



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Division of City Schools - Tagbilaran City

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

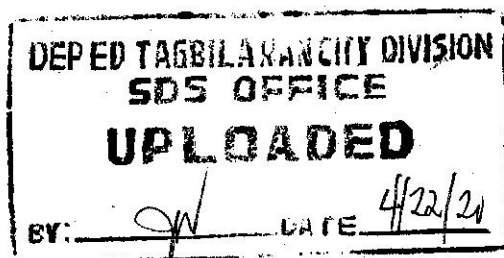
No. 110, s. 2020

April 22, 2020

SAFEKEEPING OF SCHOOL FORMS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby instructs all teachers to turn-over the following school forms to the office of the School Principal for safekeeping effective immediately:
 - A. School Form 1 (SF1) School Register,
 - B. School Form 2 (SF2) Daily Attendance Report of Learner,
 - C. School Form 4 (SF4) Monthly Learner's Movement and Attendance,
 - D. School Form 5 (SF5) Report on Promotion and Level of Proficiency,
 - E. School Form 6 (SF6) Summarized Report on Promotion and Level of Proficiency,
 - F. School Form 10 (SF10) Learner's Permanent Academic Record,
 - G. Form 137 A/E and
 - H. Form 138 A/E.
2. Checking of School Forms at the Division Level will be announced later.
3. Wide dissemination of and strict compliance with this Memorandum is directed.



JOSEPH IRWIN A. LAGURA, PhD
Schools Division Superintendent

JIL/MKP/CID/EGDT/jaal



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