



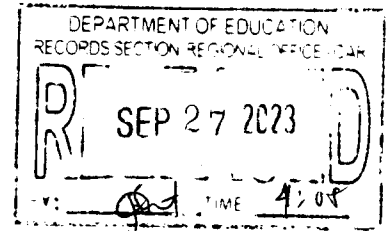
Republic of the Philippines
Department of Education
Cordillera Administrative Region

September 25, 2023

REGIONAL MEMORANDUM

No. 557.2023

To: Assistant Regional Director
All Regional Office Functional Division Chiefs/OIC
Schools Division Superintendents
Public and Private School Heads
All Others Concerned



REITERATION OF THE POLICY GUIDELINES ON THE UTILIZATION OF THE MODIFIED SCHOOL FORMS (SFs) FOR THE K TO 12 BASIC EDUCATION

1. Relative to the provision of a reliable assurance mechanism of learner information and to ensure the quality of school reports, all public and private schools, and state and local universities and colleges (SUCs/LUCs) offering basic education must comply with the prescribed standard process and protocols in the preparation, evaluation, and updating of school forms conducted at the end of every school year pursuant to DepEd Order No. 11, s. 2018 known as **Guidelines on the Preparation and Checking of School Forms**. Hence, utilization of the modified school forms with the prescribed template pursuant to the following issuances must be adopted:

- a. DepEd Order No. 4, s. 2014 on the **Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014**, for SFs 1 to 7.
- b. DepEd Order No. 8, s. 2015 on **Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program**, for the SF 9 (Learner's Progress Report Card).
- c. DepEd Order No. 54, s. 2016 on the **Guidelines on the Request and Transfer of Learner's School Records**.
- d. DepEd Order No. 69, s. 2016 on the **Provision of the DepEd Electronic Class Record and Form 137 for Senior High School**, for the SF10 of Senio High School.
- e. DepEd Order No. 58, s. 2017 on the **Adoption of New Forms for Kindergarten, Senior High School, Alternative Learning Systems, Health and Nutrition, and Permanent Records**.

2. For details or queries, kindly contact the Quality Assurance Division (QAD) at Tel. No. 422-1381 (local 1201) or email at car.qad@deped.gov.ph.

3. Strict compliance with this memorandum is enjoined.

ESTELA P. LEON-CARIÑO, EdD, CESO III

Director IV/ Regional Director

QAD/EET/elg



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