



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

April 14, 2021

**DIVISION MEMORANDUM**

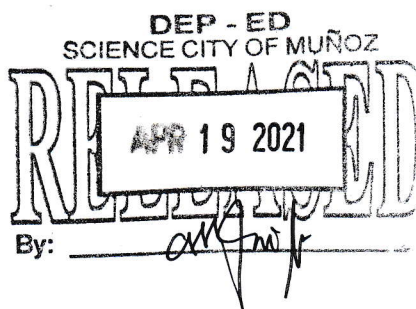
No. 137, s. 2021

**ORIENTATION ON THE DEPED MEMORANDUM 14, S. 2021 OR THE INTERIM GUIDELINES ON THE PREPARATION, SUBMISSION, AND CHECKING OF SCHOOL FORMS FOR THE SCHOOL YEAR 2020-2021**

To: All Public and Private School Principals and Administrators  
All Others Concerned

1. Pursuant to the DepEd Memorandum No. 014, s. 2021, re: Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the School Year 2020-2021, the Schools Division Office through the School Governance and Operations Division (SGOD) and Curriculum Implementation Division (CID), announces the conduct of an online orientation on April 28, 2021 at 9:00 AM via Microsoft Teams with the link to be provided the soonest possible time.
2. The activity aims to:
  - 2.1 orient the participants on the amendments made in the different school forms applicable and intended for this school year;
  - 2.2 clarify and discuss issues and concerns in the implementation of the said memorandum; and
  - 2.3 guide the participants on the necessary data to be provided for evidence-based decision-making for SY 2020-2021.
3. Enclosed is the copy of DepEd Memorandum No. 014, s. 2021 with the attached annexes for reference.
4. Immediate and widest dissemination and strict compliance with this Memorandum is highly desired.

**DANTE G. PARUNGAO, CESO VI**  
Officer-In-Charge  
Schools Division Superintendent





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

(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

**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 1 (SF 1) School Register

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

School ID 104795	Region III Tibagan Elementary School	Division School Year 2019 - 2020	Bulacan Grade Level Grade 6	District Section	Bustos INTEGRITY													
LRN	NAME (Last Name, First Name, Middle Name)	Sex (M/F)	BIRTH DATE (mm/dd/yyyy)	AGE as of Oct. 31	MOTHER TONGUE (Grade 1 to 3 Only)	IP (Ethnic Group)	RELIGION	House #/ Street/Slip/ Purok	Barangay	Municipality/ City	Province	Father's Name (Last Name, First Name, Middle Name)	Mother's Maiden Name (Last Name, First Name, Middle Name)	GUARDIAN (If Not Parent) Name Relationship	Contact Number of Parent or Guardian	Learning Modality	REMARKS (Please refer legend on page 2)	
	<--> TOTAL MALE																	
	<--> TOTAL FEMALE																	
	<--> COMBINED																	

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

Indicator	Code	Required Information	Indicator	Code	Required Information
Transferred Out	TO	Name of Public (P) Private (PR) School & Effectivity Date	CCT Recipient	CCT	CCT Control/Reference number & Effectivity Date
Transferred In	TI	Name of Public (P) Private (PR) School & Effectivity Date	Balik Aral	B/A	Name of school last attended & Year
Dropped	DRP	Reason and Effectivity Date	Learner With Disability Accelerated	LWD	Specify
				ACL	Specify Level & Effectivity Date

Certified Correct:

Prepared by:

(Signature of School Head over Printed Name)

(Signature of Adviser over Printed Name)

BoSY Date: \_\_\_\_\_

BoSY Date: \_\_\_\_\_

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

*(This replaces Form 1, Form 2 & STS Form 4 - Absence/ISM and Dropout Profile)*

School ID 104795	School Year 2020-2021	Learner Attendance Conversion Tool LACT1										
Name of School Tibagan Elementary School		Section Grade 6	INTEGRITY									
Report for the Month of		REMARKS (If NLPA, state reason, please refer to legend number 2. If TRANSFERRED IN/OUT, write the name of School.)										
Grade Level Grado 6												
(1st row for date)												
No.	NAME (Last Name, First Name, Middle Name)	M	T	W	TH	F	M	T	W	TH	F	Total for the Month ABSENT      PRESENT
1.	XXXXXXXXXX											
17.	<=== MALE   TOTAL Per Day ===>											
19.	<=== FEMALE   TOTAL Per Day ===>											
36.	Combined TOTAL Per Day											

<b>GUIDELINES:</b>	<p>1. The attendance shall be accomplished daily. Refer to the codes for checking learners' attendance.</p> <p>2. Dates shall be written in the columns after Learner's Name.</p> <p>3. To compute the following:</p> <p>a. Percentage of Enrollment = <math>\frac{\text{Registered Learners as of end of the month}}{\text{Enrollment as of 1st Friday of the school year}} \times 100</math></p> <p>b. Average Daily Attendance = <math>\frac{\text{Total Daily Attendance}}{\text{Number of School Days in reporting month}} \times 100</math></p> <p>c. Percentage of Attendance for the month = <math>\frac{\text{Average daily attendance}}{\text{Registered Learners as of end of the month}} \times 100</math></p> <p>4. Every end of the month, the class adviser will submit this form to the office of the principal for recording of summary table into School Form 4. Once signed by the principal, this form should be returned to the adviser.</p> <p>5. The adviser will provide necessary interventions including but not limited to home visitation to learners who were absent for 5 consecutive days and/or those at risk of dropping out.</p> <p>6. Attendance performance of learners will be reflected in Form 137 and Form 138 every grading period.</p> <p>*Beginning of School Year cut-off report is every 1st Friday of the School Year</p>
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<b>1. CODES FOR CHECKING ATTENDANCE</b>	<p>(Blank) - Present; (X) - Absent; Tardy (half shaded- Upper for Late Center, Lower for Cutting Classes)</p>
<b>2. REASONS/CAUSES FOR NLPA</b>	<p><b>a. Domestic-Related Factors</b></p> <p>a.1. Had to take care of siblings</p> <p>a.2. Early marriage/pregnancy</p> <p>a.3. Parents' attitude toward schooling</p> <p>a.4. Family problems</p> <p><b>b. Individual-Related Factors</b></p> <p>b.1. Illness</p> <p>b.2. Overage</p> <p>b.3. Death</p> <p>b.4. Drug Abuse</p> <p>b.5. Poor academic performance</p> <p>b.6. Lack of interest/Distractions</p> <p>b.7. Home/Maintenance</p> <p><b>c. School-Related Factors</b></p> <p>c.1. Teacher Factor</p> <p>c.2. Physical condition of classroom</p> <p>c.3. Peer influence</p> <p><b>d. Geographic/Environmental</b></p> <p>d.1. Distance between home and school</p> <p>d.2. Armed conflict (incl. Tribal wars &amp; clanfeuds)</p> <p>d.3. Calamities/Disasters</p> <p><b>e. Financial-Related</b></p> <p>e.1. Child labor, work</p> <p><b>f. Others (Specify)</b></p>

<b>Month :</b>	<b>No. of Days of Classes:</b>	<b>M</b>	<b>F</b>	<b>TOTAL</b>
Enrollment as of (1st Friday of June)		15	14	29
Late enrollment during the month (beyond cut-off)		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 students absent for 5 consecutive days				
NLPA				
Transferred out				
Transferred in				

I certify that this is a true and correct report.

MA LUISA SEVILLA RIVERA  
(Signature of Adviser over Printed Name)

Attested by:

DOLORES OCAMPO GATUZ  
(Signature of School Head over Printed Name)







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

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

School ID: 104795      Division: Bulacan      District: Bustos

School Name: Tibagan Elementary School      School Year: 2019 - 2020      Report for the Month of: \_\_\_\_\_

Region III

GRADE/ YEAR LEVEL	SECTION	NAME OF ADVISER	REGISTERED LEARNERS (As of End of the Month)	ATTENDANCE		No Longer Participating in Learning Activities				TRANSFERRED OUT		TRANSFERRED IN							
				Daily Average	Percentage for the Month	(A) Cumulative as of Previous Month	(B) For the Month	(A+B) Cumulative as of End of the Month	(A) Cumulative as of Previous Month	(B) For the Month	(A+B) Cum of End of th	(A) Cumulative as of Previous Month	(B) For the Month	(A+B) Cum of End of th					
				M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	
Kindergarten	ALTA TAP																		
Grade 1	MAACAP																		
Grade 2	MATYAGA																		
Grade 3	MATULUNGIN																		
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																	
		TOTAL																	

Mortality (Death)

Previous Month/s	For the Month	Cumulative as of End of Month

Prepared and Submitted by: \_\_\_\_\_

(Signature of School Head over Printed Name)

Generated thru LIS

## 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		
Learning Modality	Q1	Q2	Q3	Q4		

**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="272 743 428 922">Attendance Checking</th> <th data-bbox="272 573 428 743">Number of Contact Efforts</th> <th data-bbox="272 380 428 573">Equivalence in Class Attendance (in days)</th> </tr> </thead> <tbody> <tr> <td data-bbox="428 743 669 922" rowspan="2">Weekly</td> <td data-bbox="428 573 552 743">1 contact effort for distribution</td> <td data-bbox="428 380 552 573">3 class days</td> </tr> <tr> <td data-bbox="552 573 669 743">1 contact effort for retrieval</td> <td data-bbox="552 380 669 573">3 class days</td> </tr> <tr> <td data-bbox="669 743 915 922" rowspan="2">Monthly</td> <td data-bbox="669 573 792 743">4 contact efforts for distribution</td> <td data-bbox="669 380 792 573">12 class days</td> </tr> <tr> <td data-bbox="792 573 915 743">4 contact efforts for retrieval</td> <td data-bbox="792 380 915 573">12 class days</td> </tr> </tbody> </table> <p>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>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	Converting the submission of outputs/modules of learners into class day attendance	Assigned class day equivalency for the percentage of module/output submission by getting the number of outputs/modules	Printed Modular Digital Modular													

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:

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

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

0.67 x 6 days = 4.02 or 4 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.