



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region
DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

September 14, 2016


DIVISION MEMORANDUM

No. 549; s. 2016

SUGGESTED FORMAT OF FORM 137 & FORM 138 FOR SENIOR HIGH SCHOOL

TO : Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/Districts-In-Charge
Public Secondary School Heads
All Others Concerned

1. Attached are the copies of the suggested format of Form 137 and Form 138 for the use of SHS learners.
2. For the soft copy of these forms, visit our Division LR Portal or please contact Ms. Mary Jane A. Samson through her mobile phone, 09261185406.
3. For your information and widest dissemination.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer-In-Charge
9/15/16

LTC/raj

15 SEP 2016

1x1 ID Picture

School

Municipality

SECONDARY STUDENT'S PERMANENT RECORD

LRN:

Date of Birth: Year Month Day Sex

(Surname)	(Given Name)	(Middle Name)
...

Place of Birth:	Province	Town	Barrio
-----------------	----------	------	--------

Parent Guardian: _____

(Name)	(Address)	(Occupation)
--------	-----------	--------------

Junior HS completed: No. of Years: School: Sch Year: Gen. Ave

School _____										School Year 20____ - 20____									
Total number of years in school to date _____																			
Grade Level: _____					Semester: _____														
Track: _____					Strand: _____														

SUBJECT	QUARTER		Semester Final Grade	Action Taken	REPORT ON LEARNER'S OBSERVED VALUES			
					Core Values	Behavior Statements	Quarter	
							1	2
Core Subjects:					1. MAKA-DIYOS	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others		
						Shows adherence to ethical principles by upholding truth		
					2. MAKATAO	Is sensitive to individual, social, and cultural differences		
						Demonstrates contributions towards solidarity		
Applied Subjects:					3. MAKAKALIKASAN	Cares for the environment and utilizes resources wisely, judiciously, and economically		
					4. MAKA BANSA	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen		
General Average for the Semester								

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Days of School													
Days Present													
Has Advance Units in	_____												
Lacks Units in	_____												
To be Classified as	_____												

(Cur. Year)

School _____														
Total number of years in school to date _____										School Year 20____ - 20____				
Grade Level: _____					Semester: _____									
Track: _____					Strand: _____									
SUBJECT		QUARTER		Semester Final Grade	Action Taken	REPORT ON LEARNER'S OBSERVED VALUES								
						Core Values	Behavior Statements	Quarter						
Core Subjects:								1. MAKADIYOS	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others Shows adherence to ethical principles by upholding truth	1	2			
						2. MAKATAO	Is sensitive to individual, social, and cultural differences Demonstrates contributions towards solidarity							
								3. MAKAKALIKASAN	Cares for the environment and utilizes resources wisely, judiciously, and economically					
Applied Subjects:						4. MAKABANSA	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen Demonstrates appropriate behavior in carrying out activities in the school, community, and country							
General Average for the Semester														
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Days of School														
Days Present														
Has Advance Units in		_____												
Lacks Units in		_____												
To be Classified as		_____												
(Cur. Year)														

NAME

(Surname) (First Name) (Middle Name)

School _____		(First Name)		(Middle Name)		(Last Name)							
Total number of years in school to date _____				School Year 20____ - 20____									
Grade Level: _____		Semester: _____											
Track: _____		Strand: _____											
SUBJECT	QUARTER		Semester Final Grade	Action Taken	REPORT ON LEARNER'S OBSERVED VALUES								
					Core Values	Behavior Statements	Quarter						
Core Subjects:							1	2					
					1. MAKADIYOS	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others							
						Shows adherence to ethical principles by upholding truth							
					2. MAKATAO	is sensitive to individual, social, and cultural differences							
						Demonstrates contributions towards solidarity							
Applied Subjects:					3. MAKAKALIKASAN	Cares for the environment and utilizes resources wisely, judiciously, and economically							
					4. MAKABANSA	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen							
						Demonstrates appropriate behavior in carrying out activities in the school, community, and country							
General Average for the Semester													
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Days of School													
Days Present													
Has Advance Units in													
Lacks Units in													
To be Classified as													
(Cur. Year)													

School _____														
Total number of years in school to date _____										School Year 20____ - 20____				
Grade Level: _____					Semester: _____									
Track: _____					Strand: _____									

SUBJECT	QUARTER		Semester Final Grade	Action Taken	REPORT ON LEARNER'S OBSERVED VALUES				
					Core Values	Behavior Statements	Quarter		
				1			2		
Core Subjects:					1. MAKADIYOS	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others			
						Shows adherence to ethical principles by upholding truth			
						2. MAKATAO	is sensitive to individual, social, and cultural differences		
							Demonstrates contributions towards solidarity		
Applied Subjects:					3. MAKAKALIKASAN	Cares for the environment and utilizes resources wisely, judiciously, and economically			
					4. MAKABANBA	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen			
						Demonstrates appropriate behavior in carrying out activities in the school, community, and country			
General Average for the Semester									

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
Days of School													
Days Present													
Has Advance Units in	_____												
Lacks Units in	_____												
To be Classified as	_____												

(Cur. Year)

CERTIFICATE OF TRANSFER

To Whom it May Concern:

I certify that this is a true record of _____, the student is eligible, on this _____ day of _____, 20____, for admission to _____ year as a regular/an irregular and had no money or property responsibility in this school.

Remarks _____

Remarks _____

(Principal)

Copy of this record sent to principal of _____ School
on _____, 20_____

(principal)

Appendix D

REPORT ON LEARNING PROGRESS AND ACHIEVEMENT

First Semester

Subjects	Quarter		Semester Mark Grade
	1	2	
Core Subjects			
Applied and Specialized Subjects			
General Average for the Semester			

Second Semester

Subjects	Quarter		Semester Mark Grade
	1	2	
Core Subjects			
Applied and Specialized Subjects			
General Average for the Semester			

REPORT ON LEARNER'S OBSERVED VALUES

Core Values	Behavior Statements	Quarter			
		1	2	3	4
1. Maka-Diyos	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others				
	Shows adherence to ethical principles by upholding truth				
2. Makatao	Is sensitive to individual, social, and cultural differences				
	Demonstrates contributions toward solidarity				
3. Maka-kalikasan	Cares for the environment and utilizes resources wisely, judiciously, and economically				
4. Makabansa	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen				
	Demonstrates appropriate behavior in carrying out activities in the school, community, and country				

Observed Values

Marking

AD
SO
RO
NO

Non-numerical Rating

Always Observed
Sometimes Observed
Rarely Observed
Not Observed

Learner Progress and Achievement

Descriptors

Outstanding
Very Satisfactory
Satisfactory
Fairly Satisfactory
Did Not Meet Expectations

Grading Scale

90-100*
85-89
80-84
75- 79
Below 75

Remarks

Passed
Passed
Passed
Passed
Failed

Appendix D

REPORT ON ATTENDANCE

	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
No. of school days											
No. of days present											
No. of days absent											

PARENT/GUARDIAN'S SIGNATURE

1st Quarter _____

2nd Quarter _____

3rd Quarter _____

4th Quarter _____

DepEd FORM 138

Republic of the Philippines
Department of Education

Region _____

Division _____

District _____

School _____

Name: _____

Age: _____ Sex: _____

Grade: _____ Section: _____

School Year: _____

Track/ Strand: _____

Dear Parent:

This report card shows the ability and progress your child has made in the different learning areas as well as his/her core values.

The school welcomes you should you desire to know more about your child's progress.

Principal _____

Teacher _____

Certificate of Transfer

Admitted to Grade: _____ Section: _____

Eligibility for Admission to Grade: _____

Approved: _____

Principal _____

Teacher _____

Cancellation of Eligibility to Transfer

Admitted in: _____

Date: _____

Principal _____