	Certified Correct By:	Reviewed By:



Department of Education School Form 8 Learner's Basic Health and Nutrition Report (SF8) (For All Grade Levels)



100	A HO VILLE	School Name			District			Division			Region	
	School ID		Grade	Section			Track/S	Strand (SHS)			School Year	
No.	LRN	(Last Name, Fi	r's Name irst Name, Name Middle Name)	Birthdate (MM/DD/YYYY)	Age	Weight (kg)	Height (m)	Height² (m²)	Nutritio BMI (kg/m²)	BMI Category	Height for Age (HFA)	Remarks
	MALE											
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FEMAL	£											
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		Learner's Name	Diethdete		Walnes	12-1-64	11-1-1-1-42	Nutritio	nal Status	Halaba C	
No.	, LRN	(Last Name, First Name, Name Extension, Middle Name)	Birthdate (MM/DD/YYYY)	Age	Weight (kg)	Height (m)	Height² (m²)	BMI (kg/m²)	BMI Category	Height for Age (HFA)	Remarks
						 					
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SUMMARY TABLE

				Nutritio	nal Status						Height for Age	(HFA)
	SEX	Severely Wasted	Wasted	Normal	Overweight	Obese	TOTAL	Severely Stunted	Stunted	Normal	Tall	Total
MALE												
FEMAL	E											
TOTAL												

Date of Assessment:	Conducted/Assessed By:	Certified Correct By:	Reviewed By:

SFRT 2017





Learner Permanent Record for Elementary School (SF10-ES) (Formerly Form 137)

						LEJ	ARNER'S PER	SONAL INFORMATION						
LAST NAME:				FIRS	T NA	ME:		NAME EXTN. (Jr,I,II)	MIDDLE	NAME				
Learner Reference Nu	mber (LRN):				EL		te (mm/dd/yyy FOR ELEME	y): <mark>NTARY SCHOOL ENROLMEN</mark>	IT			Sex:		
Credential Presented for	or Grade 1:		Kind	er Pro		Report		□ECCD Checklist		arten C			Completio	
Name of School: Other Credential Prese	entod					School	ID:	Address of School:						
PEPT Passer		_	Da	ite of E	xamin	ation/Asses	sment (mm/dd	/уууу):	Others (Pls. Sp	ecify):				
Name and Addr								Ren	nark:					
								STIC RECORD						
School: District:							jion:	School:					Region:	
Classified as Grade:								Classified as Grade:						
Name of Adviser/Teacl					Signa	ature:		Name of Adviser/Teacher:		Signa				
LEARNING A	REAS		arterl 2	y Rati	ing 4	Final Rating	Remarks	Learning Areas		uarter 2	ly Rai		Final Rating	Remarks
Mother Tongue								Mother Tongue			<u>.</u>			
Filipino								Filipino			_	_		
English								English			<u> </u>	-		
Mathematics								Mathematics			ļ <u>-</u>			
Science								Science		+	-			
Araling Panlipunan EPP / TLE		-		\Box				Araling Panlipunan EPP / TLE						
MAPEH								MAPEH		-				
Music								Music		1				
Arts								Arts						
Physical Education								Physical Education						
Health								Health						
Eduk. sa Pagpapakat	ao							Eduk. sa Pagpapakatao						
*Arabic Language								*Arabic Language			<u> </u>			
*Islamic Values Edu	cation							*Islamic Values Education			-			
General Average								General Average	i i			ļ <u> </u>		
Remedial Classes Conducted from: to								D I'-l Classes	C			4		
			edial (omputed		Remedial Classes	Conducted from		edial	Reco		
Remedial Classes Learning Areas	Conducted from	Rem	edial (Mark	Class	Rec	omputed al Grade	Remarks	Remedial Classes Learning Areas	Conducted from	n: Remo		Reco	omputed al Grade	Remarks
		Rem		Class	Rec		Remarks			Remo		Reco	omputed	Remarks
		Rem		Class	Rec		Remarks			Remo		Reco	omputed	Remarks
Learning Areas	Final Rating	Rem	Mark	Class	Rec Fin	al Grade	Remarks	Learning Areas	Final Rating	Remo Class	Mark	Reco	omputed al Grade	Remarks
	Final Rating	Rem	Mark	Class	Rec Fin	al Grade school ID:	ion:	School:	Final Rating	Remo Class	Mark Scho	Reco Fina ol ID:	omputed al Grade	
Learning Areas School: District: Classified as Grade:	Final Rating Dir Section:	Rem	Mark	Class	Reco Fin	al Grade ichool ID: Reg	ion:	School: District: Classified as Grade:	Final Rating Division: Section:	Remo	School "	Reco Fina ol ID:	omputed al Grade	
Learning Areas School: District:	Final Rating Dir Section:	Rem	Mark	Class	Reco Fin S Sch	ichool ID: Regiool Year:	ion:	Learning Areas School: District:	Final Rating Division: Section:	Remo Class So Signa	School ture:	Reco Fina ol ID:	emputed al Grade	
Learning Areas School: District: Classified as Grade:	Final Rating Di Section:	Rem	Mark	Class	Reco Fin S Sch	al Grade ichool ID: Reg	ion:	School: District: Classified as Grade:	Final Rating Division: Section:	Remo	School ture:	Reco Fina ol ID:	omputed al Grade	
Learning Areas School: District: Classified as Grade: Name of Adviser/Teach	Final Rating Di Section:	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	School: District: Classified as Grade: Name of Adviser/Teacher:	Final Rating Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
Learning Areas School: District: Classified as Grade: Name of Adviser/Teach	Final Rating Di Section:	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	School: District: Classified as Grade: Name of Adviser/Teacher: Learning Areas	Final Rating Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
Learning Areas School: District: Classified as Grade: Name of Adviser/Teach Learning A	Final Rating Di Section:	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	Learning Areas School: District: Classified as Grade: Name of Adviser/Teacher: Learning Areas Mother Tongue	Final Rating Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
Learning Areas School: District: Classified as Grade: Name of Adviser/Teact Learning A Mother Tongue Filipino English Mathematics	Final Rating Di Section:	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	Learning Areas School:	Final Rating Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
Learning Areas School: District: Classified as Grade: Name of Adviser/Teach Learning A Mother Tongue Filipino English Mathematics Science	Final Rating Di Section:	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	Learning Areas School: District: Classified as Grade: Name of Adviser/Teacher: Learning Areas Mother Tongue Filipino English Mathematics Science	Final Rating Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
School: District: Classified as Grade: Name of Adviser/Teach Learning A Mother Tongue Filipino English Mathematics Science Araling Panlipunan	Final Rating Di Section:	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	Learning Areas School: District: Classified as Grade: Name of Adviser/Teacher: Learning Areas Mother Tongue Filipino English Mathematics Science Araling Panlipunan	Final Rating Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
School: District: Classified as Grade: Name of Adviser/Teach Learning A Mother Tongue Filipino English Mathematics Science Araling Panlipunan EPP / TLE	Final Rating Di Section:	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	Learning Areas School: District: Classified as Grade: Name of Adviser/Teacher: Learning Areas Mother Tongue Filipino English Mathematics Science Araling Panlipunan EPP / TLE	Final Rating Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
Learning Areas School: District: Classified as Grade: Name of Adviser/Teach Learning A Mother Tongue Filipino English Mathematics Science Araling Panlipunan EPP / TLE MAPEH	Final Rating Di Section:	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	Learning Areas School:	Final Rating Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
School: District: Classified as Grade: Name of Adviser/Teach Learning A Mother Tongue Filipino English Mathematics Science Araling Panlipunan EPP / TLE	Final Rating Di Section:	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	Learning Areas School: District: Classified as Grade: Name of Adviser/Teacher: Learning Areas Mother Tongue Filipino English Mathematics Science Araling Panlipunan EPP / TLE	Final Rating Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
School: District: Classified as Grade: Name of Adviser/Teach Learning A Mother Tongue Filipino English Mathematics Science Araling Panlipunan EPP / TLE MAPEH Music	Final Rating Di Section:	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	School:	Final Rating Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
School: District: Classified as Grade: Name of Adviser/Teach Learning A Mother Tongue Fillipino English Mathematics Science Araling Panlipunan EPP / TLE MAPEH Music Arts	Final Rating Di Section:	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	Learning Areas School: District: Classified as Grade: Name of Adviser/Teacher: Learning Areas Mother Tongue Filipino English Mathematics Science Araling Panlipunan EPP / TLE MAPEH Music Arts	Final Rating Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
School: District: Classified as Grade: Name of Adviser/Teact Learning A Mother Tongue Fillipino English Mathematics Science Araling Panlipunan EPP / TLE MAPEH Music Arts Physical Education	Pinal Rating Dir Section:	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	School: District: Classified as Grade: Name of Adviser/Teacher: Learning Areas Mother Tongue Filipino English Mathematics Science Araling Panlipunan EPP / TLE MAPEH Music Arts Physical Education	Final Rating Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
School: District: Classified as Grade: Name of Adviser/Teact Learning A Mother Tongue Filipino English Mathematics Science Araling Panlipunan EPP / TLE MAPEH Music Arts Physical Education Health	Pinal Rating Dir Section:	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	School: District: Classified as Grade: Name of Adviser/Teacher: Learning Areas Mother Tongue Filipino English Mathematics Science Araling Panlipunan EPP / TLE MAPEH Music Arts Physical Education Health	Final Rating Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
School: District: Classified as Grade: Name of Adviser/Teach Learning A Mother Tongue Filipino English Mathematics Science Araling Panlipunan EPP / TLE MAPEH Music Arts Physical Education Health Eduk. sa Pagpapakat *Arabic Language *Islamic Values Edu	Final Rating Di Section: Per: Peras	Rem	Mark	Class y Rati	Rec Fin S Sch Signa	ichool ID: Regiool Year: ature:	ion:	School: District: Classified as Grade: Name of Adviser/Teacher: Learning Areas Mother Tongue Filipino English Mathematics Science Araling Panlipunan EPP / TLE MAPEH Music Arts Physical Education Health Eduk. sa Pagpapakatao "Arabic Language "Islamic Values Education	Division: Section:	Remo Class Signa Suarter	School ture:	Reco Fina ol ID: Year:	Region:	
School: District: Classified as Grade: Name of Adviser/Teach Learning A Mother Tongue Filipino English Mathematics Science Araling Panlipunan EPP / TLE MAPEH Music Arts Physical Education Health Eduk. sa Pagpapakat *Arabic Language *Islamic Values Edu General Average	Final Rating Direction: Section: Treas	Qu 1	Mark	y Rati	S Sch Signa 4	ichool ID: Regiool Year: ature:	ion:	School: District: Classified as Grade: Name of Adviser/Teacher: Learning Areas 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	Division: Section:	SS Signaruuarter 2	School ture:	Recording ID:	Region:	
School: District: Classified as Grade: Name of Adviser/Teach Learning A Mother Tongue Fillipino English Mathematics Science Araling Panlipunan EPP / TLE MAPEH Music Arts Physical Education Health Eduk. sa Pagpapakat *Arabic Language *Islamic Values Edu General Average Remedial Classes	Final Rating Dir Section: reas	Quu 1	Mark	y Rati	S Sch Signature 4	al Grade ichool ID: Region Year: ature: Final Rating	Remarks	School:	Division: Section:	Signature 2	School chool sture:	Recording 4	Region: Final Rating	Remarks
School: District: Classified as Grade: Name of Adviser/Teach Learning A Mother Tongue Fillipino English Mathematics Science Araling Panlipunan EPP / TLE MAPEH Music Arts Physical Education Health Eduk. sa Pagpapakat *Arabic Language *Islamic Values Edu General Average	Final Rating Direction: Section: Treas	Quu 1 1 1: Rem	arteri 2	y Rati	S Sch Signature 4	al Grade chool ID: Region Year: Final Rating	ion:	School: District: Classified as Grade: Name of Adviser/Teacher: Learning Areas 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	Division: Section:	SS Signaruuarter 2	School chool sture:	Recording 4	Region:	

	Section Section				*********			TIC RECORD			~~~				
School:								School:							
District: Classified as Grade: _							gion:	District:						Region:	
Classified as Grade: _ Name of Adviser/Teac						ature:	·	Classified as Grade: Name of Adviser/Teacher:					Year:		
		_	uarter			Final				Quarterly				Final	
LEARNING A	AREAS	1		3	4	Rating	Remarks	Learning Areas	•	1	2	3	4	Rating	Remarks
Filipino		<u> </u>	+-	1	 			Filipino		-			<u> </u>		
English								English							
Mathematics								Mathematics							
Science			L		<u> </u>	ļ		Science				<u> </u>			
Araling Panlipunan			-	-	ļ			Araling Panlipunan							
EPP / TLE			┼	 	⊢			EPP / TLE		\rightarrow		├	\vdash		
MAPEH Music		-	+	+				MAPEH Music		\dashv			┼─		
Arts				 				Arts					†		
Physical Education								Physical Education				L			
Health								Health							
Eduk, sa Pagpapakat	tao	_	 	<u> </u>	-			Eduk. sa Pagpapakatao		\vdash		-	 	ļ	
*Arabic Language		-	₩	ļ	-			*Arabic Language		\vdash		-		-	
*Islamic Values Edu	ucation	 	+-	-	-			*Islamic Values Education	n			\vdash	┼	-	
General Average Remedial Classes	Date Conducted	<u> </u>	-		to		<u> </u>	General Average Remedial Classes	Date Condu	cted:		<u></u>	t	<u>1</u>	
Learning Areas	Final Rating		nedial	Class	Rec	omputed	Remarks	Learning Areas	Final Ratin	R		edial	Rec	omputed	Remarks
			Mark	•	Fir	al Grade			Nosili	- CI	ass I	Mark	Fin	al Grade	
					\vdash				<u> </u>				\vdash		
		1	=				1					_	<u>—</u>		
School: District:	Di	vision	- · · · · ·			School ID: Reg		School: District:		ion:		Scho		Region:	
Classified as Grade:						nool Year:		Classified as Grade:						Negion.	
Name of Adviser/Teac						ature:		Name of Adviser/Teacher:							
Learning A	Areas	Qu 1	arteri 2	ly Ra	ing 4	Final Rating	Remarks	Learning Areas		Quai	nteri 2	1	ting 4	Final Rating	Remarks
Mother Tongue								Mother Tongue							
Filipino			_	<u> </u>	_			Filipino							
English			<u> </u>	<u> </u>	_			English	_				_		
Mathematics			├					Mathematics		\rightarrow			-		
Science			\vdash	-	┢			Science					├-		
Araling Panlipunan EPP / TLE		<u> </u>	\vdash	<u> </u>				Araling Panlipunan EPP / TLE				<u> </u>			
MAPEH								MAPEH							
Music								Music							
Arts			 	_				Arts				<u> </u>			
Physical Education		_	ــــ					Physical Education					ļ		
Health			├	-	_			Health		\dashv		<u> </u>	-		
Eduk. sa Pagpapakat *Arabic Language	ao		\vdash					Eduk. sa Pagpapakatao *Arabic Language							
*Islamic Values Edu	ucation							*Islamic Values Education	1						
General Average			<u></u>	<u> </u>				General Average			_			<u> </u>	
Remedial Classes	Date Conducted	_			to			Remedial Classes	Date Condu				to		
Learning Areas	Final Rating	Kem	medial Mark			omputed al Grade	Remarks	Learning Areas	Final Ratin			dial Mark		omputed al Grade	Remarks
For Transfer Out /Eleme	-ta-: Eshani Cam	nlata	0-1-1							1	_				
	illary School Com	- 0	Olly				CER	TIFICATION			ij,	d:	.:	3.17	
I CERTIFY that thi School Name:	s is a true record o				Sc	hool ID	with LRN Division	and that he/s on: Last School Year	-		issia	n to (Grade _	·	
	Date					Name o	f Principal/School Head	l over Printed Name					(Affix	School Sea	al here)
								TIFICATION					×		
	s is a true record o				Sc	nool ID		and that he/s on: Last School Year	_						
	Pete				-	Nor-	f Deinging I/Cab = -111	Lover Reinted Name					(A.E.	Cabaal Co	al hare)
	Date	V. 5 4						l over Printed Name						School Sea	
			0.7	400				TIFICATION							t is
	s is a true record o							and that he/s						·	
														_	
					-									School Sea	



(Affix School Seal here)

Learner Permanent Record for Junior High School (SF10-JHS) (Formerly Form 137)

LEARNER'S INFORMATION LAST NAME: FIRST NAME: ______ NAME EXTN. (Jr,I,II): _____ MIDDLE NAME: _ Birthdate (mm/dd/yyyy): _ ELIGIBILITY FOR JHS ENROLMENT Elementary School Completer General Average: Citation: (If Any) Name of Elementary School: School ID: Adress of School: Other Credential Presented PEPT Passer Rating: ALS A & E Passer Rating: Others (Pls. Specify): Date of Examination/Assessment (mm/dd/yyyy): _______ Name and Address of Testing Center: _ SCHOLASTIC RECORD ___School ID: _____ District: School: ____ Division: Region: Classified as Grade: Section: School Year: Name of Adviser/Teacher: Signature: **Quarterly Rating** FINAL **LEARNING AREAS** REMARKS **RATING** 2 3 Filipino English Mathematics Science Araling Panlipunan (AP) Edukasyon sa Pagpapakatao (EsP) Technology and Livelihood Education (TLE) MAPEH Music Arts **Physical Education** Health General Average Conducted from (mm/dd/yyyy) **Remedial Classes** to (mm/dd/yyyy) Recomputed Final Remedial Class Mark **Learning Areas Final Rating** Remarks Grade School: Division: _ School ID: District: Region: __ Classified as Grade: Section: _ School Year: Name of Adviser/Teacher: Signature: QUARTER **FINAL LEARNING AREAS** REMARKS **RATING** Filipino English Mathematics Science Araling Panlipunan (AP) Edukasyon sa Pagpapakatao (EsP) Technology and Livelihood Education (TLE) MAPEH Music Arts **Physical Education** Health General Average Remedial Classes Conducted from (mm/dd/yyyy) to (mm/dd/yyyy) **Recomputed Final Final Rating** Remedial Class Mark **Learning Areas** Remarks Grade CERTIFICATION CERTIFY that this is a true record of _ _with LRN _____ and that he/she is eligible for admission to Grade _ _School ID: __ Last School Year Attended: Name of School:

Name of Principal/School Head over Printed Name

Date

School:	School ID:	Di	strict:			Division:	Region:
Classified as Grade: S					/Teacher: _		Signature:
				RTER		FINAL	
LEARNING A	KEA5	1	2	3	4	RATING	REMARKS
Filipino			ļ				
English			 	ļ	-		
Mathematics Science					 		
Araling Panlipunan (AP)			<u> </u>				
Edukasyon sa Pagpapakatao	(EsP)						
Technology and Livelihood Ed							
MAPEH							
Music			<u> </u>				
Arts Physical Education		+	<u> </u>		-		
Health		+	<u> </u>	-	-		
1100101							
_			General	Average			
Remedial Classes	Conducted from (nm/dd/yyyy)			_ to (mm/de	d/yyyy)	
Subject	Final Rating	Rem	edial Class	Mark	Recomp	ted Final	Remarks
					<u> </u>		
School:	School ID:	Di	strict:			Division: _	Region:
Classified as Grade: S	Section: Schoo	l Year:	_ Name o	f Adviser	Teacher: _		Signature:
LEARNING A				RTER		FINAL	REMARKS
		1	2	3	4	RATING	The state of the s
Filipino			 		 		
English Mathematics							
Science					 		
Araling Panlipunan (AP)			 				
Edukasyon sa Pagpapakatao	(EsP)						
Technology and Livelihood Ed							
МАРЕН			ļ		ļ		
Music	, , , , , , , , , , , , , , , , , , ,				ļ		
Arts					├		
Physical Education Health			 		 		
ricardi			<u> </u>		 		
			General	Average			
Remedial Classes	Conducted from	mm/dd/vvv	/)		to (m	ım/dd/yyy	v)
Learning Areas	Final Rating		edial Class	Mark		ited Final	Remarks
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C-hi	Cab at ID.	Di	-4-1-4-			Nuisias.	Basisas
School: Classified as Grade: S		I Year:			Teacher: _	Division: _	Region: Signature:
0.000				ly Rating		r 1	
LEARNING A	REAS	1	2	3	4	FINAL RATING	REMARKS
Filipino						10111110	
English							
Mathematics							
Science					<u> </u>		
Araling Panlipunan (AP)	·				<u> </u>		
Edukasyon sa Pagpapakatao (<u> </u>		1		
Technology and Livelihood Ed	iucation (TLE)		— —		 		
MAPEH	 		 		 		
Arts		+					
Physical Education							
Health							
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			General	Averano	J		
	To a second	1		. irciuye			
Remedial Classes	Conducted from		edial Class	Mark	7	m/dd/yyy	
Learning Areas	Final Rating	Kem	cusal Class	ıvı a í K	Recompu	itea Final	Remarks
	1						
For Transfer Out /JHS Complete	r Only						
,			CERTI	FICATIO	N		
							e is eligible for admission to Grade
Name of School:		School	D	·····	_ Last Schoo	ol Year Atten	ded:
Date	Name of Principal/S	ichool Head ov	er Printed N	ame	-		(Affix School Seal here)



Department of Education

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



SFRT 2017

														HEELONG HARNING					
District						Divis	ion:				Region		Calendar Year						
								COMPLETE HON	ME ADDRESS		PARE	ENTS					REMARKS	}	
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	House No./Street/ Sitio/ Purok	Barangay	Municipality/ City	Province	Father's Name (Last Name, Firsi Name, Middle Name)	Mother's Maiden Name (Last Name, First Name, Middle Name)	Contact Number of Learner (if available)	Last Grade Level Completed in Formal School	Date Mapped (mm/dd/yyyy)	Interested in ALS? Yes or No	If Yes. Preferred Program	If already enrolled in ALS, provide date of first attendance (DOFA) and LRN	

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						_													
						-													
					МАР	PED LEARNER	RS as of (MM/DD/Y	Υ)	ENROLLED LEARN	ERS as of (MN	Prepared I	Ву:							
						MALE			MALE					Signature of Facilita	tor over Printed Nan	ne			
					FE				FEMALE										
					т	OTAL			TOTAL	_	Certified C	Correct:		Signature of PSDS	3 over Printed Name	-		0EDT 0047	



ALTERNATIVE LEARNING SYSTEM ALS ENROLMENT FORM (AF2) Learner's Basic Profile



Date :		LRN (if available)					
	Personal Information (Pa	art 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: □Male □Female	us: □Sinale □Married □Widow/e	r □Separated □Solo Parent					
Religion: • IP (Specify ethnic group)	o) : • Mother Tongue :		PWD: □Yes □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	EddCational Information (i art ii)					
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 or □No school in Barangay	oly) □School too far from	home □Need	ed to help family				
□Unable to pay for miscella	aneous and other expenses	Others:					
Have you attended ALS learning sessions but If Yes: Name of the Program:		INO Literacy: □Basic □E	lem. □Sec. □InfEd				
	Have you completed the Program? (Yes/N	• • • •					
I	f NO, state the reason:		·				
	According and Availability	/D-4 III)					
How far is it from your home to your Learning Cen	Accessibility and Availability	(Paπ III) in kms	in hours and mins.				
How do you get from your home to your Learning	Center?						
When can you attend your Learning Session?	□Walking □Mo	otorcvcle □Bicvcle □Others	s (Pls. Specify)				
Monday Tuesda	ay Wednesday Thursday	Friday Saturda	ay Sunday				
What specific time can you be at your Learning Center?							
Facilitator: Signature and	Date Date	Learner: Signatu	ure and Date				



AF-3

ALTERNATIVE LEARNING SYSTEM MASTERLIST OF ENROLLED LEARNERS WITH END OF PROGRAM/CY STATUS (AF-3)

	District		Division						Division							Calendar Year	Year					
Nan	ne of CLC						Type of CLC		Baranga	y						City	/Municipality					
				1								_			NON FO	RMAL EDUCATI	ON				<u> </u>	
		NAME	AME & Bidhdata					PROG			926	Assessm	ment for Basic Literacy (ABL) Functional Lite					nt (FLT) Score		End of		
LRN	(Last N Nar	lame, First Name, Middle me, Name Extension)	Sex (M/F)	Birthdate (mmddyyyy)	Age		Date of adance	Type of Program	Mode of Progra	m Delivery	PIS Score	Basic Literate	Neo Literate	Post Literate	Reading	Numeracy	Writing	Listening & Speaking	Overall Score	Program/ CY Status	Remarks	
								 					 									
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		<=== COMBINED	L	<u> </u>	L				J		<u> </u>	Ь			_	l	<u> </u>	L				
			Learners Enrolle BL A&E E	P Elem. Sec.	Maie	Female	Total		Face to Independent Radio-ba	dent Learning ised Instruction	elivery on	Male	Female	Total			Prepared By:					
			InF	ED .]	Compute	r-based Instr	uction]			Signature	of Facilitator or	er Printed Name		
	Learners Enrolled in BLP by Level Basic Literat									nrolled Lea ber of 4P's t of Enrolle	Leamers	Male	Female	Total			Certified Corre	oct By:				
				Post Literate	 	-		1	I elcell	COLLINOIS	U TF S LEGI			1	J			Signatu	re of PSDS ove	r Printed Name		



ALTERNATIVE LEARNING SYSTEM



MASTERLIST OF A&E REGISTRANTS (AF-4)

District]			Region									
Place (Name of Sch	e of Registration Cent ool/Center, Barangay, M	ter lunicipality)		(Testing	Center)		(Barangay)	(1)	Municipality/City)					
					Centery	CI C		<i>1</i>		nariio/paiity/Oit	1				
LRN	NAME (Last Name, First I Name, E	Name, Middle	Sex (M/F)	Birthdate	CLC Name	CLC CLC Type	DETAILS Barangay	Municipal	A&E Test Level Registered	Date Registered	Date of Examination				
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	<=== TOTAL FEMALE														
	<=== COMBINED														
Registered	Male Female	Total					Prepared By:		1 75 90 -	. D					
Elementary Secondary		<u> </u>					Signature of Facilitator over Printed Name								
Taker	Male Female	Total					Certified Correct By	<i>r</i> :							
Elementary							·								
Casandani]				•	Sic	O/2029 of PSDS/D	Cover Printed Na	ma				



Republic of the Philippines Department of Education





LEARNER'S PERMANENT RECORD (AF-5)

DISTRICT:	DIVISION:		REGION:			
			LEARNEI		<u> </u>	
LAST NAME:		FIRST NA	ME:	NAME EXTENSION: MID	DLE NAME:	
ADDRESS:						
	HOUSE NO./ SITIO / ST.		BARANGAY	MUNICIPALITY/CITY	PROVINCE	
BIRTHDATE:	MONTH/ DATE	/ YE	\R	SEX:	Male Fe	emale
CLC CLC A Name of Fa	Enrolled :	222 A V C	LEARNER'S E	DUCATIONAL STATUS Program Enrolled : Delivery Mode : CLC Name : CLC Address : Name of Facilitator : Calendar Year :		HINTON HELEN
			Score	7		Score
ASSES	SMENT RESULTS	Pre	Post	ASSESSMENT RESULTS	Pre	Post
PIS Score	· · · · · · · · · · · · · · · · · · ·			PIS Score		
Assesment	for Basic Literacy (ABL)	Pre	Post	Assesment for Basic Literacy (ABL)	Pre	Post
Basic Literate				Basic Literate		
Neo Literate				Neo Literate		
Post Literate				Post Literate		
Functiona	I Literacy Assessment	Pre	Post	Functional Literacy Assessment	Pre	Post
FLT Score in Rea				FLT Score in Reading		
FLT Score in Nu				FLT Score in Numeracy		
FLT Score in Wri				FLT Score in Writing		
FLT Score in List	tening & Speaking			FLT Score in Listening & Speaking		
Overall Score		0	0	Overall Score	0	0
	InfEd		Remarks	InfEd	F	lemarks
				4		
	A & E STATUS	<u> </u>	Remarks	A & E STATUS	<u> </u>	Remarks
Program Status				Program Status		
Test Taken			-	Test Taken		· · ·
Date of Examina	tion			Date of Examination		
Testing Center				Testing Center		
Location of Testi	na Center			Location of Testing Center		
	I Equivalency (A&E) Test R	Result		Accreditation and Equivalency (A&E) Test	Result	
	· · · · · · · · · · · · · · · · · · ·					,
Eligible for Ad-	Certificate of To	ranster		Certificate of	ı ranster	
Eligible for Adm				Eligible for Admission to :		
C	Certificate of Good Mo	oral Chara	cter	Certificate of Good	Moral Charact	er
This is to certify that the above-named is a learner of good moral character.			This is to certify that the above-named is a lea	mer of good moral	character.	
This certification is issued upon request of the concerned individual due to			This certification is issued upon request of the	-		
	ursue formal schooling/other (his/her desire to pursue formal schooling/other		
Prepared By:				d Correct By:		
Facilitator PSDS/District Coord						

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

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Remarks

Additional information including but not limited to the learner's status or particular condition based on the legend of indicators and equivalent codes:

- Balik-Aral refers to a learner who went back to school and resumedstudies after year(s) of dropping out or discontinuing studies.
- 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 Pamilyang 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.
- 3. Transferred In/Out learner who transfers from one school to another within the school year
- 4. Transferred Out to ALS-learner who transfers from formal school to ALS program within the school year
- 5. Dropped Out learner who left school and is no longer attending classes
- 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

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 $5^{\rm th}$ 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 1st 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 enrolledin the school during the current monthbeyond 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

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)

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 10th 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 totalas 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

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	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

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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

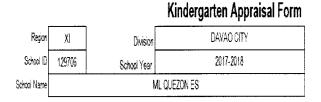
No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public 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(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
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 EoSYwhether 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	Thenumberof 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.SL.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.







		OKENNERS TOP		ACTION TANES, COARS OUT		SUMMA	RY TABLE	Ε	
LRN	LEARNER'S NAME (Last Name, First Name, Middle Name)	SUMMATIVE ASSESSMENT STANDARD SCORE	INTERPRETATION	ACTION TAKEN: GRADE ONE READY or NEED FURTHER INTERVENTION	STATUS	MALE		FEMALE	TOTAL
					GRADE ONE READY	2		•	3
MALE				GRADE ONE READY	NEED FURTHER INTERVENTION	0		0	S
104795170001	Bautista, Callia Luxy Bitangcol	79	S.SLD.O.D.	GRADE ONE READY	MICKELIUM				
		90	A.D.	GRADE ONE READS					
					LEVEL 0	F PROGRE	SS AND A	CHIEVEMEN	IT
					interpretation	ıs	MALE	FEMALE	TOTAL
					Suggest Highly Ac Developmen S.H.A.D. (130 and	e -	0	***	***
-					Suggest Slight Ad Developmen - S.S.A.D. (120	nt	¢	0	ĝ
					Average Developm (80–119)	ent- A.D.	1	9	\$
					Suggest Slight D Overall Develop S.St., D.O.D (70	ment -	0	3	0
					Suggest Significan Overall Develop S.S.D.O.D (69 and	ment -	ŷ	0	0
,									
***	CEEE TOTAL MALE	100							

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.

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 2nd 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

40	Dook Outside	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 1stSem 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

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

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

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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

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		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: 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 Provisional. Appointment, subject to reappointment (renewal), issued to a person who meets all the requirements of the position except Eligibility 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 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. Contractual. Appointment issued to a person who shall undertake a

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		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. 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 Job Order/Contract of Service
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

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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 1stQuarter of School Yearoras 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 ² (m ²)	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/m²and 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

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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 1stQuarter of School Yearor 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 ² (m ²)	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 learne weight-to-height ratio or BMI universally expressed in units of kg/m²and 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 learne

Data Element Description

Name and Code

:School Form 10 Learner'sPermanent AcademicRecord for Elementary (SF10-ES)

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 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.

Data Element Description

Name and Code

:School Form 10 Learner's Permanent AcademicRecord for Junior High School

(SF10-JHS)

Person Responsible

Schedule

: Class Adviser : 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

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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.

Data Element Description

Name and Code

: List of Mapped Learners (AF1) : Facilitator

Person Responsible

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, Bikol,
	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	Refers to the location where the learner currently holds residence with specific
Home Address	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,

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	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	Indicate the learner's reason for not completing school:
Attending School	Schools are very far
	No school within the barangay
	No regular transportation
	High cost of education
	Illness / Disability
	Housekeeping / Housework
	Employment / Looking for work
	Lack of personal interest
	Cannot cope with school work
How far is it from	Distance in kilometers, number of hours and minutes of travel of learner from
your home to your	home to CLC
Learning Center?	
How do you get from	Ways of getting to and from the learning center. e.g. habal-habal, tricycle,
your home to your	walking and other means of transportation
Learning Center?	
When can you	Determine the availability of the learner to attend the session. e.g. 8:00 AM,
attend your Learning	10:00 AM, etc.
session?	

Data Element Description

Name and Code

: ALS Enrolment Form (AF-2)

Person Responsible

: Facilitator : This will be accomplished as soon as the learner decides to

Instruction/s

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

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	followed by the First Name, the Middle Name, and the Name Extension (if any)
Mother's Maiden	Maiden name of the learner's mother as reflected in the birth certificate issued by
Name	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	Contact number of the learner (if available)
Learner	
Last Grade Level	Last grade level completed in formal school as claimed by the learner. (If
Completed	applicable)
Date Mapped	Date when the learners were mapped indicating the month, day, and year
Interested in	Information about learner's status on his interest in the ALS program answerable by YES
ALS?Yes or No	or NO
Date of First	The day that the learner started attending classes
Attendance	
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.

Data Element Description

Name and Code

: Masterlist of Enrolled Learners with End of Program Status (AF-3) : Test Registration Officer - DASLC

Person Responsible

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	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
	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
	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.
	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
	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
Name of CLC	The identity of CLC where learning sessions are held

Learner Reference	Unique twelve-digit identification number assigned to a learner to keep track		
Number (LRN)	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.		

Data Element Description

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

Instruction/s

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	
Learner Reference	Unique twelve-digit identification number assigned to a learner to keep track of	
Number (LRN)	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	

	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
	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.
	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
	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
Address of CLC	Refers to the Barangay and Municipality where the Community Learning Center
Municipality	is actually located
Barangay	
A&E Test Level	Actual Accreditation & Equivalency Level Registered
Registered	
Date Registered	Actual date learners registered in examination
Date Of Examination	Actual date of examination
Actual Takers	Actual test registrant

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 thelearner's

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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
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	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
	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
	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.
	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
	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
Program Enrolled	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
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	
Neo Literate	A score of a learner based on the ABL
Post Literate	
FLT Score in Reading	A score of a Learner based on the FLT- Reading
FLT Score in	A score of a Learner based on the FLT- Numeracy
Numeracy	A compared to the control of the CLT Marking
FLT Score in Writing FLT Score in	A score of a Learner based on the FLT -Writing
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	Eligibility of learner to transfer or continue study in a certain level
Transfer	
Certificate of Good	Letter attested by someone, in case of ALS program, the ALS Facilitator that can
Moral Character	vouch for the learner's moral character during the delivery of ALS program