



Republic of the Philippines
Cordillera Administrative Region
Department of Education
BENGUET DIVISION
Wangal, La Trinidad, Benguet, 2601
Telefax: (074) 422-6570; (074)422-7501



DIVISION MEMORANDUM

No. 060 s. 2017

TO : Education Program Supervisors
Public Schools District Supervisors
School Heads, All Public and Private Elementary and Secondary Schools
All Others Concerned

SUBJECT : **SUBMISSION OF END-OF-SCHOOL YEAR (EOSY) 2016-2017 REPORTS**

FROM : **FEDERICO P. MARTIN, Ed. D., CESO V**
Schools Division Superintendent

DATE : April 04, 2017

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1. All concerned school heads are hereby required to submit the following End-of-School Year reports:
- A. **School Form 4 (SF4)** for the Month of March 2017 - Monthly Learner's Movement and Attendance
NOTE: Please specify reasons for dropouts with the corresponding number of pupils/students (male, female) per reason.
 - B. **School Form 7 (SF7)** for the Month of March 2017 - School Personnel Assignment List and Basic Profile
 - C. **List of All Teaching and Non-Teaching Personnel Profile by School** for the Month of March 2017 – use the required forms
 - D. Duly signed School Forms (1 complete set per school)
 1. **School Form 5 (SF 5)** - Report on Promotion & Level of Proficiency
 2. **School Form 6 (SF 6)** - Summarized Report on Promotion and Level of Proficiency
 - E. **End-of-School Year (EOSY) Statistical Report by School-** use the required forms attached
NOTE: Report should be strictly based on School Forms 5 & 6.

2. It is requested that above-stated reports are to be submitted to this Office care of the Planning & Research Section on or before April 25, 2017.