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Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: APR 16 2021 TIME: 3:27 pm  
BY: APR 16 2021

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DIVISION MEMORANDUM

No. 196, s. 2021

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public, Elementary and Secondary School Heads  
This Division

FROM: **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

SUBJECT: VIRTUAL ORIENTATION ON DEPED MEMORANDUM NO. 14, S, 2021  
RE: INTERIM GUIDELINES ON THE PREPARATION, SUBMISSION,  
AND CHECKING OF SCHOOL FORMS FOR THE SY 2020-2021

DATE: April 16, 2021

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1. Pursuant to the attached is DepEd Memorandum No. 14, S, 2021 Re: Interim Guidelines on the Preparation, Submission, and Checking of School Forms for SY 2020-2021, this Office will conduct a virtual orientation on **April 20, 2021 at 9:00 o'clock in the morning** through Google Meet platform.

2. Participant to this activity are the School Heads and are requested to log-in, in the link an hour before the schedule through: <https://meet.google.com/hjh-pyiy-vcn?hs=122&authuser=0>, further you are required to follow the procedures in joining the virtual orientation:

- a. Situate in a location with stable internet connection.
- b. Use active DepEd email account and login thirty (30) minutes before the scheduled activity.
- c. Position yourself in a quiet and well-lit area.
- d. Mute your microphone upon joining the meeting and during the discussion.  
Only unmute if you are acknowledged to talk.

3. Queries related to this, contact Ria K. Alquiza/SEPS-Planning and Research or to Novem A. Sescon/Division Planning Officer through 09064709040

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Republic of the Philippines  
**Department of Education**

26 MAR 2021

DepEd MEMORANDUM  
No. **014** s. 2021

**INTERIM GUIDELINES ON THE PREPARATION, SUBMISSION, AND CHECKING OF SCHOOL FORMS FOR THE SCHOOL YEAR 2020-2021**

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

1. Consistent with the Basic Education-Learning Continuity Plan (BE-LCP) as stipulated in DepEd Order (DO) No. 012, s. 2020, the Department of Education (DepEd) issues the **Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the School Year 2020-2021**. This issuance amends certain provisions of DO Nos. 04, s. 2014 and 58, s. 2017 to reflect the requirements of distance learning modalities in school forms, as well as to ensure the collection of necessary data for evidence-based decision-making for School Year (SY) 2020-2021.

2. In this regard, the following amendments are adopted in the submission and checking of school forms (see Annex 1 for the complete forms):

**a) Preparation and Submission of School Forms**

**i) School Form 1 (SF1) School Registry**

Additional data elements for Learning Modality shall be added in the existing SF1. The learning modality shall be updated whenever the learner shifts from one learning modality to another. At the end of each quarter, the updated modality shall be generated through the Learner Information System (LIS) as official quarterly enrollment count per modality. The age to be recorded in the form is the learner's age by October 31, 2020.

**ii) School Form 2 (SF2) Daily Attendance**

Given the temporary suspension of face-to-face learning and with the implementation of different learning modalities, teachers/advisers may choose an applicable Learner Attendance Conversion Tool (LACT) (attached herewith as Annex 2) that can be considered in checking the learner's attendance. The chosen norm of attendance checking should be explained to parents/learners for awareness and transparency.

The SF2 that are already prepared by teachers for the first two quarters should be adopted without any further modification. Hence, the adoption of the LACT is only applicable and should only be used for the third and fourth quarters of SY 2020-2021.

Similarly, in the adoption of any LACT for the third and fourth quarters of SY 2020-2021, teachers are highly encouraged to exercise due consideration and to reach out to learners. A learner can only be considered a drop-out or no longer participating in learning activities

(NLPA) if he/she and his/her parent voluntarily withdraw from schooling or if he/she incurs absences of more than 20% of the prescribed number of class or laboratory periods during the school year or semester as per DO No. 8, s. 2015. This is equivalent to seven weeks of non-attendance in his/her online classes and/or non-submission of modules/activity sheets without any communication/contact efforts being made by the learner or parent/guardian with the teacher.

Note that contact/communication efforts may vary depending on the distance learning modality and may include but are not limited to electronic/digital communication, using of designated drop/pick up kiosk /middleman for printed modules, phone calls, text messaging, handheld CB radio, letter correspondence or attending classes/meetings, and/or physical interactions between parent/guardian and adviser within the parameters of the existing local/national health safety protocols of IATF for COVID-19.

Reporting cut-off date for enrollment count is as of October 9, 2020.

**iii) School Form 3 (SF3) Books Issued and Returned**

If the school is releasing books and other learning materials to learners, SF3 may be used. This form can also be utilized to record the distribution and retrieval of Learning Modules. In using SF3 for the recording and monitoring of modules, the title of the book shall be replaced with an appropriate reference code or with the title of the module being issued or distributed.

**iv) School Form 4 (SF4) Monthly Report of Learner Movement and Attendance**

This form is the consolidated report of School Form 2. The adjustments are as follows:

- (a) Instead of a monthly submission to the District/Division Office, School Form 4 shall only be submitted quarterly.
- (b) Replace the Column for Dropout with No Longer Participating in Learning Activities (NLPA). NLPA is a status of learners whose parent/guardian or even the learner has failed to communicate or has not made any efforts to contact the class adviser for at least seven consecutive weeks. This status is also appropriate for learners who have expressed desire to stop participation in any learning activity. If the learner is expressing desire to continue participating in learning activities after seven consecutive weeks of non-participation, the school head may assess the situation and decide for the best interest of the learner.

- (c) Additional data fields for Mortality/Death

**v) School Form 8 (SF8) Basic Health and Nutrition Profile**

Parents or guardians may administer the actual measuring of weight and height (Body Mass Index) and submit a reading result to the class adviser. For parents or guardians who have limited resources or ability to make the actual measurement, they may seek the assistance of a barangay health worker and/or other health professionals. The reading result may be reported to the class adviser for encoding in LIS.

Updating of SF8 through the LIS facility is highly encouraged for elementary grade levels but not mandatory except for the learner-recipient of any program promoting health and nutrition. JHS and SHS are not required to accomplish SF8 and update BMI in LIS.

**vi) School Form 9 (SF9) Progress Report**

Instruction and guidelines related to assessment and computation of grades are available in DO No. 31, s. 2020. The following may also be considered in the preparation of SF9:

- (a) Indicate at the bottom part of each column the learning modality being adopted in each quarter. Please refer to the sample illustration in Annex 1.
- (b) The character traits and core values portions of SF9 are not required to be accomplished.

**vii) School Form 10 (SF10) Permanent Record**

SF10 shall be prepared at the end of the school year. The Department shall also issue further instructions in accomplishing the said form. Nevertheless, for Grades 5 and 6 who are still using Form 137, instructions for SF9 character traits and core values shall be applied.

**b) Checking of School Forms**

To minimize physical contact between individuals and thereby to reduce the possibility of COVID-19 transmission, the process of checking of forms shall be simplified.

The division level checking of school forms, which is being conducted by the Division Checking Committee (DCC) as stipulated in Section V Paragraphs A1, B2, and C2 of DepEd Order 11 s. 2018, is hereby suspended.

The annual checking of school forms shall only be done at the school level by the School Checking Committee. The school level checking may be conducted through online and/or on-site, provided that health and safety protocols are being observed. The result of the checking of forms initiated by the School Checking Committee is deemed final and can be used by the school to complete its submission in LIS.

3. The Department shall issue further instructions in accomplishing School Form 5 (SF5) Report on Promotion and Level of Proficiency, and School Form 6 (SF6) Summarized Report on Promotion and Level of Proficiency at the end of the school year.

4. The adjustments made, which will be posted in and can be accessed through the Learner Information System (LIS), shall be incorporated in the school forms for SY 2020-2021 in all public and private schools as well as state and local colleges and universities offering basic education. The regional/schools division offices and even schools are highly discouraged to introduce localized forms that only duplicate data in these nationally issued forms.

5. This Memorandum shall only be applicable for SY 2020-2021, unless otherwise extended.

6. For more information, please contact the **Planning Service-Office of the Director**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email: [ps.od@deped.gov.ph](mailto:ps.od@deped.gov.ph) or at telephone number (02) 8687-2744.

7. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary



To authenticate this document,  
please scan the QR code.



DEPED-OSEC-441313

Encls.:

As stated

References:

DepEd Order (Nos. 4, s. 2014 and 58, s. 2017)

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

AMENDMENT  
ATTENDANCE  
BASIC EDUCATION  
DATA  
FORMS  
LEARNERS  
POLICY  
REPORTS  
SCHOOLS  
SENIOR HIGH SCHOOL  
TEACHERS

## School Form 4 (SF4) Monthly Learner's Movement and Attendance

*(This replaces Form 3 & STS Form 4-Absenteeism and Dropout Profile)*

School ID		104795		Region III		Division		Bulacan		District		Bustos	
School Name				Tibagan Elementary School				School Year		2019 - 2020		Report for the Month of	

  

GRADE YEAR LEVEL	SECTION	NAME OF LEARNER	REGISTERED LEARNERS At End of the Month	ATTENDANCE			No Longer Participating in Learning Activities			TRANSFERRED OUT			TRANSFERRED IN		
				Daily Average	Percentage for the Month	Cumulative as of Previous Month	At the End of the Month	Cumulative as of Previous Month	At the End of the Month	Cumulative as of Previous Month	At the End of the Month	Cumulative as of Previous Month	At the End of the Month		
														M	F
KINDER	ALTAPIAP														
Grade 1	MAWAP														
Grade 2	MATYAGA														
Grade 3	MATULLINGIN														
Grade 4	CHARITY														
Grade 5	FAITH														
Grade 6	INTEGRITY														
<b>ELEMENTARY:</b>															
	Kinder														
	Grade 1														
	Grade 2														
	Grade 3														
	Grade 4														
	Grade 5														
	Grade 6														
	<b>TOTAL</b>														

Mortality (Death)

Previous Month/s	For the Month	Cumulative as of End of Month
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Prepared and Submitted by:

\_\_\_\_\_  
*(Signature of School Head over Printed Name)*

Generated thru LIS

(Enclosure to DepEd Memorandum No. 014, s. 2021)

## School Form 1 (SF 1) School Register

(This replaces Form 1, Master List & SF5 Form 2-Family Background and Profile)

School ID		104795		Region III		Division		Bulacan		District		Bustos	
School Name		Tibagan Elementary School		School Year		2019 - 2020		Grade Level		Grade 5		Section	
LBR	NAME <small>(Last Name, First Name, Middle Name)</small>	BIRTH DATE <small>(mm/dd/yyyy)</small>	AGE as of Dec 31	MOTHER TERRITOR <small>(Year 1 to 3 Only)</small>	IF <small>(Others Given)</small>	REL. SEXES	ADDRESS				PARENTS		REMARKS <small>(Please refer to the legend on last page)</small>
							House # Street/Blk/ Purok	Barangay	Municipality/ City	Province	Father's Name (Last Name, First Name, Middle Name)	Mother's Name (Last Name, First Name, Middle Name)	
----- TOTAL MALE													
----- TOTAL FEMALE													
----- COMBINED													

**List and Code of Indicators under REMARKS column**

Indicator	Class	Required Information	Indicator	Class	Required Information	
Transferred Out	702	Name of Public (P) Private (PR) School & Eligibility Date	CCT	Residential	CCT	CCT Confirmation number & Eligibility Date
Transferred In	714	Name of Public (P) Private (PR) School & Eligibility Date	LWJ	Age	WJ	Name of school last attended & Year
Orphaned	000	Reason and Eligibility Date	LWJ	Special	LWJ	Special
			ACI	Special Level & Eligibility Date	ACI	Special Level & Eligibility Date

REGISTERED	SUBJ	SPJY
MALE	17	
FEMALE	10	
<b>TOTAL</b>	<b>27</b>	

Prepared by: \_\_\_\_\_  
(Signature of Adviser over Printed Name)

Checked/Correct: \_\_\_\_\_  
(Signature of School Head over Printed Name)

REPT Date: \_\_\_\_\_  
 SREY Date: \_\_\_\_\_

## School Form 2 (SF2) Daily Attendance Report of Learners

The Report Form 2 (SF2) Form 2 (SF2) Form 2 (SF2) Form 2 (SF2) Form 2 (SF2)

School ID	104795	School Year	2020-2021	Report for the Month of		Learner Attendance Conversion Tool	LACT1																									
Name of School				Grade Level		Section																										
Tibagan Elementary School				Grade 5		INTEGRITY																										
No.	NAME (Last Name, First Name, Middle Name)	(1st row for date)																												Total for the Month		REMARKS (If P.A. code reason, please refer to legend number 2. If TRANSPARENT IN-OUT, write the name of school.)
		M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	ABSENT	PRESENT				
1	XXXXXXXXXX																															
17	MALE TOTAL Per Day																															
19	FEMALE TOTAL Per Day																															
36	Combined TOTAL Per Day																															

- GUIDELINES:**
- The attendance shall be accomplished daily. Refer to the codes for checking learners' attendance.
  - Dates shall be written in the columns after Learner's Name.
  - To compute the following:
    - a. Percentage of Enrollment =  $\frac{\text{Registered Learners as of end of the month}}{\text{Enrollment as of 1st Friday of the school year}} \times 100$
    - b. Average Daily Attendance =  $\frac{\text{Total Daily Attendance}}{\text{Number of School Days in reporting month}}$
    - c. Percentage of Attendance for the month =  $\frac{\text{Average daily attendance}}{\text{Registered Learners as of end of the month}} \times 100$
  - Every end of the month, the class adviser/teacher/s shall file to the office of the principal/s recording/s summary table into School Form 4. Once signed by the principal, this form should be returned to the adviser.
  - The adviser will provide necessary interventions (excluding but not limited to home visitation to learners who were absent for 3 consecutive days and/or those at risk of dropping out).
  - Attendance performance of learners will be reflected in Form 137 and Form 136 every grading period.
- \*Beginning of School Year cut-off report is every 1st Friday of the School Year.

- 1. CODES FOR CHECKING ATTENDANCE**  
(Mark) - imposed by Adviser. 1 day half of school report for Late General Leave for (Living Classes).
- 2. REASON/CATEGORY FORMULA**
- a. Absence-Related Factors**
- Had to take care of a sibling
  - Early morning/illness
  - Parental absence/child schooling
  - Health problem
- b. Individual-Related Factors**
- Shame
  - Overage
  - Shy
  - Too busy
  - Poor academic performance
  - Lack of interest/attention
  - Lack of motivation/energy
- c. School-Related Factors**
- Teacher Factor
  - Physical condition of classroom
  - Peer influence
- d. Geographic/Environmental**
- Distance between home and school
  - Area not covered. Tribal area & remounts
  - Catchment/Classroom
- e. Parental/Factor**
- Child labor work
  - Others (Specify)

Month	No. of Days of Classes	Summary	
		A	TOTAL
Enrollment as of (1st Friday of June)	15	14	29
Late arrivals during the month (Specify reason)	0	0	0
Registered Learners as of end of month			
Percentage of Enrollment as of end of month			
Average Daily Attendance			
Percentage of Attendance for the month			
Number of LEARNERS absent for a consecutive day			
P.A. Code			
Transferred out			
Transferred in			

I certify that this is a true and correct report.

**MALUISA SEVILLA RIVERA**  
(Signature of Adviser over Period Name)

Attested by:

**DOLORES OCAMPO DATILE**  
(Signature of School Head over Period Name)







## SCHOOL FORM 9 PROGRESS REPORT CARD

### REPORT ON LEARNING PROGRESS AND ACHIEVEMENT

Learning Areas	QUARTER				Final Grade	Remarks
	1	2	3	4		
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan (AP)						
Edukasyon sa Pagpapakatao (EsP)						
Edukasyong Pantahanan at Pangkabuhayan (EPP)						
MAPEH						
Music						
Arts						
PE						
Health						
					General Average	
	Q1	Q2	Q3	Q4		
Learning Modality						

**Annex 2. Learner Attendance Conversion Tools (LACTs)**

Learner Attendance Conversion Tool (LACT)	Description	How to Record in SF 2	Applicable Distance Learning Modality
LACT 1	<p>Converting presence in online class as daily class attendance</p> <p>For online classes with daily checking of attendance using whatever electronic/digital platform or applications</p>	<p>Actual recording of number of class days present and absent.</p> <p>The learner shall be considered present even in the case where he/she was only able to enter the online learning platform for a few minutes due to internet connectivity issues and as long as there is notification via text/chat from the learner / parent / guardian. No any form of contact for the day means absent.</p>	Online
LACT 2	<p>Converting communication efforts with learners and/or parents into class day attendance as programmed in a weekly home learning plan</p> <p>The frequency of contact or communication with the parent/guardian or even with the learner in whatever approach can be converted into class day attendance.</p> <p>Note that contact/communication efforts may vary depending on the distance learning modality and may include but not limited to electronic/digital communication, using of designated drop/pick up kiosk/middleman for printed modules, phone calls, text messaging, handheld CB radio, letter correspondence or attending</p>	<p>Assigned class day equivalency for each contact effort by getting the total number of contact efforts over the allotted class days per week or month</p> <p>To illustrate, in a week schedule of six (6) class days in a modular learning approach, the equivalent class days for distribution is three (3) and another three (3) days for retrieval. This is to complete the 6 class-day per week stipulated in DepEd Order 30, s. 2020. Therefore, the weekly schedule for both distribution and retrieval of modules may be counted as two (2) contact efforts.</p>	All distance learning modalities

	<p>classes/meetings, and/or physical appearance of parent/guardian and adviser within the parameter of the existing local/national health safety protocols of IATF for COVID-19.</p>	<table border="1"> <thead> <tr> <th data-bbox="816 755 942 864">Attendance Checking</th> <th data-bbox="942 755 1059 864">Number of Contact Efforts</th> <th data-bbox="1059 755 1193 864">Equivalence in Class Attendance (in days)</th> </tr> </thead> <tbody> <tr> <td data-bbox="816 864 942 1034" rowspan="2">Weekly</td> <td data-bbox="942 864 1059 948">1 contact effort for distribution</td> <td data-bbox="1059 864 1193 948">3 class days</td> </tr> <tr> <td data-bbox="942 948 1059 1034">1 contact effort for retrieval</td> <td data-bbox="1059 948 1193 1034">3 class days</td> </tr> <tr> <td data-bbox="816 1034 942 1204" rowspan="2">Monthly</td> <td data-bbox="942 1034 1059 1118">4 contact efforts for distribution</td> <td data-bbox="1059 1034 1193 1118">12 class days</td> </tr> <tr> <td data-bbox="942 1118 1059 1204">4 contact efforts for retrieval</td> <td data-bbox="1059 1118 1193 1204">12 class days</td> </tr> </tbody> </table> <p data-bbox="816 1226 1193 1340">Thus, if the learner has only made a total of four (4) contact efforts against 8 scheduled contact efforts, then he/she will have 12 class days present and 12 class days absent.</p> <p data-bbox="816 1363 1193 1453">The learner shall be considered present even in the delayed or non-submission of a module as long as there is communication made between the parent/guardian or learner.</p>	Attendance Checking	Number of Contact Efforts	Equivalence in Class Attendance (in days)	Weekly	1 contact effort for distribution	3 class days	1 contact effort for retrieval	3 class days	Monthly	4 contact efforts for distribution	12 class days	4 contact efforts for retrieval	12 class days	
Attendance Checking	Number of Contact Efforts	Equivalence in Class Attendance (in days)														
Weekly	1 contact effort for distribution	3 class days														
	1 contact effort for retrieval	3 class days														
Monthly	4 contact efforts for distribution	12 class days														
	4 contact efforts for retrieval	12 class days														
LACT 3	<p>Converting the submission of outputs/modules of learners into class day attendance</p>	<p>Assigned class day equivalency for the percentage of module/output submission by getting the number of outputs/modules</p>	<p>Printed Modular Digital Modular</p>													

The total number of submitted outputs/modules regardless of score can be converted into class day attendance.

submitted over the required outputs/modules for the week and multiplied by the complete weekly attendance constant.

To illustrate, the week schedule of six (6) class days in a modular learning approach is the complete attendance (100%). The number of submitted modules and number of required modules for the week may vary.

Example:

Weekly Checking	
No. of submitted modules	6 modules
No. of required modules	9 modules
Complete days of attendance	6 days

Formula:

$$\frac{\text{no. of submitted modules}}{\text{no. of required modules}} \times \text{complete days of attendance}$$

6/9 = 0.67 or 67% submission for the week

$$0.67 \times 6 \text{ days} = 4.02 \text{ or } 4 \text{ days present for the week}$$

Thus, if the learner has submitted only six (6) modules against nine (9) required modules for the week, then he/she will have 4 class days present and 2 class days absent.