



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

DM - 2021-06 - 324
 DEPED MALAYBALAY CITY DIVISION
 RECEIVED
 DATE: JUN 22 2021 TIME: 8:57 AM
 BY: [Signature]

Division Memorandum

No. 524 s. 2021

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors SGOD and CID
 Private School Heads
 All Others Concerned

FROM: VICTORIA V. GAZO, PhD., CESO V
 Schools Division Superintendent [Signature]

DATE: June 21, 2021

SUBJECT: SUBMISSION OF PRIVATE SCHOOL'S REPORT

1. In relation to the preparation of the Regional's Annual Accomplishment Report for SY 2020-2021, this office requires all Private Schools in this Division to submit their Year-End Reports.
2. The following reports should be submitted on or before July 9, 2021.
 - a. School Status and Progress Report
 - b. School Form 5 – Report on Promotion
 - c. School Form 6 – Summary Report on Promotion
3. Enclosed are the templates needed in the accomplishment of these reports.
4. Relative to this, there will be a virtual meeting of all Private School Principals on June 25, 2021 at 9:00 am. The link will be provided the day before the meeting starts.
5. Queries relative to this can be relayed to **Mary Gladys J. Dublas**, EPS II-SMME/ Division Private School Coordinator at 09308266107.

SGOD/mgjd71





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**SCHOOL STATUS AND PROGRESS REPORT
SY 2020-2021**

SCHOOL: _____

DISTRICT: _____

FIRST DAY OF CLASSES: _____

LAST DAY OF CLASSES: _____

SCHOOL PRINCIPAL: _____

A. LEARNER'S STATUS

GRADE/ YEAR	TRANSFERRED IN									TRANSFERRED OUT					
	DROP OUT			(FROM PUBLIC SCHOOLS)			(FROM PRIVATE SCHOOLS)			(TO PUBLIC SCHOOLS)			(TO PRIVATE SCHOOLS)		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
K															
G- 1															
G- 2															
G- 3															
G- 4															
G- 5															
G- 6															
TOTAL															
G- 7															
G- 8															
G- 9															
G- 10															
TOTAL															
G- 11															
G- 12															
TOTAL															
GRAND TOTAL															

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B. LEARNER'S PROGRESS

GRADE/ YEAR	ENROL MENT	LEARNERS WITH FAILING GRADES (Final Grade)											
		ENGLISH				MATHEMATICS				SCIENCE			
		M	F	T	% (T/E)	M	F	T	% (T/E)	M	F	T	% (T/E)
K													
G- 1													
G- 2													
G- 3													
G- 4													
G- 5													
G- 6													
TOTAL													
G- 7													
G- 8													
G- 9													
G- 10													
TOTAL													
G- 11													
G- 12													
TOTAL													
GRAND TOTAL													

GRADE/ YEAR	ENROL MENT	LEARNERS WITH FAILING GRADES (Final Grade)							
		FILIPINO				SIBIKA/HEKASI/ARPAN			
		M	F	T	% (T/E)	M	F	T	% (T/E)
K									
G- 1									
G- 2									
G- 3									
G- 4									
G- 5									
G- 6									

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GRADE/ YEAR	ENROL MENT	LEARNERS WITH FAILING GRADES (Final Grade)							
		FILIPINO				SIBIKA/HEKASI/ARPAN			
		M	F	T	% (T/E)	M	F	T	% (T/E)
TOTAL									
G- 7									
G- 8									
G- 9									
G- 10									
TOTAL									
G- 11									
G- 12									
TOTAL									
GRAND TOTAL									

DATE PREPARED: _____

Prepared by

School Registrar / LIS Coordinator

Approved by

School Principal

SGOD/mjgd71





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



School Name

District

Division

Region

School ID

Section

School Year

No.	LRN	NAME OF LEARNER (Last Name, First Name, Name Extension, Middle Name)	SUMMATIVE ASSESSMENT STANDARD SCORE	INTERPRETATION	APPRAISED (Grade One Ready or Needs Further Intervention)	SUMMARY TABLE			
						STATUS	MALE	FEMALE	TOTAL
	MALE					GRADE ONE (1) READY			
						NEEDS FURTHER INTERVENTION			
						LEVEL OF PROGRESS AND ACHIEVEMENT			
						INTERPRETATION	MALE	FEMALE	TOTAL
						Suggest Highly Advanced Development - S.H.A.D. (130 and above)			
						Suggest Slight Advanced Development - S.S.A.D. (120-129)			
						Average Development - A.D. (80-119)			
						Suggest Slight Delay in Overall Development - S.S.D.O.D (70-79)			
						Suggest Significant Delay in Overall Development - S.S.D.O.D (60 and below)			
						TOTAL BY GENDER			

		←←← TOTAL MALE			
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					
		←←← TOTAL FEMALE			
		←←← COMBINED			

SFERT 2017

Prepared By: _____
Signature of Class Adviser over Printed Name

Certified Correct & Submitted By: _____
Signature of School Head over Printed Name

Reviewed By: _____
Signature of Public Schools District
Supervisor/Representative over Printed Name

Checked & Validated By: _____
Signature of Division Representative over Printed Name

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



School Form 5 (SF 5) Report on Promotion and Learning Progress & Achievement

Revised to conform with the instructions of Deped Order 8, s. 2015

Region Division District
 School ID School Year Curriculum
 School Name Grade Level Section

LRN	LEARNER'S NAME (Last Name, First Name, Middle Name)	GENERAL AVERAGE (Whole numbers for non- honor)	ACTION TAKEN: PROMOTED, CONDITIONAL, or RETAINED	Did Not Meet Expectations of the ff. Learning Area/s as of end of current School Year
TOTAL MALE				

SUMMARY TABLE			
STATUS	MALE	FEMALE	TOTAL
PROMOTED			
*Conditional			
RETAINED			

LEARNING PROGRESS AND ACHIEVEMENT (Based on Learners' General Average)			
Descriptors & Grading Scale	MALE	FEMALE	TOTAL
Did Not Meet Expectations (74 and below)			
Fairly Satisfactory (75-79)			
Satisfactory (80-84)			
Very Satisfactory (85-89)			
Outstanding (90-100)			

LRN	LEARNER'S NAME (Last Name, First Name, Middle Name)	GENERAL AVERAGE (Whole numbers for non-honor)	ACTION TAKEN: PROMOTED, CONDITIONAL, or RETAINED	Did Not Meet Expectations of the ff. Learning Areas as of end of current School Year
<p style="text-align: right;">—— TOTAL FEMALE</p>				
<p style="text-align: right;">—— COMBINED</p>				

PREPARED BY:

Class Adviser
(Name and Signature)

CERTIFIED CORRECT & SUBMITTED:

School Head
(Name and Signature)

REVIEWED BY:

Division Representative
(Name and Signature)

GUIDELINES:

1. Do not include Dropouts and Transferred Out (D.O.T, 2014)
2. To be prepared by the Adviser. The Adviser should indicate the General Average based on the learner's Form 138.
3. On the summary table, reflect the total number of learners PROMOTED (Final Grade of at least 75 in ALL learning areas), RETAINED (Did Not Meet Expectations in three (3) or more learning areas) and *CONDITIONAL (*Did Not Meet Expectations in not more than two (2) learning areas) and the Learning Progress and Achievement according to the individual General Average. All provisions on classroom assessment and the grading system in the said Order shall be in effect for all grade levels - Deped Order 28, s 2015
4. Did Not Meet Expectations of the Learning Areas. This refers to learning areas that the learner had failed as of end of current SY. The learner may be for remediation or retention.
5. Protocols of validation & submission is under the discretion of the Schools Division Superintendent.

Revised as of 3/10/2016 SFRT



School Form 6 (SF6)

Summarized Report on Promotion and Learning Progress & Achievement

Revised to conform with the instructions of Deped Order 8, s. 2015

School ID

Region

Division

School Name

District

School Year

SUMMARY TABLE	GRADE 1 / GRADE 7			GRADE 2 / GRADE 8			GRADE 3 / GRADE 9			GRADE 4 / GRADE 10			GRADE 5 / GRADE 11			GRADE 6 / GRADE 12			TOTAL		
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL
PROMOTED																					
CONDITIONAL																					
RETAINED																					
LEARNING PROGRESS & ACHIEVEMENT (based on Learners' General Average)																					
Did Not Meet Expectations (74 and below)																					
Fairly Satisfactory (75-79)																					
Satisfactory (80-84)																					
Very Satisfactory (85-89)																					
Outstanding (90-100)																					
TOTAL																					

Revised as of 3/10/2016 SFRT

Prepared and Submitted by:

SCHOOL HEAD

Reviewed & Validated by:

DIVISION REPRESENTATIVE

Noted by:

SCHOOLS DIVISION SUPERINTENDENT

GUIDELINES:

1. After receiving and validating the Report for Promotion submitted by the class adviser, the School Head shall compute the grade level total and school total.
2. This report together with the copy of Report for Promotion submitted by the class adviser shall be forwarded to the Division Office by the end of the school year.
3. The Report on Promotion per grade level is reflected in the End of School Year Report of GESP/GSSP.
4. Protocols of validation & submission is under the discretion of the Schools Division Superintendent.

No.	LRN	LEARNER'S NAME <small>(Last Name, First Name, Name Extension, Middle Name)</small>	BACK SUBJECTS <small>List down subjects where learner obtained a rating below 75%</small>	END OF SEMESTER STATUS <small>(Complete/Incomplete)</small>	END OF SCHOOL YEAR STATUS <small>(Regular/Irregular)</small>

Prepared By _____
Signature of Class Advisor over Printed Name

Certified Correct By _____
Signature of School Head over Printed Name

Reviewed By _____
Signature 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 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/completa requirements in one or both semesters



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)

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

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			

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)

FEMALE

GUIDELINES:

1. 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.

Reviewed By:

Signature of Class Adviser over Printed Name

Certified Correct & Submitted By:

Signature of School Head over Printed Name

Reviewed 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)



School Name

School ID

District

Division

Region

Semester

School Year

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

Prepared and Submitted By: _____
Signature of School Head over Printed Name

Reviewed & Validated By: _____
Signature of Division Representative over Printed Name

Noted By: _____
Signature of Division Superintendent over Printed Name

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