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FEB 13 2016

February 11, 2016

Division Memorandum
No. 54, s. 2016

RECORDS SECTION

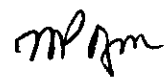
CLARIFICATIONS IN SCHOOL FORMS (SFs) OF GRADE 5 AND 6

To: **Assistant Schools Division Superintendents
CID/SGOD Chiefs
Education Program Supervisors/Specialists
Public Schools District Supervisors
Elementary School Principals/Head Teachers/TICs
Teachers Concerned**

1. To have uniformity on the use of forms and other records relative to Grade 5 and 6 Basic Education Curriculum (BEC), the following actions shall be taken for Form 137 (Permanent Record) and Form 138 (Report Card):
 - a. MAPEH shall be replaced by MSEP and "Health" must be deleted. There should be no corresponding grade in its components.
 - b. MAKABAYAN shall still appear in the report card but no computed grade.
 - c. The learning areas shall be as follows:
 - Filipino
 - English
 - Mathematics
 - Science and Health
 - MAKABAYAN
 - Araling Panlipunan
 - Edukasyong Pantahanan at Pangkabuhayan (EPP)
 - Edukasyon sa Pagpapakatao (EsP)
 - MSEP (Musika, Sining, Edukasyon sa Pagpapalakas)
 - d. The final grade for each learning area shall be computed by adding all the grades from first to fourth quarter then divided by 4 while the general average shall be computed by adding the grades in eight (8) learning areas divided by 8.
 - e. Report on Learner's Observed Values must be attached to Form 137 (Permanent Record).

2. Still, Deped Order No. 4, s. 2014 shall be strictly followed in the preparation of School Forms 1-6 where the said forms shall be officially downloaded from Learner Information System (LIS) and must be consistent with the data encoded into Enhanced Basic Education Information System (EBEIS) and LIS. It is also discouraged to do modification or adding new elements in the forms without proper clearance. Also, align the numerical values from the Form 138 (Report Card) with the corresponding numerical values found in SF 5 (i.e. 90-100 marked as "Outstanding" in Form 138 while in the SF 5 same numerical value is observed as "Advanced").

3. For information, guidance and strict compliance.


RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

MMM_Memo_Clarifications_Communication
CID-001_February_12_2016

