

Republic of the Philippines  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
Meralco Avenue, Pasig, Metro Manila


December 29, 1993

DECS Order No. 98, s. 1993

**REVISED LIST OF PERIODIC REPORTS REQUIRED OF TEACHERS  
AND PRINCIPALS IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

**To:** Bureau Directors, Regional Directors  
Superintendents, Supervisors  
Vocational School Administrators  
Elementary and Secondary Public School Principals

1. In consonance with the enunciated policy of providing teachers and principals with more time for teaching in or managing the schools, the periodic reports to be submitted to higher or supervisory authorities shall henceforth be limited to those for which a felt need has been established. The time spent on report preparation has been reduced through diminution in content, frequency of submission, or abolition altogether.
2. The revised and reduced list of reports required to be submitted by the classroom teacher to the principal and by the principal to the district/division office is found in the Enclosure. Those reports previously required of teachers and principals but not contained in the attached list no longer need be submitted. However, special periodic reports which are required only of certain types of schools, such as financial reports from national high schools, should still be submitted.
3. Special reports may still be asked if a particular or an urgent need arises, but they should be as infrequently as possible. A distinction should also be made between submission and compilation of data: in many instances, data will still have to be recorded, to be submitted if needed, as for example the monthly attendance report, which still has to be recorded every month but submitted only at the beginning and the end of the school year.
4. Teachers and principals are encouraged to submit recommendations for further reduction in the required reports, including simplification and abolition. Such recommendations may be submitted to superintendents, regional offices or even to the central office.
5. This Order takes effect immediately, and supersedes all DECS issuances which are inconsistent with its provisions.



ARMAND FABELLA  
Secretary

Incl.:

As stated

Reference:

DECS Order: No. 33, s. 1993

Allotment: 1-2-3-4 (M.O. 1-87)

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

- / BUREAUS & OFFICES
- / FORMS
- / LISTS
- / REPORTS
- / SCHOOLS
- / TEACHERS

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**LIST OF REQUIRED REPORTS**

Title	Frequency*
<b>A. Due From Teachers to their Principals</b>	
1. Monthly Attendance and Enrollment (Form 2)	B/EOSY
2. Reading Proficiency Report	B/EOSY
3. Physical Fitness Report	B/EOSY
4. Daily Time Record (with Form 6)	EOM
5. Applied Nutrition Report	EOSY
5. Annual Report	EOSY
7. Subject Area Reports	EOSY
8. Tree Planting Report	EOSY
9. PAST/Clearance	EOSY
10. Report on Promotions (Form 18 A/B)	EOSY
<b>B. Due from Principals to District/Division Offices</b>	
1. Consolidated Enrollment Report (Form A)	BOSY
2. Class Schedule (Form 29)	BOSY
3. Teacher Schedule (Form 30)	BOSY
4. Qualifications/Loads of Teachers (Form 31)	BOSY
5. Monthly Attendance and Enrollment (Form 3)	B/EOSY
6. Applied Nutrition Report	B/EOSY
7. Physical Fitness Report	B/EOSY
8. Budget Proposal	July - August
9. OPS Omnibus Report	October
10. Educational Development Plan	One Year Ahead
11. Property Inventory Updating	March
12. Annual Procurement Program	EOCY
13. Work and Financial Plan	EOCY
14. Annual Report	EOSY
15. Absences/Leaves (for PVP)	EOSY
16. Tree Planting Report	EOSY
17. Consolidated Promotion Report (Form 20)	EOSY
18. Financial Reports on Authorized Collections	EOSY
19. PASKO/Administrator's Clearance	EOSY

**\* Legend:**

EOM	End of each month
BOSY	Beginning of the school year
B/EOSY	Beginning/ending of the school year
EOSY	End of the school year
EOCY	End of the calendar year

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