



Data Management and Information Technology Meeting

Tagaytay International Convention Center
May 26-27, 2014

Objectives

- Communicate the current developments in the data collection framework and procedures, and ICT initiatives of the Department
- Develop a common understanding as to the methodology, formula and definitions used for the analysis of crucial resources
- Strengthen the coordination and use of common information among the Central Office, Regional Office and Division Offices
- Identify resolutions/recommendations to further improve data gathering, sharing, updating and analysis
- Clarify and strengthen the roles and responsibilities of Planning Officers and ICT Coordinators in the implementation of projects at their respective levels
- Enlist their commitment and participation to agreed activities and timelines

Program

Day	Participants	Time	Topic
Day 1	Plenary	8:30-9:30	Opening Remarks and Rationale
		9:30-10:15	Data Collection Framework
	Planning Officers	10:45-12:15	Data Dictionary Workshop
		1:15-2:30	Standards
		2:30-3:30	School Forms
		4:00-5:30	Issue Resolution
	ICT Coordinators	10:45-12:15	DCP-DICP
		1:15-3:00	DCP-DICP
		3:30-4:30	Mapping
		4:30-5:30	Email Service Administration
Day 2	Plenary	8:00-9:00	EBEIS: Operational Guidelines
		9:00-10:00	EBEIS: Revised Forms
		10:00-11:00	EBEIS: Integration
		12:00-3:00	LIS
		3:30-4:30	ePDS
		4:30-5:30	Single Sign On
		5:30-6:00	Recap and Conclusion



DATA COLLECTION FRAMEWORK

Data Management Principles

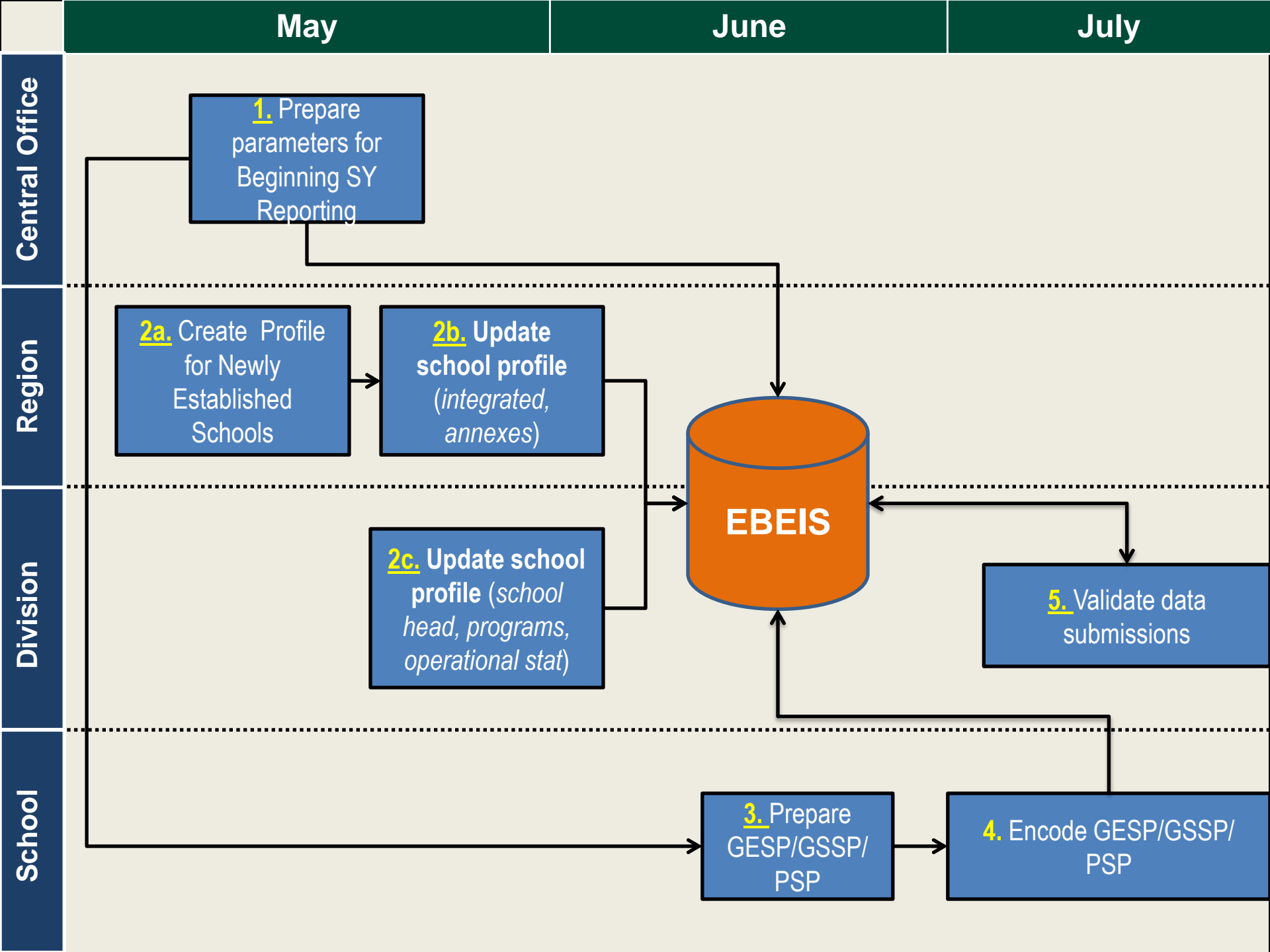
- Data is an enterprise resource that must be managed from an enterprise perspective.
- High quality data must be readily accessible by anyone who has a legitimate need.
- Organizations are stewards of enterprise data rather than owners of that data.

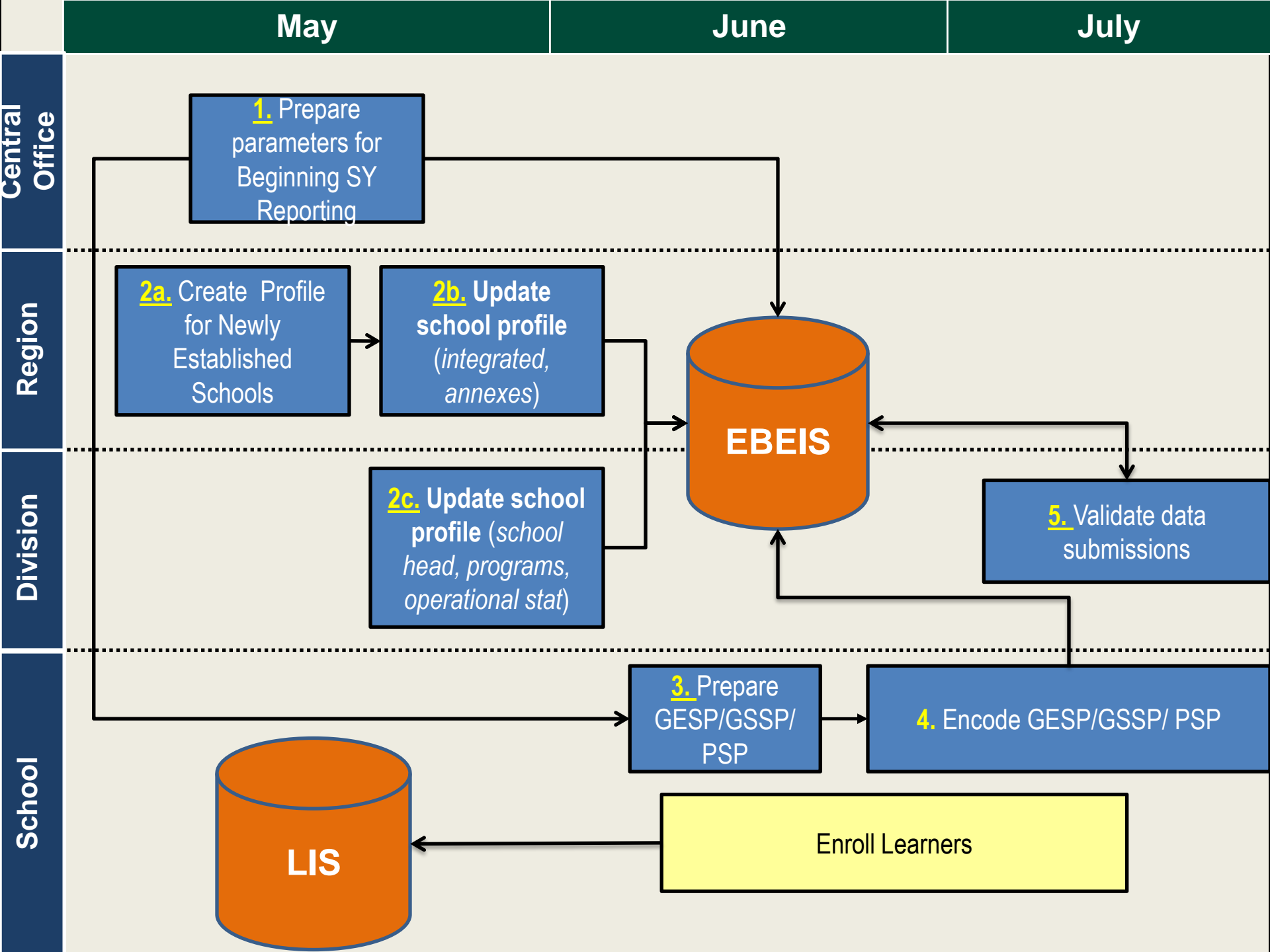
Components of the DCF

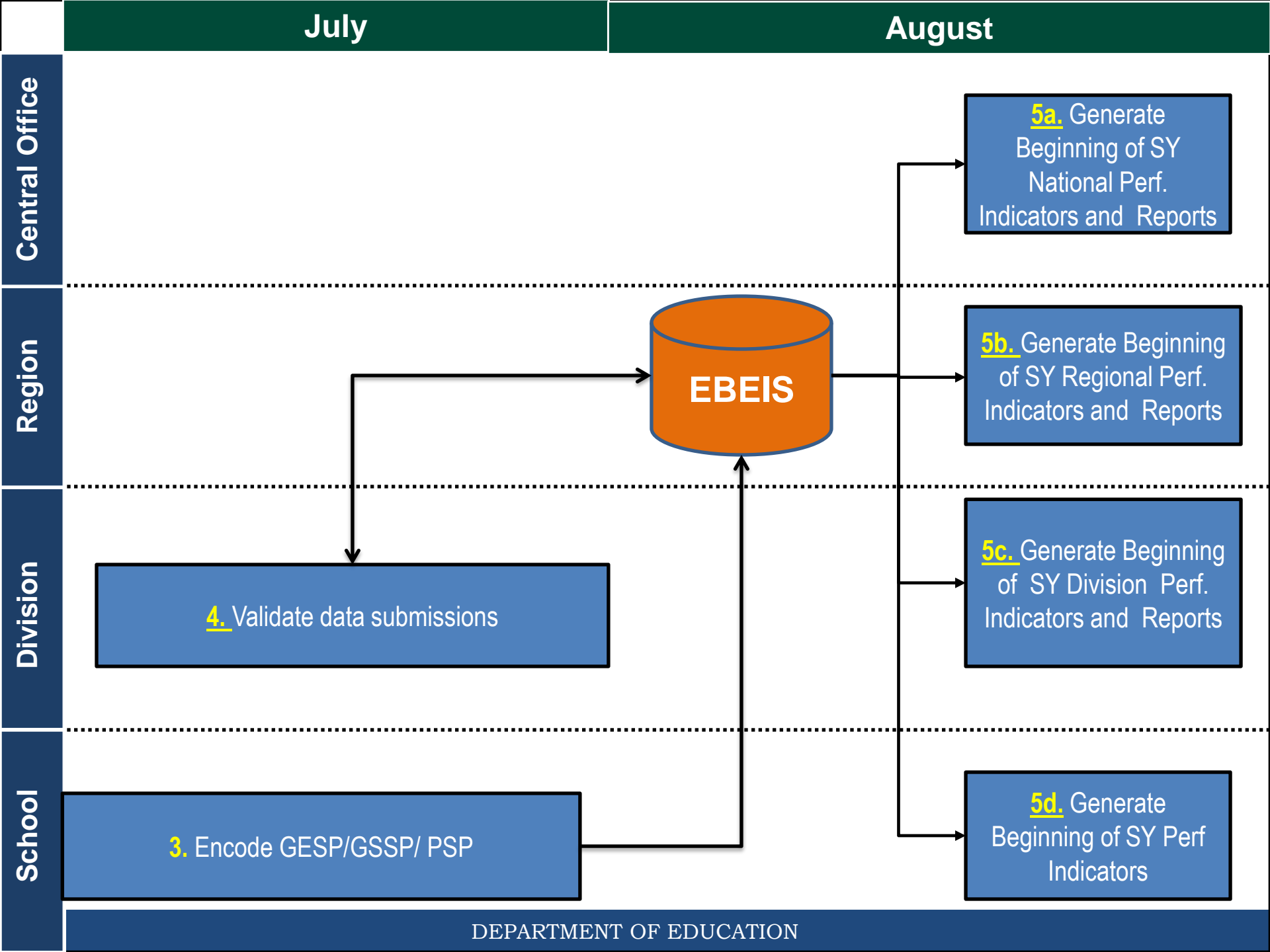
- **Content**
 - **Purpose**
 - **Accountability**
 - **Process**
- *What data do we need to collect?*
 - *Why do we need to collect the data ?*
 - *Who is responsible for collecting the data ?*
 - *When and how do we collect the data?*

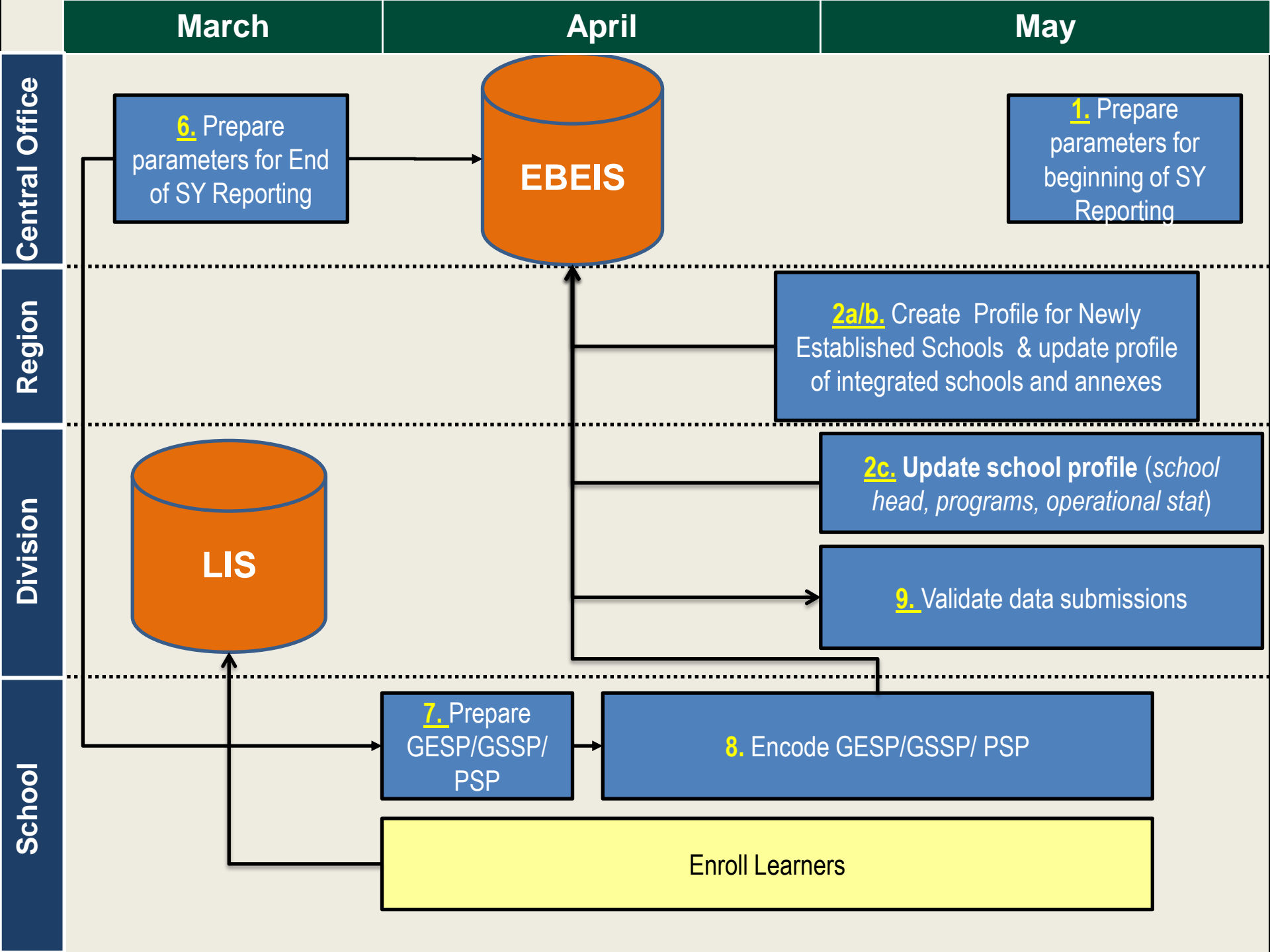
Data Collection Systems

- Enhanced Basic Educ. Info. System (EBEIS)
 - Registry of schools
 - Annual school profile
- Learner Information System (LIS)
 - Registry of learners
 - Enrolment, grades & attendance
- Personnel Tracking System (PTS)
 - Registry of personnel
 - PDS, movements and deployments









Adjustments for 2014

- GESP, GSSP and PSP shall be collected only once at the beginning of school year
- Integration between LIS and EBEIS through the automatic summarization of selected enrollment from the LIS to the EBEIS
- Establish baseline inventory of school's physical assets

Operational Guidelines

- All data collected shall be defined including the responsibility for and process of collection. A Data Dictionary shall be maintained and communicated to ensure that partakers and users of the data share a common meaning.
- The RSD shall be responsible for updating and communicating updates in the Data Dictionary to all information clients.

Operational Guidelines

- Regional Planning Officers shall ensure the quality of system implementation in their respective regions.
- The Regional ICT coordinator shall be responsible for providing technical support to the Regional office in the implementation of ICT-based systems and initiatives
- The Division Planning Officers shall be responsible for implementing the data collection system in the division and schools.
- The Division ICT coordinator shall be responsible for providing technical support to the Division office in the implementation of ICT-based systems and initiatives

Matrix of Accountability

- The management of data is governed by defined accountabilities at various levels.
[Matrix of Accountability.docx](#)



DATA DICTIONARY VALIDATION

Workshop Mechanics

- Participants shall be divided into six (6) groups:

GROUPS	DATA SETS
Group 1	School Profile & Enrollment (EBEIS)
Group 2	Physical Facilities (EBEIS)
Group 3	Personnel Data (EBEIS)
Group 4	Performance Indicators & Disaster Risk Reduction Management (EBEIS)
Group 5	Learners' Information System (LIS)
Group 6	e- Personal Data Sheet (ePDS)

Workshop Mechanics

1. Each team must assign a **leader** to facilitate the discussion and a **rapporteur** to document the discussions and prepare the group's output for presentation during the plenary
2. Each team will review and improve a set of data definitions

3.	Data	Comments	Recommendations
	E.g.		
	Shifts	Are those under the night school program considered as a shift?	Do not include because ...
		Your definition is more vague	Shift must be defined as

Workshop Mechanics

4. DepED CO staff will be assigned to each group.
5. Group outputs must be submitted to the secretariat in soft copy at the end of the workshop.

Example

Data Element <i>(Every input and output listed in the SIPOC)</i>	Description <i>(definition, timing for data collection & reporting , format, formula)</i>	Legal or Documentary Reference/s <i>(policy references that define the data)</i>	Purpose <i>(stated purpose/s for using the data)</i>	Usage of Data Element		Format / Formula	Data Format <i>(database, excelbase, manual form)</i>	Timing <i>time when data is created and /or updated</i>	Source <i>(origin of data)</i>	Concerned Office <i>(Custodian of data)</i>
				Internal <i>(For DepEd only) ✓</i>	Public <i>(For public use) ✓</i>					
School ID	It is a unique 6-digit number assigned to every school (whether public or private elementary and high school) for control purposes of identifying schools listed in the database of DepEd's Enhanced Basic Education Information System (E-BEIS). It is also used as a system of identifying schools with the same name but located in different school districts/divisions/regions.	Resolutions, Republic Act on Establishment of a School	Use as a unique identifier of school	✓	✓			Upon establishment	DBMU/ RSD-OPS	DBMU/R SD-OPS

Data Dictionary Groupings

GROUP I -SCHOOL PROFILE AND ENROLLMENT

Region **Division Name**

Region IV-A	Antipolo City
Region IV-A	Dasmarinas City
Region IV-A	San Pablo City
Region IV-B	Calapan City
Region IV-B	Romblon
Region V	Albay
Region V	Sorsogon City
NCR	Caloocan City
NCR	Paranaque City
Region IV-A	Regional Office

GROUP II - PHYSICAL FACILITIES

Region **Division Name**

Region IV-A	Batangas
Region IV-A	Laguna
Region IV-A	Sta. Rosa City
Region IV-B	Marinduque
Region V	Camarines Norte
Region V	Ligao City
Region V	Tabaco City
NCR	City of San Juan
NCR	Pasay City
Region IV-B	Regional Office

GROUP III – PERSONNEL DATA

Region **Division Name**

Region IV-A	Batangas City
Region IV-A	Lipa City
Region IV-A	Tanauan City
Region IV-B	Occidental Mindoro
Region V	Camarines Sur
Region V	Masbate
NCR	Las Piñas City
NCR	Manila
NCR	Pasig City
Region V	Regional Office

Data Dictionary Groupings

GROUP IV –PERFORMANCE INDICATORS & DRRM		GROUP V – LIS		GROUP VI – ePDS	
Region	Division Name	Region	Division Name	Region	Division Name
Region IV-A	Calamba City	Region IV-A	Cavite	Region IV-A	Cavite City
Region IV-A	Lucena City	Region IV-A	Quezon	Region IV-A	Rizal
Region IV-A	Imus	Region IV-A	Bacoor	Region IV-A	Tayabas City Puerto Princesa City
Region IV-B	Oriental Mindoro	Region IV-B	Palawan	Region IV-B	Legaspi City
Region V	Catanduanes	Region V	Iriga City	Region V	Sorsogon
Region V	Masbate City	Region V	Naga City	NCR	Mandaluyong City
NCR	Makati City	NCR	Malabon City	NCR	Navotas
NCR	Marikina City	NCR	Muntinlupa City	NCR	Valenzuela City
NCR	Quezon City	NCR	Taguig	Region IV-A	Cavite City
NCR	Regional Office	Region IV-A	Cavite	Region IV-A	Rizal
Region IV-A	Calamba City				



CRUCIAL RESOURCES STANDARDS

Data Sets

2011 – 2014	2015 onwards
BASE YEAR	BASE YEAR
Inventory from previous school year (EOSY)	Inventory from current school year (BOSY)
Enrolment from current school year (BOSY)	Enrolment from current school year (BOSY)
e.g. Base Year: 2013	e.g. Base Year: 2016
Inventory: March 2013	Inventory: June 2016
Enrolment: June 2013	Enrolment: June 2016

Multigrade Classes

When two consecutive grade levels have a total enrolment of less than or equal to thirty

- Grade 1 and 2
- Grade 3 and 4
- Grade 5 and 6

Schools may have a combination of monograde and multigrade classes.

Multigrade Classes

If grade 1 and 2 are combined into a multigrade class, no kinder classroom is required in the school.

Each multigrade class requires 1 classroom.

Each multigrade class requires 1 teacher.

Elementary Classes

Kinder

- 3 hours/day
- Ideal Class Size: 25 (Max: 35)
- 2 kinder classes require 1 classroom.
- 2 kinder classes require 1 teacher.

Elementary Classes

Grades 1 - 2

- 4 hours/day
- Ideal Class Size: 40 (Max: 50)
- The higher total enrolment between grade 1 and 2 is used to compute the requirement.
- 2 classes require 1 classroom.
- 2 classes require 1 teacher.

Elementary Classes

Grades 3 – 4

- Ideal Class Size: 45 (Max: 55)
- Each class requires one classroom.
- Each class requires one teacher.

Elementary Classes

Grades 5 – 6

- Ideal Class Size: 45 (Max: 55)
- Each class requires one classroom.
- Every three classes require five teachers.

High School Classes

1st Year to 4th Year

- Ideal Class Size: 45 (Max: 55)
- Each class requires one classroom.
- Every three classes require five teachers.

Classroom Inventory

Standard (complete or incomplete) classrooms
used as instructional rooms

- academic classrooms
- science laboratories
- computer laboratories
- H.E./I.A. rooms

Not included:

- Non-standard/makeshift classrooms
- Used as non-instructional rooms

Teacher Inventory

Total number of plantilla items assigned in the school

- Instructor I, II
- Teacher I, II, III
- Master Teacher I, II, III

Plantilla items borrowed from other schools are not added into the inventory and plantilla items detailed to other schools are not subtracted from the inventory.

Shortage

$\text{Shortage} = \text{Requirement} - \text{Inventory}$

For purposes of allocation, classrooms and teachers previously allocated but not yet constructed or deployed must be removed from the shortage figure.

$\text{Shortage} = \text{Requirement} - \text{Inventory} - \text{Allocation}$

Data Sources

Enrolment and inventory figures must always come from the EBEIS.

Allocation must come from official allocation list provided to the division by PFSED and RSD regarding classrooms and teachers respectively.

DepEd CO will upload annual national budget classroom and teacher allocations in the DepEd website.

School Furniture

School Furniture

- If the total enrolment is less than 45 multiplied by the number of instructional rooms in the school, furniture requirement is equal to total enrolment.
- If the total enrolment is greater than or equal to 45 multiplied by the number of instructional rooms in the school, furniture requirement is equal to 45 multiplied by the number of instructional rooms.
- Each instructional room requires 1 teacher table and chair.

Water and Sanitation Facilities

Every fifty students require one toilet.

Computation Template

For the formulas and total computation, please refer to the [Crucial Resources Template](#).



MODIFIED SCHOOL FORMS

OUTLINE

- The Review of School Forms
- Policy Issuance (Deped Order 4, 2014)
- Frequently Ask Questions
- Video Showing

Review of School Forms

I. SITUATIONER

1. Teachers and school heads consume too much time and effort in preparation of the 36 common forms
2. At the divisions, education supervisors devote at least 4 weeks during the annual (EoSY) checking/review

Table 1: Number of Hours Spent in Preparation of 36 Common Forms (SY 2011)

Est. number of hours spent*	Elementary School Forms		High School Forms		Division Supervisors
	Teacher	School Head	Teacher	School Head	
Per Day	1.9 hrs	1.5 hrs	1.9 hrs	1.8 hrs	
Per School Year	388 hrs (49 working days)	306 hrs (39 working days)	382 hrs (48 working days)	358 hrs (45 working days)	160 hrs (20 working days)

*Computation of hours is based on average number of hours spent per form

Review of School Forms

3. July and April are the busiest months

July

ES: Teacher: 117 Hours
School Head: 104

Hours

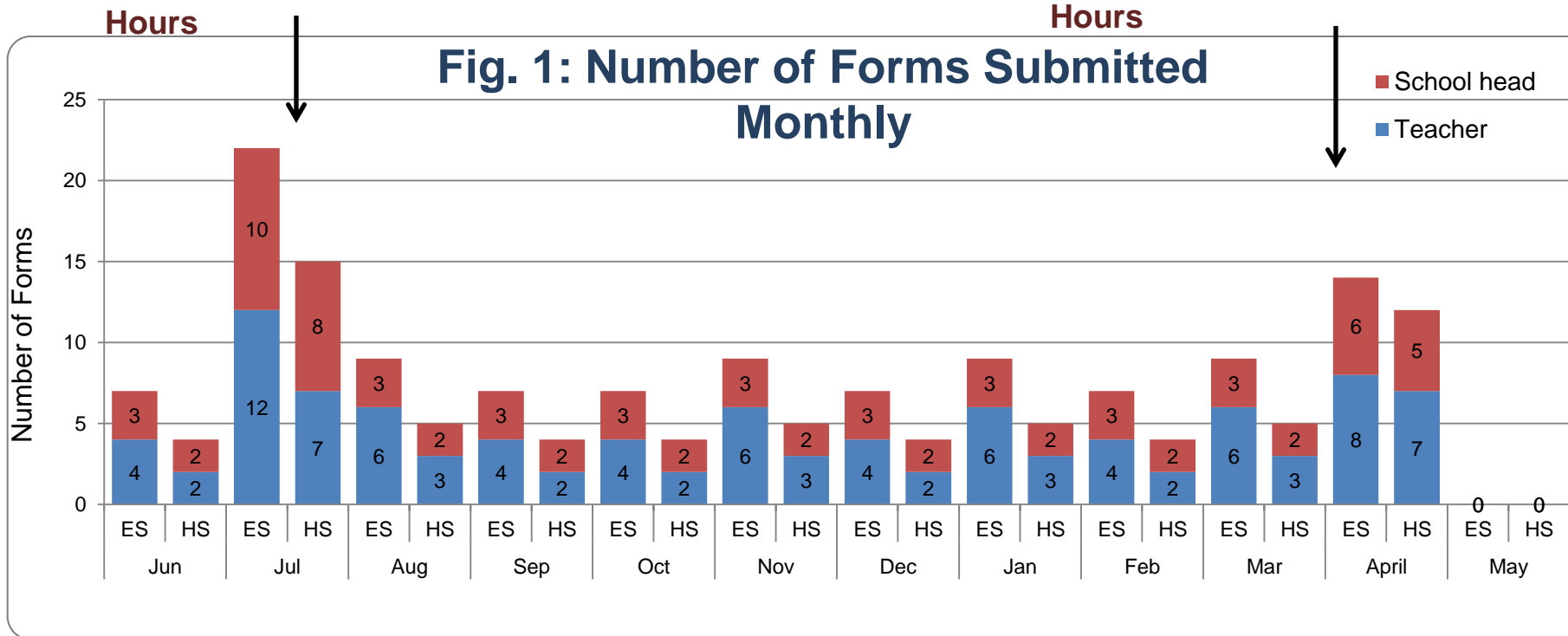
HS: Teacher: 71 Hours
School Head: 100

April

ES: Teacher: 141 Hours
School Head: 115

Hours

HS: Teacher: 108 Hours
School Head: 91

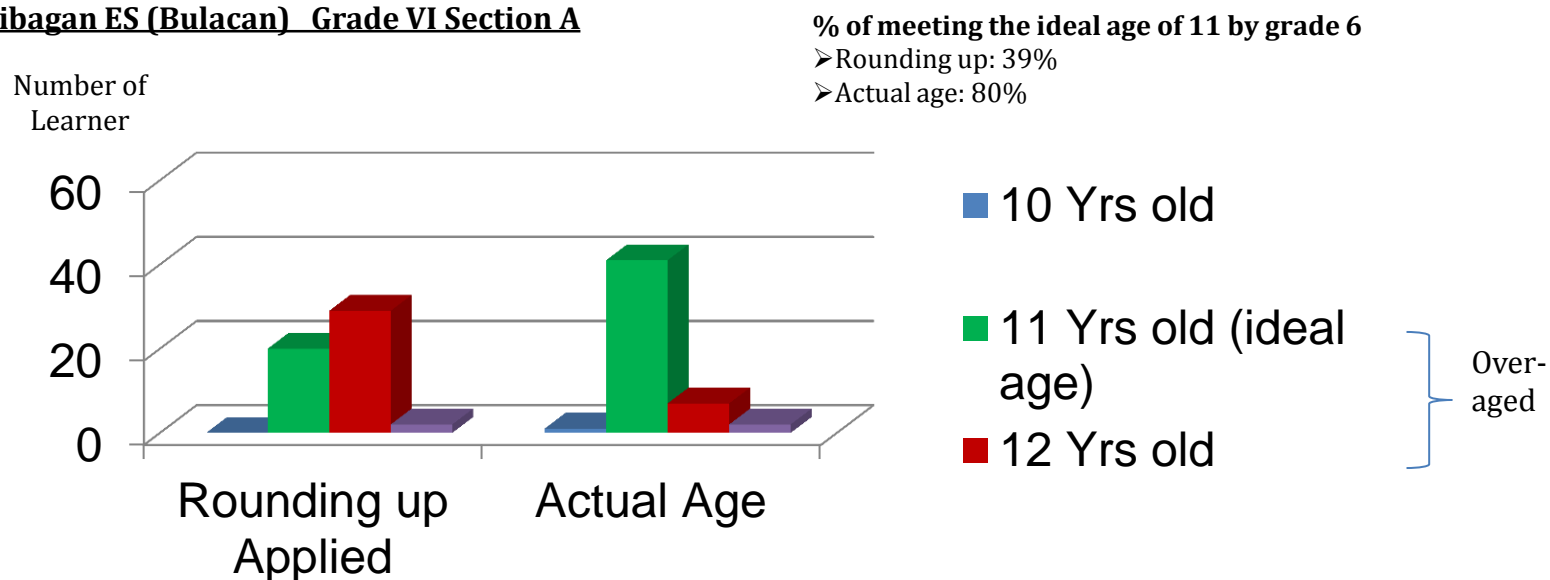


Review of School Forms

4. Some of the questions asked on school forms are outdated

- Days Attendance in Grade from the Previous and Current Years
- Number of Years in School & Total (per learner)
- Age of Learner as of April (per learner)
- Corrected enrollment
- Date began and ended reading including nos. of pages (textbook)
- Occupation of teacher's husband/wife in assigning teaching loads
- Rounding up of age of learner in age profiling (6 months and above=1 year)

Tibagan ES (Bulacan) Grade VI Section A



Review of School Forms

5. Most forms contain duplicate information

- Learner Basic Information & Academic Performance
- Teacher Basic Information & Teaching Loads

6. Region/division officers revise the general forms or introduce their own forms for the use of their local offices

- SREAT in Region IV-A
- Accommodation Forms in NCR

7. Approx. 22 metric tons of special size paper Reports on Promotions (Form 18) alone are stored and accumulated annually in the division

Review of School Forms

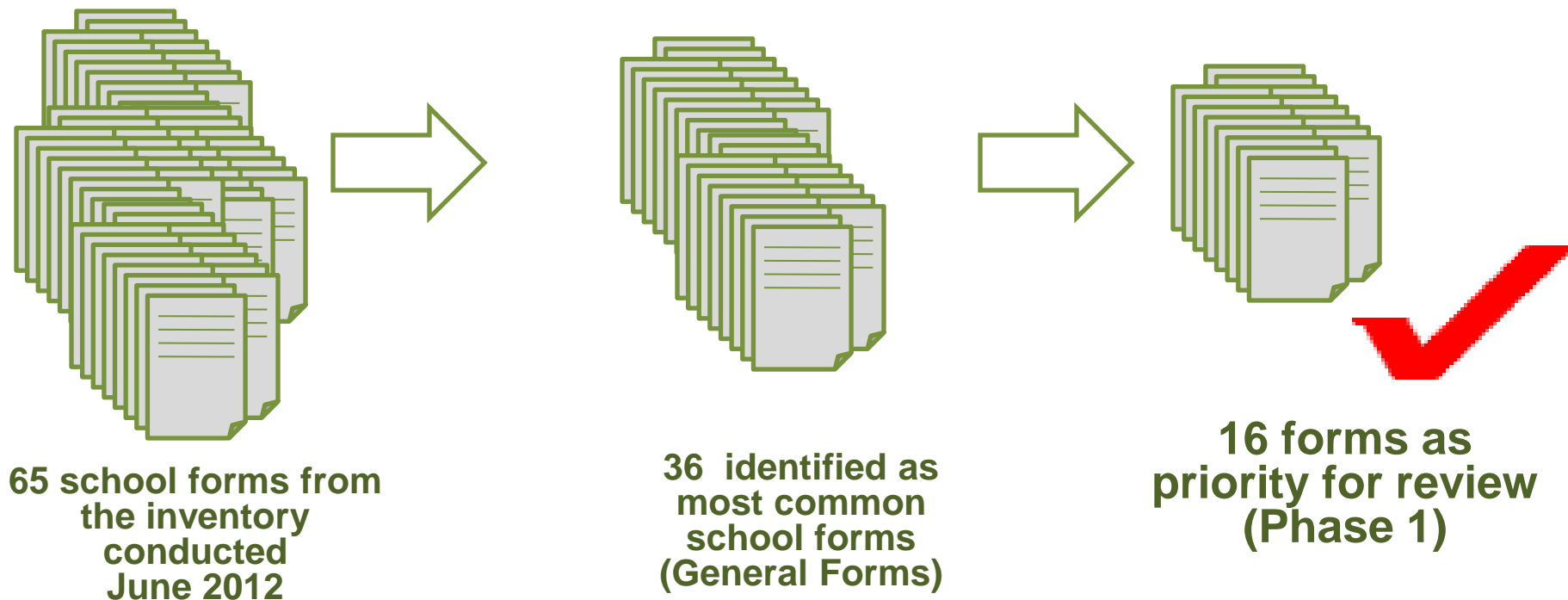
II. OBJECTIVES

- To update data elements in existing school forms to create simplified new school forms but without compromising the quality of data gathered.
- To reduce
 - ✓ Number of forms
 - ✓ Number of data elements
 - ✓ Time and effort
 - ✓ Budget

Review of School Forms

III. SCOPE & LIMITATIONS

- Based on a group which conducted the study on school forms, 36 common forms were reviewed and from which 16 forms were finalized as a priority for Phase 1.



Review of School Forms

IV. RESULTS & ACTIONS TAKEN

The sixteen priority forms were modified according to intent and efficiency

CURRENT (Form Code – Form Name) “()”=number of data elements	Description	MODIFIED (Form Code – Form Name) “()”=number of data elements
1. Form 1 School Register/Daily Attendance/Inventory of textbooks (24)	Official List of Learners	SF 1 School Register (23)
2. STS Form 2-Learner /Family Profile (18)	Record of daily attendance	SF 2 Daily Attendance Record (39)
3. STS Form 4-Absenteeism and Dropout Profile (27)		
4. Form 2- Monthly Report of Attendance (45)	List of books issued to/returned by with corresponding date	SF 3 Books Issued & Returned (18)
5. Form 3 -Principal Report of Enrolment & Attendance (81)	Monthly & cumulative records of enrollment, attendance and movement of learner	SF 4 Monthly Learner Attendance and Movement (51)
6. Master list of Learners (13)		
7. Inventory of Textbooks (25)		
8. Form 18-E1 - Report on Promotion (Grades I-III) (62)	List of Learners that promoted to the next grade level or graduated. Along with the Final Rating is the level of proficiency	SF 5 Report on Promotion and Level of Proficiency (33)
9. Form 18-E2 - Report on Promotion (Grades IV-VI) (108)		
10. Form 18-A - Report on Promotion for High School (64)		
11. List of Graduates (12)		
12. Form 20 - Summary Report on Enrolment and Promotion (72)	Total number of learners promoted per grade level and graduated	SF 6 Summary Report On Promotion & Level of Proficiency (44)
13. Form 12 – Teacher Status Report (18)	Inventory list of school personnel with description of assignment	SF 7 School Personnel Assignment List & Basic Profile (33)
14. Form 19 – Assignment List of Teachers (22)		
15. Form 29 – Teacher’s Program (19)		
16. Form 31 – Summary Information of Teachers (24)		

Review of School Forms

- From the modifications, the current sixteen forms were reduced to seven (7) modified forms.

Table 3: Changes for the Current and Modified Forms

	Current	Modified
Number of forms	16	7
Number of data elements*	634	231
Hours spent by teacher	298	32
Hours spent by school head	120	24
Annual purchasing/printing cost	P46.7M	Minimal reproduction cost since common use supply will be used (No need to procure)

✓ Out of the total 634 data elements from 16 forms, 403 were removed due to redundancy / no longer useful

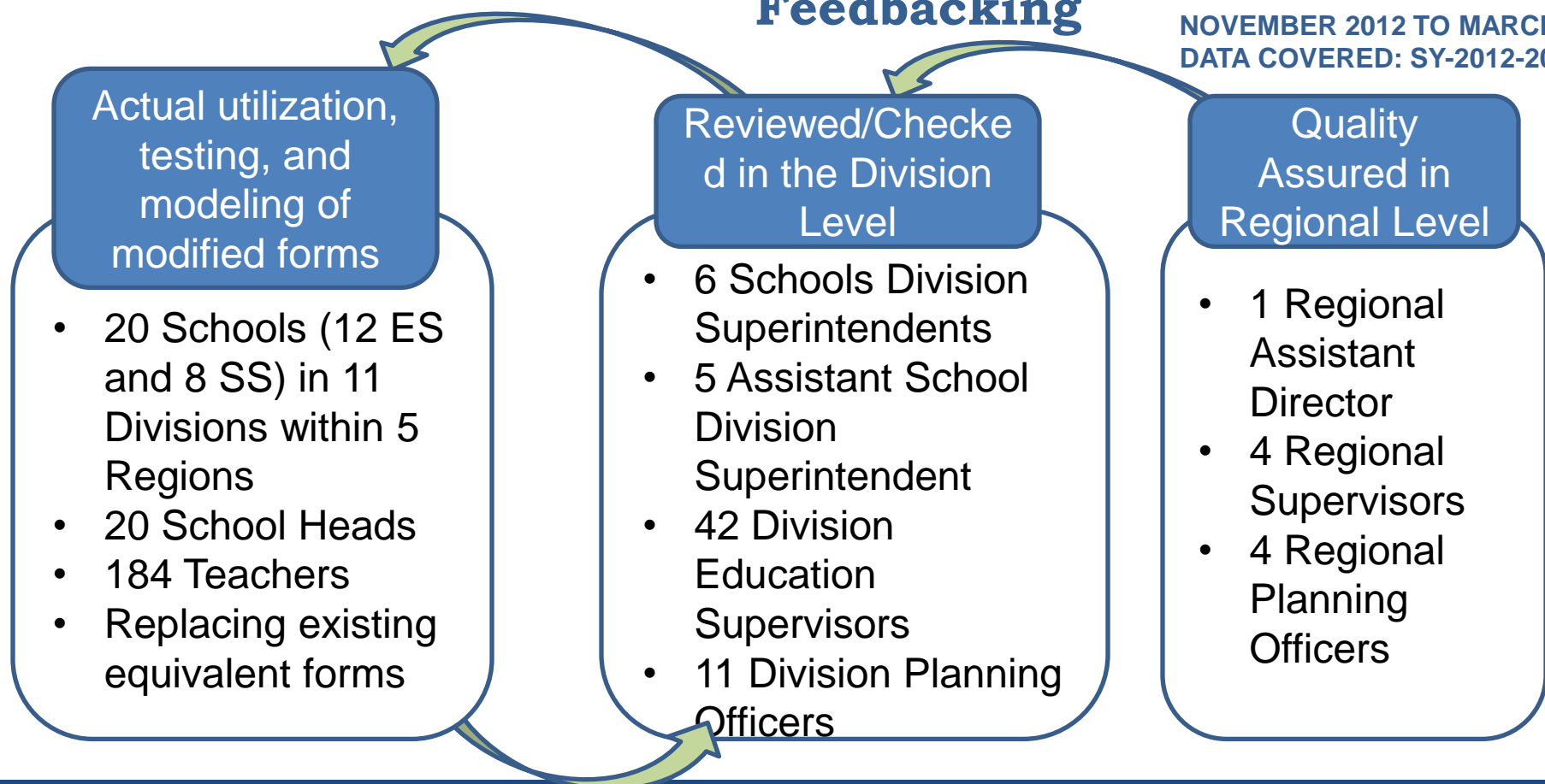
✓ The 231 total data elements from 7 Modified forms consist of 126 retained from current forms and 105 newly created data elements.

Review of School Forms

- The modified forms were tested in pilot schools and divisions. It went through a process of consultation and feedback.

Figure 2: Consultation and Feedbacking

NOVEMBER 2012 TO MARCH 2013
DATA COVERED: SY-2012-2013



Review of School Forms

Table 4: Approaches/Strategies Applied During Modeling

Scenario in School	Strategies
A . With computer, online	Modified forms in <u>Excel file</u> with preloaded learner information which was <u>copied directly from online LIS</u> . Updating of records such as attendance and performance were done manually (but can also be encoded).
B. With computer, offline	Modified forms in <u>Excel file</u> with preloaded learner information which was <u>accessed and copied by other</u> division/district heads/ nearby schools from online LIS. Updating of records such as attendance and performance were done manually (but can also be encoded).
C. Without computer	Modified forms in <u>hardcopy</u> with preloaded learner information which was <u>accessed and copied by other</u> by division/district heads /nearby schools from online LIS. Updating of records such as attendance and performance were done manually (in written form).

Review of School Forms

V. ACKNOWLEDGMENT

The School Forms Reengineering Team

- 1 Regional Planning Officer (RII)
- 1 Division School Superintendent (IV-A)
- 3 Division Education Supervisors (RIII & IV-A)
- 2 Division Planning Officers (RIV-A & RIV-B)
- 1 Public School District Supervisor (R IV-A)
- 2 Secondary School Principals (NCR, III)
- 4 Elementary School Principals (NCR & III)
- 3 Secondary School Teachers (NCR, III & IV-A)
- 3 Elementary School Teachers (NCR, III & IV-A)

- Average Years of Service in DepED: 17
- OPS-PDED (Facilitation, Coordination & Documentation)
- PPD, RSD, BEE & BSE representatives (resource persons)

(The team was organized thru the Office of Planning Service and Office of the Chief of Staff on June 2012 to conduct study and introduce policy recommendation that in effect will unload teachers and school heads of unnecessary clerical and recording tasks)

DepEd Order No. 4, 2014



Republic of the Philippines
Department of Education

30 JAN 2014

DepEd ORDER
No. 4, s. 2014

**ADOPTION OF THE MODIFIED SCHOOL FORMS (SFs) FOR PUBLIC ELEMENTARY
AND SECONDARY SCHOOLS EFFECTIVE END OF SCHOOL YEAR 2013-2014**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
School Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In line with the government's thrust to provide accessible, relevant and quality education to all Filipino children and youth, the Department of Education (DepEd) adopts and utilizes the modified school forms (SFs) effective End of School Year (EoS) 2013-2014 in all public elementary and secondary schools. The modified SFs have undergone extensive review, validation and consultation with end-users at various levels of the agency. Consistency and alignment with the Department's thrusts and directions particularly with the K to 12 Program have also been considered. The utilization of the modified forms will allow all public school teachers and school heads to focus on the core business of curriculum delivery.

2. The table below shows the code and name of the old forms to be replaced, and the seven modified SFs which will replace them:

List of Forms to be Replaced and Modified School Forms (SFs)

FORM TO BE REPLACED		MODIFIED SCHOOL FORMS	
Code	Name of Forms	Code	Name of Forms
Form 1	School Register	SF-1	School Form 1: School Register
STS Form 2	Master List of Learners		
Form 1	Family Background and Profile	SF-2	School Form 2: Daily Attendance Report for Learner
Form 2	School Register - Daily Attendance		
Form 2	Teacher's Monthly Report of Enrolment and Attendance	SF-3	School Form 3: Books Issued and Returned
Form 1	School Register - Book Issued and Returned		
Form 3	Inventory of Textbooks	SF-4	School Form 4: Monthly Learner's Movement and Attendance
Form 3	Principal's Report on Enrolment and Attendance		
STS Form 4	Absenteeism and Dropout Profile	SF-5	School Form 5: Report on Promotion and Level of Proficiency
Forms 18-E1	Report on Promotions (Grades 1-3 inclusive)		
Forms 18-E2	Report on Promotions (Grades 4-6 inclusive)	SF-6	School Form 6: Summarized Report on Promotion and Level of Proficiency
Forms 18-A	Report on Secondary Promotions		
Form 20	Summarized Report on Promotions	SF-7	School Form 7: School Personnel Assignment List and Basic Profile
Form 12	Monthly Status Report for Teachers		
Form 19	Assignment List		
Form 29	Teacher Program		
Form 31	Summary Information of Teachers		

3. Beginning EoS 2013-2014, all public schools must use SF-5 and SF-6 replacing Forms 18 and 20, and the List of Graduates.

4. By SY 2014-2015, all public schools must use all seven modified school forms, replacing the 16 previous school forms as shown in the Table on page 1. Modification or adding new data elements without proper clearance is hereby discouraged.

5. The modified SFs with instructions on how to accomplish them, and the description of each data element per form are provided in Enclosure Nos. 1 and 2, respectively. It is very important to ensure that data to be reflected in the forms are consistent with the data encoded into the Enhanced Basic Education Information System (EBEIS), and into the Learner Information System (LIS). *The cut-off period for recording the Beginning of School Year (BoSY) Reports in all the SFs will be every Friday of the first week of classes of each SY.* School heads will be held accountable and liable for any deliberate wrongful entry on the forms.

6. The SFs 1-6 will be available for download in the LIS with pre-loaded basic information on learners based on the most recent records available.

7. As an interim strategy and until such time when the LIS and Human Resource Information System (HRIS) are fully operational, the SFs templates in MS Excel Spreadsheet format are available for download through the DepEd website: <http://www.deped.gov.ph/index.php/resources/school-forms>. Also available in the site is an instructional video on the use of the new school forms.

8. The Office of the Planning Service (OPS) will coordinate and monitor the utilization and implementation of the modified SFs and shall serve as helpdesk that will receive and respond to any inquiries and issues. Queries and implementation issues may be communicated to **Mr. Jonathan F. Diche** of the OPS through email address: jonathan.diche@deped.gov.ph or through telephone no.: (02) 635-3983 and telefax no.: (02) 633-7256.

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


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.: As stated

References:
DepEd Order: Nos. 33, s. 2012; and 33, s. 2013

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

CHANGE
DATA
FORMS
PUPILS
REPORTS
SCHOOLS
STUDENTS
TEACHERS

SMA/CAR, DO Adoption of the Modified School Forms new
0718-July 29/August 7/8/September 5/16, 2013/October 25, 2013
January 3/6, 2014

FRQUENTLY ASKED QUESTIONS (FAQs)

- SF 1 School Register
 - ***Learner with no Middle Name?*** Leave it Blank
 - ***Reporting Fraction and rounding up of age is still required?*** No longer required. Only the actual age in whole number as of last birthday.
 - ***Who will be asked for Mother Tongue?*** Grade 1 to 3 only or refer to the most recent policy of K to 12
 - ***How to determine ethnic affiliation?*** Parent and or community leader declaration/confirmation. List of ethnic groups will be available in LIS.
 - ***Possible of Multiple entries for Learner under remark column?*** Yes, a learner may be a CTT recipient and at the same time Transferred In/Out.

FREQUENTLY ASKED QUESTIONS (FAQs)

- SF 2 Daily Attendance Report of Learners
 - ***Is there a policy that cumulative number of being tardy be converted to Absent?*** None. Number of tardiness and absenteeism must be reported separately.
 - ***Shading or half line for late/cutting classes?*** It depends of which part of the day of classess the attendance was being checked. During testing, the checking of attendance was done by the end of the last subject for the day and shading is seemed practical. Some teachers may check attendance after the 1st half of classes using also a half slash in the upper half for late and slash in the lower box for cutting classes.
 - ***In Summary box, how to compute percentage total of male and female?*** Use the raw data for total Male and total Female then get the average instead of computing average value of Male and Female. 2 Decimal places may apply for average and percentage value.
 - ***Realtime updating using computer is allowed?*** For those who have resources to update in a worksheet, they are allowed to do so provided that the updated hardcopy is available in the classroom. However, in most cases and during testing, manual updating will do and is practical.

FRQUENTLY ASKED QUESTIONS (FAQs)

- **SF 5 Report on Promotion and Level of Proficiency**
 - ***Who will use?*** All grade and year levels except Kinder. All curriculum (RBEC & EBEC of K to 12). For private schools, it is under the discretion of SDS.
 - ***Do we include name of Dropped/Transferred out?*** No longer needed. Summary total is already reported in SF 4 (Principal Monthly Report on Enrollment and Attendance) and also in GESP/GSSP for EoSY. Individual Learner's Status is available in SF 1.
 - ***Action taken: IRREGULAR?*** * For Grades 7 -9, with incomplete subject/s. This category implies that the learner is promoted to the next level but with deficiencies in one or more subject area/s. No General Average will be reflected. For 4th year, not applicable.
Not applicable also for Elementary Grades (Grade 1 to grade 6)

FREQUENTLY ASKED QUESTIONS (FAQs)

- **Protocol for checking?** Discretion of SDS who will check or validate.
- **Manual writing or computer generated?** It depends on the resources available in the school.
- **Level of Proficiency?** For K to 12 Grades Only (Leave blank for non-K to 12 grade levels)
- **Summary Table?** For ALL Grade/Year Level (Both K to 12 and non K to 12 grade levels)
- **Paper Size?** Default printing setup for excel templates is A4 (210mm X 297mm). May use other sizes such as legal or long. Use of A3 or the same size of phaseout Form 18 is not practical and no longer required. May add/delete rows if needed and add column for cardinal numbering or counting of learner ONLY.
- **Action taken: FAILED?**
 - *For Grades 4-6 and 4th Year for Secondary the norm for retention remain.
 - For K to 12 grade levels: kindly refer to DepEd Order 73, 3012 and DepED Memorandum 46, 2013 or the most recent policy issuance regarding Retention.

FRQUENTLY ASKED QUESTIONS (FAQs)

➤ Action taken: Promoted?

- *For Grade 1-3, even a single subject was passed by a pupil and he was classified as Beginner for the remaining subjects, the status is promoted. List/write learning areas that needs intervention in the column “ Incomplete Subject/s as of End of current school year (2nd sub-column). Indicate the General Ave and Equivalent Descriptive Letter.
- For Grade 4 to 6, the norms for promotion and retention remain. Write General Average only, No Descriptive Letter and Level of Proficiency Summary.
- *For Grade 7-9, satisfies requirements in all subject areas. Write Gen. Average with descriptive value and Level of Proficiency Summary.
- For 4th year, the norms for promotion and retention remain. Write General Average but without Descriptive Value and Level of Proficiency Summary.

** **Reminder:** The format, labels and definition of data elements of the Modified School Forms (SFs) may change/adjust in accordance with the most recent policy of K to 12 program.*

FRQUENTLY ASKED QUESTIONS (FAQs)

Extreme Cases

Illustrated FORM 138 of Cruz, Juan Santos (Grade 1)

Learning Areas	1st	2nd	3rd	4th	Final Rating	
Filipino		B	D	D	D	75
English			B	B	B	71
Mathematics	B	B	D	D	B	74
Araling Panlipunan	D	D	D	D	D	77
MAPEH	B	D	D	D	B	74
Music	B	B	B	D	B	74
Art	B	B	B	D	B	74
P.E.	B	D	D	D	D	77
Health	B	B	B	B	B	72
Mother Tongue	B	D	D	AP	D	77
Edukasyon sa Pagpapakatao	B	B	D	D	B	74
General Average					B	74.00

SF 5 Report on Promotions (Former Form 18-E)

LRN	NAME OF LEARNER	GEN. AVE.	ACTION TAKEN/ STATUS	INCOMPLETE SUBJECT/S OR Learning Areas that need Interventions	
				Completed as of end of Current SY	as of End of the Current SY
123456789101	Cruz, Juan, Santos	74.00 (B)	PROMOTED?		English, Math, MAPEH (except PE) & EsP

1. With numerical rating of 74.00 and B as Descriptive Rating, what is the Status/Action To be taken?
PROMOTED as interpreted in DM 46, 2013: "1...public elementary schools are advised to conduct Special Instruction for Grade 1 Children, who still obtained a general avera of B..at the end of school year. This is to ensure that these children are prepared for Grade 2."
2. Learning Area/s with decriptive rating of B (Beginner) may reflect in SF 5? **YES** in able to determine the learning area/s that needs special instructions (DO 73, 2012 & DM 46, s. 2013): "3. ..special instruction shall be by learning areas and lesson..."
3. For the succeeding SY, incomplete subject /s that satisfied requirement must be written in sub-column "Completed as of End of Current SY".

Reminder: The format and labels of the Modified School Forms (SFs) may change/adjust in accordance with the most recent policy of K to 12 program.

FRQUENTLY ASKED QUESTIONS (FAQs)

(Sample Report Card for Grades 7 to 10 Enclosure No. 7 to DepED Order. 73, s. 2012)

Form 138 of Maria Santos Dela Cruz (Grade 8)

REPORT ON STUDENT'S PROGRESS IN LEARNING

LEARNING AREA	GRADING PERIOD								FINAL RATING		REMARKS
	1		2		3		4				
Filipino	B	74	B	74	D	76	D	79	D	75.75	PROMOTED
English	B	72	B	73	B	74	D	75	B	73.50	RETAINED
Mathematics	D	75	D	79	AP	80	AP	82	D	79.00	PROMOTED
Science	B	72	B	73	B	74	D	75	B	73.50	RETAINED
Araling Panlipunan (AP)	D	75	D	78	AP	80	AP	80	D	78.25	PROMOTED
Technology and Livelihood Education (TLE)	D	78	AP	80	AP	82	P	85	AP	81.25	PROMOTED
MAPEH	B	73	B	74	B	74	D	78	B	74.63	RETAINED
Music	D	75	B	72	B	73	D	79	B	74.75	(Need not repeat Arts)
Arts	D	75	D	75	D	75	D	79	D	76.00	
Physical Education	B	70	B	74	D	75	D	79	B	74.50	
Health	B	73	B	73	B	73	B	74	B	73.25	
Edukasyon sa Pagpapakatao (EsP)	P	85	P	85	P	86	P	87	P	85.75	PROMOTED
GENERAL AVERAGE											

Notes: use of numerical value per grading period/learning area, final rating, decimal places and highlighting yellow color are for illustration only. Please refer to D.O. 73, 2012 for the Prototype Form 138.

Reminders:

1. Promotion and Retention shall be by subject. By the End of School Year, the students that still at the Beginning Level, then they shall be required to take summer classes
2. Incomplete subject/s that satisfied during summer/remedial classes must be reported in the column “completed as of end of current School Year”.

(Sample entries for School Form 5 for Grades 7 to 10 as instructed in pED Order. 4, s. 2014)

Entry for Maria Dela Cruz (Grade 8) in the School Form 5 Report on Promotion

REPORT ON STUDENT'S PROGRESS IN LEARNING

LRN	LEARNER'S NAME (Last Name, First Name, Middle Name)	GENERAL AVERAGE (Numerical Value in 2 decimal places and 3 decimal places for honor learners, and Descriptive Letter)	ACTION TAKEN: PROMOTED, IRREGULAR or RETAINED	INCOMPLETE SUBJECT/S (This column is for K to 12 Curriculum and remaining RBEC in High School. Elementary grades level that are still implementing RBEC need not to fill up these columns)	
				From previous school years completed as of end of current School Year	As of end of current School Year
123456789102	Dela Cruz, Maria, Santos	blank	IRREGULAR	NONE	English, Science & MAPEH (exluded of Arts)
123456789125	Sevilla, Isabela Jane, Lopez	85.73	PROMOTED	Mathematics	NONE

Share us your thoughts

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-
- Watch the instruction Videos on how to accomplish the modified school forms
<https://www.youtube.com/watch?v=HtLXHSilS7I>
<https://www.youtube.com/watch?v=329t71pleVs>



School Forms Reengineering Team (SFRT)

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