



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Governance Operations Division

DIVISION MEMORANDUM

March 25, 2025

No. 191, s. 2025

**GUIDELINES ON THE STREAMLINING OF SCHOOL FORMS AND REPORTS
ACCOMPLISHED BY TEACHERS**

To: Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers
All Others Concerned

1. Attached is DepEd Order No. 006 s. 2025 entitled "**GUIDELINES ON THE STREAMLINING OF SCHOOL FORMS AND REPORTS ACCOMPLISHED BY TEACHERS**", in consonance with the rationalized workload of teachers, the school forms and reports to be accomplished by **teachers shall be limited to those required for their teacher ancillary tasks and teaching-related assignments** as provided in **Enclosure Nos. 1 and 3**.
2. Immediate and wide dissemination of this Memorandum to all concerned is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

For the SDS:


MAURINE C. CASTAÑO
Chief, SGOD 



Republic of the Philippines
Department of Education

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DepEd ORDER
No. 006, s. 2025

**GUIDELINES ON THE STREAMLINING OF SCHOOL FORMS AND REPORTS
ACCOMPLISHED BY TEACHERS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
Public Elementary and Secondary School Teachers
All Others Concerned

1. The Department of Education (DepEd) has been steadfast in undertaking reforms that aim to cultivate a work environment that supports quality education while taking care of its people.
2. With the issuance of DepEd Order (DO) Nos. 002, s. 2024 titled Immediate Removal of Administrative Tasks of Public-School Teachers and DO 005, s. 2024 titled Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload, the Department has rationalized the workload of teachers by streamlining their day-to-day tasks, setting their official working hours, and providing guidelines for additional compensation for work excess of their prescribed workload. The issuance of these policies promotes teacher quality while upholding teacher welfare. However, in our efforts to continuously build a work environment supportive of these goals, the Department acknowledges that there is a need to rationalize the processes at the school level, particularly the school forms and reports mandated to our schools and teachers.
3. In support of this endeavor, the Department issued DepEd Memorandum No. 037, s. 2024 titled Creation of Task Force Results-Based Performance Management System and Teachers' Workload, creating a task force dedicated to reviewing and assessing teachers' workload with a focus on reportorial requirements. The task force has conducted a series of consultations with teachers, school heads, and nonteaching personnel to identify key issues surrounding school forms and reports and formulate concrete solutions to address these problems.
4. In consonance with the rationalized workload of teachers, the school forms and reports to be accomplished by **teachers shall be limited to those required for their teacher ancillary tasks and teaching-related assignments** as provided in **Enclosure Nos. 1 to 3**.
5. In cases where teachers are members of groups, teams, or councils organized for stakeholder engagement, such as the School Planning Team (SPT), School Governance Council (SGC), and/or Parent-Teacher Association (PTA), among others, they may be required to accomplish forms and reports related to their duties as members of these

[Handwritten initials]

groups. However, as may be practicable, other members aside from teachers shall assume primary responsibility for these forms and reports. Furthermore, the school heads must ensure that under no circumstances shall teachers' workload be adversely affected in the performance of duties in these groups.

6. The **Human Resource and Organizational Development (HROD) Strand** shall review and assess new school forms and reports and their implications for teacher workload. The **Curriculum and Teaching** and **Operations Strands** shall continuously review and assess existing school forms and reports from their respective strands to ensure alignment with teacher workload, ancillary tasks, and teaching-related assignments.

7. The **regional offices** (ROs) and **schools division offices** (SDOs) shall constitute an implementation team responsible for overseeing and monitoring the implementation of the policy. At the minimum, the implementation team shall be composed of the following:

Regional Offices

Chairperson : Assistant Regional Director
Members : Field Technical Assistance Division, Chief

Schools Division Offices

Chairperson : Assistant Schools Division Superintendent
Members : Curriculum Implementation Division, Chief
School Governance Operations Division, Chief

8. The **Strategic Management Strand** shall be responsible for the overall review, assessment, and streamlining of school forms and reports outside the workload of teachers, in coordination with all other concerned offices at the Central Office, ROs, and SDOs. Compliance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 and other relevant laws and issuances shall be strictly observed in the following undertakings, among others:

- a. Establish a Data Management Framework in DepEd to guide the operationalization of information systems within the Department, including processes for data collection, reporting, and analysis;
- b. Convene all concerned offices to discuss and evaluate both immediate and long-term interventions to ensure that school forms and reports outside the workload of teachers are not burdensome to school personnel due to complexity, redundancy, or volume; and
- c. Develop information systems that shall streamline data collection and reporting processes across all governance levels.

9. All DOs and other related issuances, rules, regulations, and provisions that are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.

10. This DO shall take effect immediately upon its approval, issuance, and publication on the DepEd website. This shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

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11. For more information, all concerned may contact the **Bureau of Human Resource and Organizational Development-School Effectiveness Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bhrod.sed@deped.gov.ph.

12. Immediate dissemination of and strict compliance with this Order is directed.



SONNY ANGARA
Secretary



Encls.:
As stated

References:
DepEd Order Nos. (005, s. 2024 and 002, s. 2024)

To be indicated in the Perpetual Index
under the following subjects:

POLICY
SERVICE
TEACHERS
TEACHING LOAD
WORK HOURS



STANDARD SCHOOL FORMS FOR ALL TEACHERS

WORKLOAD SUB-CATEGORY	FORMS/REPORT TITLE
Assessment of Learners' Progress	<ol style="list-style-type: none">1. Learning Outcome Assessment2. Class Record3. Test Result and Analysis4. Report on Remedial and Intervention Program
Curriculum Delivery and Pedagogy	<ol style="list-style-type: none">1. Individualized Learning Plan



**SCHOOL FORMS FOR TEACHER ANCILLARY TASKS BASED ON
LEARNING AREA/GRADE LEVEL/DESIGNATION**

WORKLOAD SUB-CATEGORY	FORMS/REPORT TITLE
Assessment of Learners' Progress	<ol style="list-style-type: none"> 1. Kindergarten Progress Report 2. Philippine Informal Reading Inventory (Phil-IRI) (Individual, Classroom and School Reading Profile) 3. Rapid Numeracy Assessment Result 4. Comprehensive Rapid Literacy Assessment (CRLA) Result 5. Multi-factored Assessment Tool (MFAT) Result 6. Early Childhood Development Checklist
Coaching, Mentoring, and Provision of Technical Assistance	<ol style="list-style-type: none"> 1. Learning Action Cell (LAC) Plan and Accomplishment Report 2. Instructional Supervisory Plan 3. Instructional Supervisory Report 4. Narrative Report of SLAC for Intermediate Teachers
Curriculum Delivery and Pedagogy	<ol style="list-style-type: none"> 1. National Learning Camp (NLC) Attendance Record 2. Accomplishment Report of LCVs (Learning Camp Volunteer)
Curriculum Planning	<ol style="list-style-type: none"> 1. In-Service Training for Teachers (INSET) Report / documentation
Homeroom Guidance and Management	<ol style="list-style-type: none"> 1. Report on Learners at Risk of Dropping Out 2. School Form 1 - School Register 3. School Form 2 - Learner Daily Attendance Report 4. School Form 3 - Book Issued and Returned 5. School Form 5 - Report on Promotion and Level of Proficiency 6. School Form 5A- End of Semester and School Year Status 7. School Form 8 - Learner's Basic Health and Nutrition Report 8. School Form 9 - Learner's Progress Report Card 9. School Form 10 - Learner's Permanent Academic Record 10. Learner Information System (LIS) Updating, Encoding, and Finalization 11. National Achievement Test List of Learners

	<ol style="list-style-type: none">12. Alternative Learning System (ALS) Form 1 - List of Mapped and Potential Learners13. ALS Form 3 - Master List of Enrolled Learners and End of Program Assessment14. ALS Form 4 - Master List of A&E Test Registrants15. ALS Form 5 - Learner's Permanent Record16. Early Language Literacy and Numeracy Assessment (ELLNA) - List of Learners17. School Form 5B- List of Learners with Complete SHS Requirements18. SHS Tracer Report/Curriculum Exit Tracking System
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SCHOOL FORMS FOR TEACHING-RELATED ASSIGNMENTS

WORKLOAD SUB-CATEGORY	FORMS/REPORT TITLE
Chairmanship: Learning Area	<ol style="list-style-type: none"> 1. Learning Area Action Plans 2. Learning Resource Management Section (LRMS) Needs 3. Youth for Environment in Schools Organization (YES-O) Calendar of Annual Proposed Activities 4. YES-O Registration Form 5. YES-O Annual Accomplishment Report
School Coordinator: Guidance and Advocacy	<ol style="list-style-type: none"> 1. Intake Sheet/Incident Report 2. Quarterly Mental Health Report
Trainer/Adviser: Sports Development Programs	<ol style="list-style-type: none"> 1. SSC 1: School Sports Club Registration Form 2. Updated Sports Form for Athletes
Trainer/Adviser: Supreme Elementary/Secondary Learner Government	<ol style="list-style-type: none"> 1. Supreme Elementary Learner Government (SELG) Accomplishment Report 2. Supreme Elementary Learner Government (SELG) Action Plan 3. Learner Government (LG) Commission on Elections and Appointments (COMEA) Monitoring Tool 4. Learner Government Election and Appointment Forms (Action Plan and Accomplishment Report) 5. Election Application Form (Learner Government Election) 6. Introductory Profile for Elementary Level (Learner Government Election) 7. Introductory Profile for Secondary Level (Learner Government Election) 8. Screening Form [Election] (Learner Government Election) 9. Screening Form [Appointment] 10. Sample Ballot 11. Election Tabulation Form 12. Election Canvass Form 13. Registry of Elected Officers 14. Registry of Qualified Nominees 15. School Career Guidance Implementation Report 16. Curriculum Exit Tracking 17. Membership Report 18. Five Year Action Plan/Target 19. General Plan of Action 20. Communication for Respondent 21. Grievance Form 22. Appointment Form and Certification

	<ul style="list-style-type: none">23. Communication for Appointee24. Communication for Nominee and Nomination Reply Slip25. Nomination Form26. Oath of Office27. Poll Watcher Authorization Form28. Minutes of the Meeting (Learner Government Election)29. Notice of Meeting (Learner Government Election)30. Resolution (Learner Government Election)
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