Annex A

LIST OF MODIFIED SCHOOL FORMS

Form Reference Code	Form Name
SF 1	School Register
SF 2	Daily Attendance Report of Learners
SF 3	Books Issued and Returned
SF 4	Monthly Learners' Movement and Attendance
SF 5	Report on Promotion & Level of Proficiency
SF 6	Summarized Report on Promotion and Level of Proficiency
SF 7	School Personnel Assignment List and Basic Profile

SCHOOL FORMS
Data Element Descriptions

Code and Name: SF1- School Register
Schedule: Beginning of School Year & End of School Year
Other instruction: Should provide detailed information per learner of the summary data being reported to EBEIS (GESP/GSSP)

	DATA ELEMENT	DESCRIPTION
1	School ID	A six (6) digit-number assigned to a school recognized in EBEIS
2	School Year	The prescribed period of time when schools offer daily instruction. It covers10 months of regular schooling starting month of June (Beginning of School Year) up to the month of March (End of School Year) of the following year.
3	School Name	Official name of school as registered in DepED and EBEIS
4	Grade Level	A degree/stage of a learner classified according to age and progress.
5	Section	A group of pupils/students convened together to receive instruction in a given course or subject.
6	Learner Reference Number (LRN)	Twelve (12)-digit number which the pupil, student or learner shall keep while completing the basic education program, regardless of transfer to another school or learning center in the public or private sector, and promotion/moving up to the secondary level. (DO22, s.2012)
7	Name of Learner	Name of an individual as reflected in the birth certificate or equivalent document seeking basic literacy and functional life learning skills.
8	Sex (Male or Female)	Learner's biological and physiological sex as reflected in the birth certificate or equivalent document.
9	Birth Date	Date of birth of the learner as reflected in the birth certificate or equivalent document.
10	Place of Birth (Province)	The name of province where the learner was born as reflected in the birth certificate or other equivalent document.
11	Age by June (1st Friday)	The actual age in years of a learner as of last birthday by the 1st Friday of each school calendar year.
12	Mother Tongue	The language first learned by a learner; There are 19 major languages identified in the recent DepEd Orders which are: Tagalog, Kapampangan, Pangasinense, Iloko, Bikol, Cebuano, Hiligaynon, Waray, Tausug, Maguondanaoan, Maranao, Chabacano, Ybanag, Ivatan, Sambal, Aklanon, Kinaray-a, Yakan, and Surigaonon. (DO 16, s. 2012 & DO 28, s. 2013)
13	IP (Specify ethnic group)	A group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory.
14	Religion	The religious belief of the learner. For Muslim leaners, "Islam" will be written instead of Muslim under this column.
15	House #/Street	Refer to the place/location where the learner currently holds residence.
16	Barangay	
17	Municipality	
18	Province	
19	Name of Father	The name of father of the learner as reflected in the birth certificate or equivalent document.

20	Name of Mother	The name of mother of the learner as reflected in the birth certificate or equivalent document.
21	Name of Guardian	The person who oversees the welfare of the learner in behalf of the parents.
22	Relationship to Guardian	The relationship between the learner and the guardian.
23	Contact Number (of Parents/Guardian)	Contact number of the parents and/or the guardian of the learner.
24	Remark/s	Additional information about the learner's status or particular condition

Code and Name: SF2 – Daily Attendance Report of Learners
Schedule: Daily updating and for submission to the office of the principal/registrar on or before 5th day
of the succeeding Month
Other instruction: Should be returned to the teacher/adviser after posting in SF4

	DATA ELEMENT	DESCRIPTION
1	School ID	A six (6) digit-number assigned to a school recognized in EBEIS
2	School Year	The prescribed period of time when schools offer daily instruction. It covers 10 months of regular schooling starting month of June (Beginning of School Year) up to the month of March (End of School Year) of the following year.
3	School Name	Official name of school as registered in DepED and EBEIS
4	Grade Level	A degree/stage of a learner classified according to age and progress.
5	Section	A group of pupils/students convened together to receive instruction in a given course or subject.
6	Month	Month covered in the report
7	Learner's Name	Name of the individual as reflected in the birth certificate or equivalent document.
8	Date (Daily)	School day (Monday, Tuesday, Wednesday, Thursday and Friday) and date in month being reported.
9	Total number of Days Absent (per pupil)	Total number of absences of each learner in the month reported.
10	Total number of Days Tardy (per pupil)	Total number of times a learner was late or spent less than the required time in school (under time including cutting of classes) during the month being reported.
11	Remarks	Additional information about the learner's status or particular condition
12	Enrolment as of 1st Friday of June	The total number of enrolled learners as of 1st Friday of June
13	Late Enrolment	Learners who reported to school beyond the cut-off of BoSY. This reflects only the number of late enrollees during the month being reported and not the cumulative total.
14	Registered Learner as of end of the month	The actual number of learners who are officially enrolled and registered (including transferred in) as of the last day of classes for the month being reported. Learner/s who are dropped/transferred out during the month or prior the last day of classes for the month must not be added.
15	Percentage of Enrolment (registered learner as of end of the month over Enrolment as of July 31)	The percentage (%) of the number of registered learners with a computation of: $$\text{Percentage of Enrollment} = \frac{\textit{Registered Learners as of end of the Month}}{\textit{Enrollment as of 1}^{st}\textit{ Friday of June}} \times 100$$
16	Average Daily Attendance	The average daily number of learners attending classes during the month being reported

		$$Average\ Daily\ Attendance = \frac{Total\ Daily\ Attendance}{Number\ of\ School\ Days\ in\ reporting\ month}$$
17	Percentage of Attendance for the month	The percentage of the attendance for the current month with a computation of: $$Percentage\ of\ Attendance\ for\ the\ Month = \frac{Total\ Daily\ Attendance}{Registered\ Learner\ as\ of\ end\ of\ the\ Month} \times 100$$
18	Number of students with 5 consecutive days of absences	Total number of learners who did not attend class for 5 consecutive days which can be used as basis for home visitation
19	Drop out (M/F/Total)	Total Number of learners aggregated by male and female who left school before completing the prescribed grade level within the specified school year from 1st Friday of school calendar days to March 31 and should not be included in the total enrollment as of the same date
20	Transferred In (M/F/Total)	Total number of learners aggregated by male and female who entered from one school to another, either government or private from 1st Friday of school calendar days to March 31. Learner/s who transferred in must be included when reporting total number of learners as of the end of the month being reported
21	Transferred Out (M/F/Total)	Total number of learner who left school to enter another school as evidenced by a request for permanent record (Form 137) from 1st Friday of school calendar days to March 31. Learner/s who transferred out should not be included in the total enrollment as of the same date.
22	Signature of Teacher	The name and signature of the teacher who prepared the form.
23	Signature of School Head	The name and signature of the school head attesting the correctness of this form

Code and Name: SF3 – Books Issued and Returned

Schedule: Beginning of School Year and End of School Year Daily
Other instruction: All textbook being used should be reported regardless of number of books per subject
area.

	DATA ELEMENT	DESCRIPTION
1	School ID	A six (6) digit-number assigned to a school recognized in EBEIS
2	School Year	The prescribed period of time when schools offer daily instruction. It covers10 months of regular schooling starting month of June (Beginning of School Year) up to the month of March (End of School Year) of the following year.
3	School Name	Official name of school as registered in DepED and EBEIS
4	Grade Level	A degree/stage of a learner classified according to age and progress.
5	Section	A group of pupils/students convened together to receive instruction in a given course or subject.
6	Month	Month covered in the report
7	Name of Learner	Name of learner as reflected in the birth certificate or equivalent document
8	Title of the Book & reference for what subject area	The name of the book given to each learner. The subject area to which the book is issued should also be reflected
9	Date Issued	The day the learner received the book allotted to him/her.
10	Date Returned	The day the learner returned the book allotted to him/her. (In case of losses/unreturned, applicable code will be written in this column. The codes are: FM=Force Majeure, TDO: Transferred/Dropout, NEG=Negligence)
11	Remarks/Action Taken	May provide additional information for lost/unreturned or damaged books. Actions taken by the teachers are coded with the following description: LLTR=Secured Letter from Learner duly signed by parent/guardian (for code FM), TLTR=Teacher prepared letter/report duly noted by School Head for submission to School Property Custodian (for code TDO), PTL=Paid by the Learner (for code NEG)
12	Total Male	Total number of registered male learners
13	Total Female	Total number of registered female learners
14	Total Learners	Total registered learners
15	Total Copies Issued	The total number of copies of each textbook issued by the teacher to the learners.
16	Total Copies Returned	The total number of returned textbooks by the learners to the teacher.
17	Signature of Teacher	The signature above printed name of the teacher who prepared the form.

Code and Name: SF4 – Monthly Learner's Movement and Attendance
Schedule: on or before 10th day of the succeeding Month
Other instruction: Should be lifted from SF 2 submitted by teacher/adviser. Division office must be furnished a copy of this report for the months of June (attachment to GESP/GSSP-BoSY) October and March (attachment to GESP/GSSP-EoSY).

	DATA ELEMENT	DESCRIPTION
1	School ID	A six (6) digit-number assigned to a school recognized in EBEIS
2	School Year	The prescribed period of time when schools offer daily instruction. It covers10 months of regular schooling starting month of June (Beginning of School Year) up to the month of March (End of School Year) of the following year.
3	School Name	Official name of school as registered in DepED and EBEIS
4	Section	A group of pupils/students convened together to receive instruction in a given course or subject.
5	Month	Month covered in the report
6	Name of Adviser	The person in the school assigned to supervise, guide & direct a specific class and actual teaching to his/her assigned class and other classes, if there is any.
7	Grade/Year Level	A degree/stage of a learner classified according to the age and progress.
8	Section	A class or group of students taking the same grade and performance level
9	Registered Learners (As of End of the Month) (Male/Female/Total)	The number of learners (M/F/Grand Total) who are enrolled and registered in the school in the current month.
10	Attendance: Daily Average	This is the average daily attendance of learners by section/grade/ and total for school divided by the total number of school days for the month. $$Average\ Daily\ Attendance = \frac{Total\ Daily\ Attendance}{Number\ of\ School\ Days\ in\ reporting\ month}$$
11	Attendance: Percentage for the Month	The percentage of the attendance for the current month with a computation of: $$Percentage\ of\ Attendance\ for\ the\ month = \frac{Average\ Daily\ Attendance}{Registered\ Learners\ as\ of\ end\ of\ the\ month} \times 100$$
12	Drop Out Cumulative as of Previous Month (Male/Female/Grand Total)	Total number of learners (male/female/grand total) who left school in the previous months.
13	Drop Out For the Month (Male/Female/Grand Total)	Total number of learners (male/female/grand total) who left school in a current month.

14	Drop Out Cumulative as of End of Month Total (Male/Female/Grand Total)	The number of learners (male/female/grand total) who left schooling from the previous months and the current month.
15	Transferred Out Cumulative as of Previous Month (Male/Female/ Grand Total)	Total number of learners (male/female/grand total) who move out of original school where he is officially enrolled to enter another school from the previous months after enrollment.
16	Transferred Out For the Month (Male/Female/Grand Total)	Total number of learners (male/female/grand total) who move out from the original school where he is officially listed to another school in a current month.
17	Transferred Out Cumulative as of End of the Month (Male/Female/Grand Total)	The number of learners (male/female/grand total) who move out from the original school where he officially listed to another school. *Note: total from the previous months and for the current month.*
18	Transferred In Cumulative as of Previous Month (Male/Female/Grand Total)	The number of learners (male/female/grand total) who move in from one school where he officially enrolled to a new school from the previous months after enrollment.
19	Transferred In For the Month (Male/Female/Grand Total)	The number of learners (male/female/grand total) who move in from one school where he is officially enrolled and transferred IN to another school in a current month.
20	Transferred In Cumulative as of End of the Month (Male/Female/Grand Total)	The number of learners (male/female/grand total) who moved in from one school where he officially enrolled but opt to transfer to another school from the previous months after enrollment including the current month.
21	Name Signature of School Head	The name and signature of the school head who prepared the form.

Code and Name: SF5 Report on Promotion & Level of Proficiency
Schedule: End of School Year
Other instruction: This will used for all grade/year levels regardless of curriculum program. Specific instructions shall be observed in harmony with the implementation of K to 12 program.

	DATA ELEMENT	DESCRIPTION
1	School ID	A six (6) digit-number assigned to a school recognized in EBEIS
2	Curriculum	Systematic group of experiences or sequences of courses or subject required for graduation or certification in each level of education. For Grade levels implementing K to 12 Basic Education Curriculum, "K to12 BEC" will be reflected. For the remaining grade/year level, "Restructured BEC" will be written.
3	School Year	The prescribed period of time when schools offer daily instruction. It covers10 months of regular schooling starting month of June (Beginning of School Year) up to the month of March (End of School Year) of the following year.
4	School Name	Official name of school as registered in DepED and EBEIS
5	Grade Level	A degree/stage of a learner classified according to age and progress.
6	Section	A group of pupils/students convened together to receive instruction in a given course or subject.
7	Learner Reference Number (LRN)	Twelve (12)-digit number which the pupil, student or learner shall keep while completing the basic education program, regardless of transfer to another school or learning center in the public or private sector, and promotion/moving up to the secondary level. (DO22, s.2012)
8	Learner's Name	Name of an individual as reflected in birth certificate or equivalent document.
9	General Average	The average rating of a student in all subject areas taken in a given school year written in a numerical value of 3 decimal places for honor students and two for non-honors. Equivalent Descriptive Letter Value should be written in close parenthesis. Leave this column blank for irregular learners or learners with subject deficiencies.
10	Action Taken	Status of Learner as of End of School Year using the following categories: Promoted: Satisfied requirements in all subject areas Irregular: 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. As per D.O. # 73, s. 2012 section G page 5, "If by the end of the school year, the students are still at the Beginning level, they shall be required to take summer classes." Special instruction for grade 1 children under the K to 12 Basic Education Program was issued on March 2013 (D.M. 46, s. 2013). Retained: Learner who was not able to complete even one subject area.

11	Incomplete Subject/s (Completed as of end of current SY)	The subject area from the previous level taken by the student in the current school year because of previous subject deficiency that he/she has passed in the current SY. This column is for K To 12 Curriculum and remaining RBEC in high school.
12	Incomplete Subject/s as of End of the current SY	The subject/s currently undertaken by the learner for the current School Year but failed to pass. This column is for K To 12 Curriculum and remaining RBEC in high school.
13	Summary Table - Promoted (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are promoted to the next grade level for the next school year.
14	Summary Table - Irregular (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are promoted to the next grade level for the next school year but with deficiency in some subjects. (Applicable only to K to 12 Curriculum)
15	Summary Table - Retained (Male/Female/Grand Total)	The no. of learners (male/female/grand total) retained in the same grade level for the next school year.
16	Level of Proficiency- Beginning (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are at the beginning level or whose numerical grade is 74% and below.
17	Level of Proficiency- Developing (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are at the developing level of proficiency or has numerical grade ranges from 75% to 79%.
18	Level of Proficiency- Approaching (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are at the approaching level of proficiency or whose numerical grade ranges from 80% to 84%.
19	Level of Proficiency- Proficient (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are at the proficient level of proficiency or whose numerical grade ranges from 85% to 89%.
20	Level of Proficiency- Advanced (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are at the advance level of proficiency or whose numerical grade is 90% and above.
21	Name and signature of the Class Adviser	The name and signature of the teacher who prepared this form.
22	Name and signature of the School Head	The name and signature of the school head attesting the veracity of this form.

Code and Name: SF6 – Summarized Report on Promotion and Level of Proficiency
Schedule: End of School Year
Other instruction: This will used for all grade/year levels regardless of curriculum program. Specific instructions shall be observed in harmony with the implementation of K to 12 program

	Name of Data Element	DESCRIPTION
1	School ID	A six (6) digit-number assigned to a school recognized in EBEIS
2	School Year	The prescribed period of time when schools offer daily instruction. It covers10 months of regular schooling starting month of June (Beginning of School Year) up to the month of March (End of School Year) of the following year.
3	School Name	Official name of school as registered in DepED and EBEIS
4	Promoted (Male/Female/Grand Total)	Total no of learners (male/female/grand total) in a certain grade level who are promoted for the next grade level for the next school year.
5	Irregular (Male/Female/Grand Total)	The no. of learners (male/female/grand total) who are promoted to the next grade level for the next school year but with deficiency in some subjects. (Applicable only to K to 12 Curriculum)
6	Retained (RBEC) (Male/Female/Grand Total)	Total no. of learners (male/female/grand total) in a certain grade level retained in the same grade level for the current school year.
7	Level of Proficiency Beginning (Male/Female/Grand Total)	Total no of learners (male/female/grand total) in a certain grade level who are in the beginning level of proficiency.
8	Level of Proficiency Developing (Male/Female/Grand Total)	Total no. of learners (male/female/grand total) in a certain grade level who are in the developing level of proficiency.
9	Level of Proficiency Approaching (Male/Female/Grand Total)	Total no. of learners (male/female/grand total) in a certain grade level who are in the approaching level of proficiency.
10	Level of Proficiency Proficient (Male/Female/Grand Total)	Total no. of learners (male/female/grand total) in a certain grade level who are in the proficient level of proficiency.
11	Level of Proficiency Advanced (Male, Female, Grand Total)	Total no. of learners (male/female/grand total) in a certain grade level who are in the advanced level of proficiency.
12	Name and Signature of School Head	The name and signature of the school head who prepared this form.
13	Name and Signature of DPO/EPS	The name and signature of the Division's Planning Officer or EPS who reviewed and validated this form.
14	Name and Signature of Schools Division Superintendent	The name and signature of the Schools Division Superintendent attesting the veracity of this form.

Code and Name: SF7 – School Personnel Assignment List and Basic Profile
Schedule: Beginning of School Year
Other instruction: This will used for both public elementary and secondary schools. This should be submitted to the Division Office as attachment of GESP/GSSP BoSY. In case of movement of school personnel during the school year, an updated copy of this form will be submitted to the Division Office.

	DATA ELEMENT	DESCRIPTION
1	School ID	A six (6) digit- number assigned to a school recognized in EBEIS
2	School Year	The prescribed period of time when schools offer daily instruction. It covers10 months of regular schooling starting month of June (Beginning of School Year) up to the month of March (End of School Year) of the following year.
3	School Name	Official name of school as registered in DepED and EBEIS
4	(A) Nationally Funded Teaching Related Items (Summary Table) Title of Plantilla Position	Teaching and teaching-related plantilla positions including those with provisional appointments. Title of Plantilla as reflected in the PSI-POP and/or appointment (generic, where applicable). (Only Personnel actually reporting to the school are to be included.
5	Number of Incumbent	The total number of personnel occupying the said Plantilla Position.
6	(B) Nationally-Funded Non-Teaching Items	Non-Teaching Plantilla positions approved by the Department of Budget and Management (DBM) whose positions are not engaged in classroom teaching but assist in the delivery of services such as Administrative, Personnel, Supply, Records, Accounting and other support roles in the school. Title of Plantilla as reflected in the PSI-POP and/or appointment (generic, where applicable). (Only Personnel actually reporting to the school are to be included.
7	(C) Other Appointments and Funding Sources	Title of Designation and Nature of Appointment Designation as reflected in the contract or other related document -Teacher, Clerk, Driver etc.; Nature of Appointment or Employment Status refers to Contractual, Substitute, Casual/Emergency, Job Order/Contract of Service, Volunteer, etc. In accomplishing this column, the designation title will be reflected first before the nature of appointment. (Example: Teacher – Contractual)
8	Number of Teaching & Non Teaching Incumbent/s	The total number of teaching and non-teaching incumbents who are not holding plantilla / regular position
9	Name of Personnel	Employee's complete name (Last Name, First Name, Middle Name, Name Extension) as reflected in their birth/baptismal certificate. (Arrange descending by Position)
10	Sex	Employee's sex as reflected in the birth/baptismal certificate
11	Fund Source	Name of the institution or source that finances the employment of the particular employee. Use "National" For Plantilla item positions. Other fund sources may be SEF Provincial, SEF Municipal, LGU, PTA, NGO (specify)

		and others (specify)
12	Position/Designation	The official item or position assigned to an employee as reflected in the appointment paper, contract or equivalent document signed by the approving authority.
13	Nature of Appointment/Employment Status	Each employee may either be any of the following : ↳ Permanent : a permanent appointment shall be issued to a person who has met all requirements of the position including the prescribed civil service eligibility. ↳ Temporary : issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed , except the appropriate eligibility. ↳ Substitute: when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when he/she is on approved leave of absence, suspension, scholarship grant or secondment. A substitute appointment is issued only if the leave of absence of the incumbent is at least three (3) months except in the case of teachers. ↳ Coterminous status : issued to a person whose entrance and continuity in the service is: • Based on the trust and confidence of the appointing authority or head of unit; • Co-existent with the incumbent; • Limited by the duration of the project; • Co-existent with the appointee; • Appointments of personnel under the Foreign-Assisted Projects (FAP) shall be co-terminus with the project. ↳ Contractual : issued to a person who shall undertake specific work or job for a limited period of time not to exceed one (1) year Casual/Emergency: used only for essential and necessary services where there are not enough regular staff to meet the demands of the service. These are normally emergency laborers hired for a period not exceeding six (6) months. *Job Order/Contract of Service * Volunteer
14	Educational Qualification – Degree/ Post-graduate	Highest Educational Attainment
15	Educational Qualification – Major	Area of Specialization/field of study or specialized training
16	Educational Qualification – Minor	
17	Subject Taught (include Year & Section) Advisory Class & Other Assignment (Please Specify)	Indicate subject areas being taught (include administrative/ancillary assignment if any). Advisory class must be included in reporting teacher's assignment. Assignment of non-teaching personnel shall also reflect in this column.
18	Daily Program (time duration) – From / to	For Teachers only. This is the daily schedule of the teacher for the subject areas he/she handles on a weekly basis. Total assigned teaching minutes per week for each

		subject area must be reflected.
19	Average Teaching Minutes per Day	Add the total number of minutes per day for each subject area and divide by 5 days.
20	Remark/s (For Detailed Items, indicate name of school/office)	Particular information about the personnel (IP, Detailed or other specific information required in the EBEIS/HRIS)
21	Name and Signature of School Head	The name and signature of the school head who prepared this form.