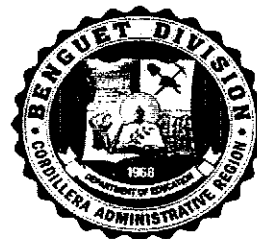
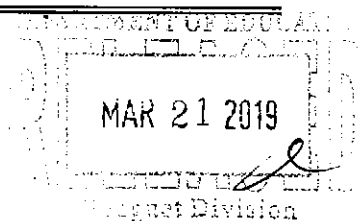


Republic of the Philippines
Cordillera Administrative Region
Department of Education
BENGUET DIVISION
Wangal, La Trinidad, Benguet, 2601
Telefax: (074) 422-6570; (074)422-7501



DIVISION MEMORANDUM

No. 84 s. 2019



TO : 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) 2018-2019 REPORTS**

FROM : **MARIE CAROLYN B. VERANO, CESO VI**
Schools Division Superintendent

NESTOR L. BOLAYO
Public Schools District Supervisor
DIC-Asst. Schools Division Superintendent

DATE : March 19, 2019

1. All school heads are required to submit the following End-of-School Year 2018-2019 reports for consolidation, analysis and reporting results to higher office for decision making:

A. **School Form 4 (SF4), Senior High School Form 4** for the Month of March 2019 - Monthly Learner's Movement and Attendance

Note: Please attach specific reasons for dropouts with the corresponding number of pupils/students (male, female) per reason and by grade level.

B. **School Form 5 and School Form 6** (Accomplished in 3 copies and printed back-to-back using Long Bond paper)

Levels	School Form 5 (SF5)	School Form 6 (SF6)
Kindergarten	SF5K-Report on Promotion & Level of Proficiency for Kinder	
Grades 1-6/ Grades 1-10	School Form 5 (SF 5) Report on Promotion & Level of Proficiency	Summarized Report on Promotion and Level of Proficiency
Senior High School	School Form 5A -End of Semester and School Year Status of Learners for Senior High School (SF5A-SHS) School Form 5B -List of Learners with Complete SHS Requirements (SF5B-SHS)	Summarized Report of Learner Status as of End of Semester and School Year for Senior High School (SF6-SHS)

➤ Public Schools - All copies must be signed by the Class Adviser, School Head and the Public School District Supervisor (PSDS).

- SF5 and SF6 of public schools are to be compiled per district with attached list of schools for SY 2018-2019.

- Submit List of Graduates for School year 2018-2019 (NOT Candidates for Graduation), both elementary and secondary schools.

➤ Private schools- All copies must be signed by the Class Adviser and the School Head, with SF 6 attached.

C. **School Form 7 (SF7), Senior High School Form 7** for the Month of March 2019 - School Personnel Assignment List and Basic Profile

D. **List of All Teaching and Non-Teaching Personnel Profile by School** for the Month of March 2019 – use the required forms attached

E. **End-of-School Year (EOSY) Statistical Report by School-** use the required forms attached

2. It is requested that hard copies of all above-stated reports are due in this Office on or before **April 30, 2019** to all public schools and to those private schools who started their classes in June 2018. Private schools who started their classes in July and August 2018, reports will due on or before **May 31, 2019**.

3. It is further required that all school heads and other concerned school personnel must update the EOSY statuses of their learners in the Learner Information System (LIS). The facility is already available in the system which is being flashed in the Announcements Page as follows:

LIS (K-12)

LIS EOSY Facility for SY 2018-2019 is already open and will be available until April 15, 2019.

Tutorial guides related to EOSY facility are available in the LIS Support Page.

The following facilities for SHS SY 2018-2019 are now available:

1. 1st Sem Updating
2. 2nd Semester Enrolment

Tutorial Guides are available in the LIS Support Page.

LIS (School Forms)

Please read the newly released memorandum about the LIS School Forms Report Generation. To read, click this link.

4. Immediate dissemination of and strict compliance with this memorandum is enjoined.