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reCAPTCHA

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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 school health personnel from public and private schools nationwide. 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.

Registration Information (Please Print Name of the Candidate) KANANIKUN KU-EDUCATION & COMMUNITY DIVISION OF EDUCATION 1000 UNIVERSITY AVENUE SUITE 100 BIRMINGHAM, AL 35203-3802 TEL: 205/975-6000 FAX: 205/975-6001 WWW.KANANIKUN.EDU		LPT#	
MATH ALKALIS ELEMENTARY SCHOOL 1000 UNIVERSITY AVENUE SUITE 100 BIRMINGHAM, AL 35203-3802 TEL: 205/975-6000 FAX: 205/975-6001 WWW.KANANIKUN.EDU			
1. Candidate: <u>BACCHUS, ALYSSA</u>		2. Teacher: <u>WILLIAMSON, JENNIFER</u>	
3. Candidate's Address: <u>1000 UNIVERSITY AVENUE SUITE 100</u>		4. Candidate's City: <u>BIRMINGHAM</u>	
5. Candidate's State: <u>AL</u>		6. Candidate's Zip: <u>35203</u>	
7. Candidate's Phone: <u>205/975-6000</u>		8. Candidate's Email: <u>WILLIAMSON, JENNIFER</u>	
9. Candidate's Birth Date: <u>01/01/2000</u>		10. Candidate's Birth Place: <u>AL</u>	
11. Candidate's Grade: <u>3</u>		12. Candidate's School: <u>WILLIAMSON, JENNIFER</u>	
POLYGRAPH (AL) & MATH (AL) PAGE 100			
13. Candidate's Name: <u>BACCHUS, ALYSSA</u>		14. Candidate's Address: <u>1000 UNIVERSITY AVENUE SUITE 100</u>	
15. Candidate's City: <u>BIRMINGHAM</u>		16. Candidate's State: <u>AL</u>	
17. Candidate's Zip: <u>35203</u>		18. Candidate's Phone: <u>205/975-6000</u>	
19. Candidate's Birth Date: <u>01/01/2000</u>		20. Candidate's Birth Place: <u>AL</u>	
21. Candidate's Grade: <u>3</u>		22. Candidate's School: <u>WILLIAMSON, JENNIFER</u>	
23. Candidate's Name: <u>BACCHUS, ALYSSA</u>		24. Candidate's Address: <u>1000 UNIVERSITY AVENUE SUITE 100</u>	
25. Candidate's City: <u>BIRMINGHAM</u>		26. Candidate's State: <u>AL</u>	
27. Candidate's Zip: <u>35203</u>		28. Candidate's Phone: <u>205/975-6000</u>	
29. Candidate's Birth Date: <u>01/01/2000</u>		30. Candidate's Birth Place: <u>AL</u>	
31. Candidate's Grade: <u>3</u>		32. Candidate's School: <u>WILLIAMSON, JENNIFER</u>	
33. Candidate's Name: <u>BACCHUS, ALYSSA</u>		34. Candidate's Address: <u>1000 UNIVERSITY AVENUE SUITE 100</u>	
35. Candidate's City: <u>BIRMINGHAM</u>		36. Candidate's State: <u>AL</u>	
37. Candidate's Zip: <u>35203</u>		38. Candidate's Phone: <u>205/975-6000</u>	
39. Candidate's Birth Date: <u>01/01/2000</u>		40. Candidate's Birth Place: <u>AL</u>	
41. Candidate's Grade: <u>3</u>		42. Candidate's School: <u>WILLIAMSON, JENNIFER</u>	
43. Candidate's Name: <u>BACCHUS, ALYSSA</u>		44. Candidate's Address: <u>1000 UNIVERSITY AVENUE SUITE 100</u>	
45. Candidate's City: <u>BIRMINGHAM</u>		46. Candidate's State: <u>AL</u>	
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63. Candidate's Name: <u>BACCHUS, ALYSSA</u>		64. Candidate's Address: <u>1000 UNIVERSITY AVENUE SUITE 100</u>	
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67. Candidate's Zip: <u>35203</u>		68. Candidate's Phone: <u>205/975-6000</u>	
69. Candidate's Birth Date: <u>01/01/2000</u>		70. Candidate's Birth Place: <u>AL</u>	
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73. Candidate's Name: <u>BACCHUS, ALYSSA</u>		74. Candidate's Address: <u>1000 UNIVERSITY AVENUE SUITE 100</u>	
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77. Candidate's Zip: <u>35203</u>		78. Candidate's Phone: <u>205/975-6000</u>	
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81. Candidate's Grade: <u>3</u>		82. Candidate's School: <u>WILLIAMSON, JENNIFER</u>	
83. Candidate's Name: <u>BACCHUS, ALYSSA</u>		84. Candidate's Address: <u>1000 UNIVERSITY AVENUE SUITE 100</u>	
85. Candidate's City: <u>BIRMINGHAM</u>		86. Candidate's State: <u>AL</u>	
87. Candidate's Zip: <u>35203</u>		88. Candidate's Phone: <u>205/975-6000</u>	
89. Candidate's Birth Date: <u>01/01/2000</u>		90. Candidate's Birth Place: <u>AL</u>	
91. Candidate's Grade: <u>3</u>		92. Candidate's School: <u>WILLIAMSON, JENNIFER</u>	
93. Candidate's Name: <u>BACCHUS, ALYSSA</u>		94. Candidate's Address: <u>1000 UNIVERSITY AVENUE SUITE 100</u>	
95. Candidate's City: <u>BIRMINGHAM</u>		96. Candidate's State: <u>AL</u>	
97. Candidate's Zip: <u>35203</u>			

These new, standardized forms shall complement DO 4, s. 2014.





FORM 138

Report Card

CACPRISAA Guidelines for Checking of Forms
SY 2014-2015

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.

	<p>Republic of the Philippines Department of Education Region X Division of Lungsod del Norte District of Banded Banded Central Integrated School</p>	
<h2 style="margin: 0;">REQUEST FORM</h2>		
<p>The Principal,</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
<p>Dear Sir/Madam,</p> <p>I have the honor to request that she/officer be furnished with a certified true copy of his/her PMSHA or other records which have temporarily remained in the school pending receipt of their DSR Form 12-2 from your school.</p>		
Name of Pupils	Personally submitted in your school	Personally submitted in our school
_____	_____ signature	_____ signature

<p>Very Truly Yours,</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> _____ Class Address </div> <div style="text-align: center;"> _____ Class Address </div> <div style="text-align: center;"> _____ Class Address </div> </div>		

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. 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 "DepEd Official Website" link. Below is the summary of new school and ALS forms: **SUMMARY OF FORMS** **KINDER** – 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** **LEVEL** **School Form 1 – School Register** A list of learners who are officially enrolled and attending classes **SF1 ES, JHS SF1-SHS SHS School Form 2 – Learner Daily Attendance Report** A list of the learners' daily attendance **SF2 ES, JHS SF2-SHS SHS School Form 3 – Books Issued and Returned** A list of books and other reading materials issued to the learners, and returned to the issuing authority **SF3 ES, JHS SF3-SHS SHS School Form 4 – Monthly Learner Movement and Attendance Report** Summary number of learners who moved in/out of the school during the month **SF4 ES, JHS SF4-SHS SHS School Form 5 – Report on Promotion and Level of Proficiency** A list of the learners' academic performance and result of assessment by the end of the school year **SF5-K Kinder 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 Report on Promotion and Level of Proficiency** Summary number of learner status by the end of the semester and/or school year **SF6 ES, JHS SF6-SHS SHS School Form 7 – School Personnel Assignment List and Basic Profile** A list of the school personnel's profile and official duty, such as teaching assignments, ancillary responsibilities, etc. **SF7 ES, JHS SF7-SHS SHS School Form 8 – Learner's Basic Health and Nutrition Report** A record of the learners' health and nutritional assessment **SF8 SF8-SHS Kinder, ES, JHS SHS School Form 9 – Learner's Basic Health and Nutrition Report** A record of the learners' health and nutritional assessment **SF9 SF9-SHS Kinder, ES, JHS SHS School Form 10 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF10 SF10-SHS Kinder, ES, JHS SHS School Form 11 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF11 SF11-SHS Kinder, ES, JHS SHS School Form 12 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF12 SF12-SHS Kinder, ES, JHS SHS School Form 13 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF13 SF13-SHS Kinder, ES, JHS SHS School Form 14 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF14 SF14-SHS Kinder, ES, JHS SHS School Form 15 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF15 SF15-SHS Kinder, ES, JHS SHS School Form 16 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF16 SF16-SHS Kinder, ES, JHS SHS School Form 17 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF17 SF17-SHS Kinder, ES, JHS SHS School Form 18 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF18 SF18-SHS Kinder, ES, JHS SHS School Form 19 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF19 SF19-SHS Kinder, ES, JHS SHS School Form 20 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF20 SF20-SHS Kinder, ES, JHS SHS School Form 21 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF21 SF21-SHS Kinder, ES, JHS SHS School Form 22 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF22 SF22-SHS Kinder, ES, JHS SHS School Form 23 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF23 SF23-SHS Kinder, ES, JHS SHS School Form 24 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF24 SF24-SHS Kinder, ES, JHS SHS School Form 25 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF25 SF25-SHS Kinder, ES, JHS SHS School Form 26 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF26 SF26-SHS Kinder, ES, JHS SHS School Form 27 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF27 SF27-SHS Kinder, ES, JHS SHS School Form 28 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF28 SF28-SHS Kinder, ES, JHS SHS School Form 29 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF29 SF29-SHS Kinder, ES, JHS SHS School Form 30 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF30 SF30-SHS Kinder, ES, JHS SHS School Form 31 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF31 SF31-SHS Kinder, ES, JHS SHS School Form 32 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF32 SF32-SHS Kinder, ES, JHS SHS School Form 33 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF33 SF33-SHS Kinder, ES, JHS SHS School Form 34 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF34 SF34-SHS Kinder, ES, JHS SHS School Form 35 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF35 SF35-SHS Kinder, ES, JHS SHS School Form 36 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF36 SF36-SHS Kinder, ES, JHS SHS School Form 37 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF37 SF37-SHS Kinder, ES, JHS SHS School Form 38 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF38 SF38-SHS Kinder, ES, JHS SHS School Form 39 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF39 SF39-SHS Kinder, ES, JHS SHS School Form 40 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF40 SF40-SHS Kinder, ES, JHS SHS School Form 41 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF41 SF41-SHS Kinder, ES, JHS SHS School Form 42 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF42 SF42-SHS Kinder, ES, JHS SHS School Form 43 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF43 SF43-SHS Kinder, ES, JHS SHS School Form 44 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF44 SF44-SHS Kinder, ES, JHS SHS School Form 45 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF45 SF45-SHS Kinder, ES, JHS SHS School Form 46 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF46 SF46-SHS Kinder, ES, JHS SHS School Form 47 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF47 SF47-SHS Kinder, ES, JHS SHS School Form 48 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF48 SF48-SHS Kinder, ES, JHS SHS School Form 49 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF49 SF49-SHS Kinder, ES, JHS SHS School Form 50 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF50 SF50-SHS Kinder, ES, JHS SHS School Form 51 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF51 SF51-SHS Kinder, ES, JHS SHS School Form 52 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF52 SF52-SHS Kinder, ES, JHS SHS School Form 53 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF53 SF53-SHS Kinder, ES, JHS SHS School Form 54 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF54 SF54-SHS Kinder, ES, JHS SHS School Form 55 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF55 SF55-SHS Kinder, ES, JHS SHS School Form 56 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF56 SF56-SHS Kinder, ES, JHS SHS School Form 57 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF57 SF57-SHS Kinder, ES, JHS SHS School Form 58 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF58 SF58-SHS Kinder, ES, JHS SHS School Form 59 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF59 SF59-SHS Kinder, ES, JHS SHS School Form 60 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF60 SF60-SHS Kinder, ES, JHS SHS School Form 61 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF61 SF61-SHS Kinder, ES, JHS SHS School Form 62 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF62 SF62-SHS Kinder, ES, JHS SHS School Form 63 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF63 SF63-SHS Kinder, ES, JHS SHS School Form 64 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF64 SF64-SHS Kinder, ES, JHS SHS School Form 65 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF65 SF65-SHS Kinder, ES, JHS SHS School Form 66 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF66 SF66-SHS Kinder, ES, JHS SHS School Form 67 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF67 SF67-SHS Kinder, ES, JHS SHS School Form 68 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF68 SF68-SHS Kinder, ES, JHS SHS School Form 69 – Learner's Permanent Academic Record** A record of the learners' academic performance and result of assessment by the end of the school year **SF69 SF69-SHS Kinder, ES, JHS SHS School Form 70 – Learner's Permanent Academic Record**

	RECRUITMENT PROCESSES					
8.6 EMPLOYEE REFERRALS:						
Activities	Resp.	Related Documents / Processes / Notes				
Communicate Open Positions to Workforce	Human Resource Manager					
Establish Employee Referral Scheme	Human Resource Manager Recruitment Manager					
Communicate Referral Scheme	Recruitment Team member					
Implement Referral Scheme	Recruitment Team member	Employee Payroll Tracker Template				
8.7 STRATEGIC HRING:						
Activities	Resp.	Related Documents / Processes / Notes				
Plan recruitment activities for filling org workforce competency requirements	Recruitment Manager	Recruitment Plan Template				
Insource recruitment activities for filling org competency requirement	Recruitment Manager					
Moldify recruitment process to ensue build ing workforce competencies	Recruitment Manager					
9. OUTPUS						
# Description / Work Product Name	#	Description / Work Product Name				
Approved Recruitment Plan		Panel Members				
Updated Status		Selected Candidates				
Implemented Employee Referral Scheme		Modified Recruitment Process				
10. EXIT CRITERIA						
• Human Resources Needs Fulfilled						
This document is a partial preview. Full document download can be found on Pictory: https://www.pictory.com/browse/document/recruitment-process-4986						
12. MEASUREMENT AND ANALYSIS						
#	Metric	Definition/ Formulae	Data to be captured	Source	Owner	Frequency
1						
2						

Adaptive Processes©Espiration World Class Processes®Page 7 of 8

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THIS IS FOR REFERENCE ONLY

[The Form must be submitted online only filling in required details through the website of CBSE affiliation site]

Page No.

Please read the following instructions

- Assume that you have printed a valid **Bank Address** in your commercial.
- Confirmation of the registration will be sent to you through E-mail.
- You will receive an email and your first five letters will be a password for completing the **School Affiliation Form**.
- You may delete your school website, complete your school website before printing and apply for affiliation.
- You may continue with the application process or return at a later time to complete the required information for application.
- Your login Name and Password will be sent to you by email on **Monday** and **Friday**.

School details

Name of Institution

Academic Session

State

District / Country for Private School

NEET Address

City/Village

Pin Code

Phone No. with STD Code

Mobile No.

Website Link www.srisrisri.in

Principal's Name (Qualification)

Name of Principal / Head of Institution

Educational/Professional Qualification

Administrative Experience (in years)

Teaching Experience (in years)

Send to user for Communication, User ID and Password will be sent to the Email and mobile

Send to user for Communication

Your Login Name for this website is - 100 Characters

Password is 20 characters Label

Confirm Password

Print/Save

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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.

Beginning SY 2017-2018, the school forms in Enclosure No. 2 shall be used nationwide. T-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 Register A list of learners who are officially enrolled and attending classes SF1 ES, JHS SF1-SHS SHS School Form 2 - Learner Daily Attendance Report A list of the learners' daily attendance SF2 ES, JHS SF2-SHS SHS School Form 3 - Books Issued and Returned A list of books and other reading materials issued to the learners, and returned to the issuing authority SF3 ES, JHS SF3-SHS SHS School Form 4 - Monthly Learner Movement and Attendance Report Summary number of learners who moved in/out of the school during the month SF4 ES, JHS SF4-SHS SHS School Form 5 - Report on Promotion and Level of Proficiency A list of the learners' academic performance and result of assessment by the end of the school year SF5-K Kinder 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 Report on Promotion and Level of Proficiency Summary number of learner status by the end of the semester and/or school year SF6 ES, JHS SF6-SHS SHS School Form 7 - School Personnel Assignment List and Basic Profile A list of the school personnel's profile and official duty, such as teaching assignments, ancillary responsibilities, etc. SF7 ES, JHS SF7-SHS SHS School Form 8 - Learner's Basic Health and Nutrition Report A record of the learners' health and nutritional assessment SF8-K Kinder, SF8 ES, JHS SF8-SHS SHS School Form 9 - Learner's Permanent Academic Record A record of the learners' academic achievement per level SF9 ES, JHS SF9-SHS SHS School Form 10 - Learner's Academic Achievement Report A record of the learners' academic achievement per level SF10 ES, JHS SF10-SHS SHS 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.

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-ES and 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-ES along with other pertinent document to the receiving ES. The receiving ES will update the LIS once the documents have been received, and will continue filing up the original SF10. Section V Guidelines on Learner's School Record and Section VI Other Provisions as stipulated in DO 34, 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.

Any amendments or alterations to the document should be validated and have the signature of the School Head in ink. d. 7. The SE10-ES shall be surrendered at the end of school year or in the event of a management transfer within the school year. d. 8. SE10-ES as a reference to create SE10-JHS. d. 9.

Education, learners enrolled in the Kindergarten program shall use the ECDD 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.

and send the original SFIO-JHS along 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 SFIO-JHS. Section V Guidelines on Learner's School Record and Section VI Other Provisions as stipulated in the DO 69, 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 SFIO-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 SFIO-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 SFIO-JHS and send it along with other pertinent documents such as copy of SFIOES to the requesting SHS. The receiving SHS, through the Grade 11 adviser, shall use the certified true copy of SFIO-JHS as a reference to create SFIO-SHS. Provisions stipulated in DO 69, s. 2016 shall be strictly observed.

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 Enrollment Form AF2 A basic information sheet of individuals who 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 is.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) - BHRD, 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.

DOWNLOAD THE NEW SCHOOL FORMS BELOW: GUIDELINES IN THE PREPARATION OF ALL FORMS IS TO BE FOLLOWED

1. The Department of Education (DepEd) issues the enclosed Guidelines on the Transfer of Learners' School Records, which establishes standard processes and protocols on the request, and release of learners' Form 137 (Permanent Record) and Form 138 (Report Card) in all public schools nationwide. 2.

1. Individualized Education Program (IEP) and Section 504 Plan are two basic school records that show the learner's profile and academic and extra-curricular standings. Form 137 contains the Permanent Record, which contains the learner's profile and historical academic record, and Form 138 or the Report Card which shows the academic performance of a learner in a given school year, DepEd Order No. 8, s. 2015, the Classroom Assessment Policy, provided the guidelines on the information to be included in Forms 137 and 138. Form 138 is issued to Grades 1 to 10 learners every end of the grading period while Grades 11 to 12 will receive it every end semester. At the end of the school year, Form 138 is a required document for a learner enrolling to the next grade level as it also indicates the learner's promotional status. On the other hand, school authorities request for the release of Form 137 of Grades 1 to 12 learners who transfer to another school or transition from elementary to secondary.

In the absence of definitive protocols, the process of requesting and releasing of official school records of learners varies per school. This policy shall establish the processes to be adopted by the school in managing the learner's school documents when learners enroll, transfer schools, and request pertinent documents for other relevant purposes. II. Scope of the Policy This Order aims to establish standard processes and protocols in the request and release of learners' Form 137 (Permanent Record) and Form 138 (Report Card) in all schools and Schools Division Offices (SDOs) nationwide. III. Definition of Terms Form 137 (Permanent Record) – permanent school learner record showing the historical academic and co-curricular record of the learner Form 138 (Report Card) – document showing the academic performance of a learner in a given school year Receiving School – the school requesting for the permanent records of a transferring learner Originating School – the school releasing the permanent records of a transferring learner IV. Policy Statement The Department hereby establishes the standard processes and protocols in requesting and releasing of learner's school records. This mechanism adheres to the DepEd's vision, mission and core values and subscribes to the principles of: a. Free, quality basic education; b. Transparency and accountability; c. Accessibility and timely release of learners' school records; and d. Security and confidentiality of learners' records. V. Guidelines on Learner's School Records This policy outlines the standard protocols in the transfer of learners' school records. This policy details the processes in requesting the permanent school records (Form 137) for an efficient transfer of documents without inconveniencing the parents or the learners.

To ensure the efficient release and transfer of learners' school records, the following shall be observed: a. The transfer of records of learners must be made easy and quick without encumbering the learners and parents. However, this should not compromise the confidentiality and security of school records. b. Receiving schools shall secure all Permanent Records (Form 137) of all incoming learners before the end of first grading period. For transferred-in learners during the school year, transfer of documents shall be secured thirty days (30) from the first day of school attendance. c. Learners and/or their parents or guardian are not allowed to hand-carry the Permanent Records (Form 137) to the receiving school. d. In case of unavailability of Form 137 due to circumstances beyond our control, the Report on Promotions (School Form 5) can be used as substitute, which is available at the Schools Division Office (SDO). e. The Learner Information System (LIS) shall be used as platform in the request and release of learner school records; hence the transaction shall strictly be between the receiving and originating schools only. The following procedures must be followed to facilitate the request and release process: A. School-to-School Transfer of Form 137 The bulk of transactions on transfer of learner's school record normally happen during enrolment period and after the opening of classes. To facilitate the smooth and quick transfer of records, the flowchart below describes the process of request and release of learners' Form 137 between the receiving school and originating school: a. The receiving school should enroll all its learners through the LIS. The correct learner record with the corresponding Learner Reference Number (LRN) will be provided upon enrolment in the LIS. b. The historical record of the learner will show that the learner is a transferee from another school. The system will notify the originating school of the request for records of the transferee through the dashboard. The receiving schools' address and contact details will also be provided to the originating school. c.

The registrar of the originating school shall prepare the requested Form 137 and send the records via mail or courier.

The originating school shall update the LIS with the date when the document has been sent. d. The receiving school shall update the LIS with the date when the document has been received.

e. If a month passed after the LIS notification has been made, no document is received, the receiving school shall click "follow up maturing request" to alert the originating school. f. If no document is received after the first grading period, the receiving school shall immediately inform the SGOD for appropriate action. g. For learners transferring out-in the middle of the small year, the receiving school shall update the LIS which will notify the originating school for the transfer of records. If thirty (30) days have passed after the LIS notification has been made and no document has been received, the receiving school shall immediately inform the SGOD for appropriate action. h. Request for Form 137 may occur more than once during the small year. i. If a learner transfers from one school to another, the receiving school shall update the LIS with the date when the document has been received. j. If a learner transfers from one school to another, the receiving school shall update the LIS with the date when the document has been received.

and other School Documents in cases where the requesting party needs his/her Form 137 and other school documents for other purposes such as but not limited to transfer to a school in another country or application for a scholarship, the flowchart below shows the basic steps in requesting, preparing, and releasing of the requested learner records or certification, whichever is applicable: a. This transaction allows the requesting party to lodge the request for Form 137 or certificate of completion or non-completion to the nearest SDO to their current address. b. The SDO, through the SGOD where the request was lodged, shall enter in the LIS the details of learner whose record is being requested. The requesting party can provide his/her LRN or the name of the last school the requesting party attended. c. The SDO of requesting party's last school shall automatically be notified regarding the request. They shall obtain the Form 137 from the school last attended or prepare the Certificate of Completion or Non-completion based on the School Form 5 records in the SDO and sends the requested document to the SDO where the request was lodged. d. The requesting party shall claim the document from the SDO where the request was lodged. VI. Other Provisions in relation to the release and issuance of Forms 138 and 137, this policy shall also reiterate the provision under DepEd Order No. 41, s. 2012 stating that "in no case shall non-payment of voluntary school contributions on membership fees be made a basis for non-admission, non-promotion, or non-issuance of clearance to a student by the school concerned." The incurred cost of requesting, processing, and releasing of learner school records shall be charged against the SDO MOOE for transactions under B.2 or school funds, such as school MOOE, canteen funds, PTA, alumni funds, and other sources subject to the usual accounting and auditing rules and regulations. Any school or SDO which failed to immediately act on the request upon receipt within the prescribed duration shall be dealt with accordingly. VII.

Monitoring & Evaluation Strict compliance of this policy shall be monitored by the school end. Monitoring of the requests lodged through the SDO shall be monitored by the SGOD. In the regional level, the Field Technical Assistance Division (FTAD) will monitor the compliance of schools and divisions with this policy. The School Effectiveness Division (SED) at the Central Office will evaluate the quality of the service provided. Subsequent review and revision of this policy will be conducted with the Policy Research and Development Division (PRD-PS), if necessary. VIII. References DepEd Order No. 8, s. 2015 DepEd Order No. 1, s. 2015 – DepEd Order No. 65, s. 2010 IX. Effectivity This policy shall remain in force and effect, unless sooner repealed, amended, or rescinded. DOWNLOAD: DO 54, s. 2016 – Guidelines on the Request and Transfer of Learner's School Records [scribd id=317555299 key=key-1ciGtGrQj0tu5DpyPR mode=scroll] Read: