|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code and title of forms** | **Description** | **To be prepared by** | **Mode of preparation** | **Schedule** |
| **SF 1 – School Register** | Master list of class enrollment | Class adviser | LIS | Beginning of school year (BoSY) and as needed |
| **SF 2 – Learner’s Daily Class Attendance** | Recording of attendance, absence, or tardiness (template with name of learners) | Class adviser | Partially through LIS and manual | Daily |
| **SF 3 – Books Issued and Returned** | List of books (by title) issue to/returned by learners | Class adviser | Partially through LIS and manual | BoSY and End of school year (EoSY) |
| **SF 4 – Summary Enrollment and Movement of Learners** | Enrollment count, transferred in/out and dropout by grade level (Summary of SF 2) | School head | LIS | monthly |
| **SF 5 – Report on Promotion** | List of promoted/retained by class | Class adviser | LIS | EoSY |
| **SF 6 – Summary Report on Promotion** | Number of promoted/retained by grade level (Summary of SF 5) | School head | LIS | EoSY |
| **SF 7 – Inventory of School Personnel** | List of school personnel with basic profile and teaching load/assignment | School head | Manual (originally designed in Human Resource Information System) | BoSY and as needed |
| **SF 8 – Learner Basic Health Profile** | Per learner assessment of Body Mass Index | Class adviser / MAPEH teachers | LIS | BoSY and EoSY |
| **SF 9 – Learner Progress Report Card** | Individual academic, behavioral and attendance report by quarter (formerly Form 138) | Class adviser | Manual | Quarterly |
| **SF 10 – Learner’s Permanent Academic Record** | Individual academic record by quarter and SY (simplified and standardized from former Form 137) | Class adviser | Manual | EoSY |
| **SHS forms (new)** | SFs 1-7 customized to fit SHS requirement | Class adviser / School head | LIS and manual | Semestral |