



DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OFFICE

**NEGROS ORIENTAL**

*Flourishing the Paths to Educational Excellence*

March 30, 2016



Division Memorandum

No. 223, s. 2016

**SUBMISSION OF SCHOOL FORM 5 (SF 5) on REPORT on PROMOTION & LEARNING  
PROGRESS & ACHIEVEMENT and SCHOOL FORM 6 (SF 6) on SUMMARIZED REPORT on PROMOTION &  
LEARNING PROGRESS AND ACHIEVEMENT**

To : Public Schools District Supervisors/District In Charge  
Public Elementary & Secondary School Heads  
District Statisticians  
All Others Concerned

1. This is to remind the field that submission of School Form 5 (SF 5) on Report on Promotion and Learning Progress & Achievement and School Form 6 (SF 6) on Summarized Report on Promotion and Learning Progress & Achievement to the division office for review/validation and signature of the Division Representative and the Schools Division Superintendent respectively is on or before May 6, 2016.


2. School Heads are strongly advised to properly scrutinize entries of the said forms before these shall be endorsed to the division office.

3. Each school shall prepare the said forms in three (3) soft and hard copies, one for the school, another copy for the district and the third copy for the division office.

4. Signatory of the Division Representative is Dr. Erlinda N. Calumpang, Chief Education Supervisor, Curriculum Implementation Division.

5. For dissemination.

LTC/enc

  
**LELANIE T. CABRERA, CESE**  
*Assistant Schools Division Superintendent*  
*Officer-in-Charge*  
03/31/16

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