



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECT.

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DIVISION MEMORANDUM  
No. 238, s. 2021

**SPECIFIC INSTRUCTIONS ON THE RECENT POLICY ISSUANCES FOR SCHOOL  
YEAR 2020-2021**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School Heads – Public and Private

1. In reference to DM-PHROD-2021-0476, re: SPECIFIC INSTRUCTIONS ON THE RECENT POLICY ISSUANCES FOR SCHOOL YEAR 2020-2021, this office through the Curriculum Implementation Division reiterates that all concerned should be guided accordingly and observe the following adjustments due to recent policy issuances of the Department:

**A. DepEd Order No. 18, s. 2021 (Interim Guidelines on Giving of Awards and Recognition in Light of the Basic Education Learning Continuity Plan for School Year 2020-2021)**

- a. The tagging of honors during the updating of End of School Year (EOSY) status of the learner in the Learner Information System (LIS) shall be limited only to Grade 6 & 10 since the facility for Senior High School (Grade 12) is not yet available in the system. While for another grade levels, schools shall only be allowed to encode the general average of the learner.
- b. Tagging of honors is optional for private schools.
- c. The system generated SF5, or Report on Promotion shall only reflect the honors given for grades 6, 10 & 12.

**B. DepEd Memorandum No. 14, s. 2021 (Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the S.Y. 2020-2021)**

**For the Division Checking Committee (DCC):**

- a. The **conduct of the review and checking of school forms by the DCC is temporarily suspended for SY 2020-2021**. However, the DCC shall continuously provide **Technical Assistance** to schools through information dissemination-related activities, reiterate instructions regarding the interim guidelines set in DM 14, s 2021, and emphasize the roles and functions of the School Checking Committee (SCC) as stipulated in DepEd Order No. 11, s.2018.
- b. The DCC shall consolidate the SFCRI submitted by the schools and prepare the District/Cluster Summary and division Summary using the SFCR 2 and 3, respectively. Please refer to Section V Paragraph C2 of DepEd Order 11, s. 2018 for further instruction.



**For the School Checking Committee (SCC):**

- a. The School Head as the Chair of the SCC **has the discretion** to reconstitute the members of the committee, **except** for the LIS Coordinator as one of the two co-chairs.
- b. Prior to the actual checking of school forms, **the SCC shall conduct a review or reorientation** on the guidelines stipulated in DepEd Order No. 11. s. 2018.
- c. The SCC **shall be responsible for checking school records, make necessary adjustments, and affix their signature in the School Form 5 (Report on Promotion).**
- d. After checking the school forms, the SCC shall submit to the DCC Chair copies of the following school forms on or before July 30, 2021.
  1. SF4 for month of June 2021
  2. SF5 Report on Promotion
  3. SF6 Summary Report on Promotion
  4. SFCR1

**C. Reiteration of DepEd Order No. 54, s. 2016 (Guidelines and Transfer of Learner's School Records)**

- a. The **LIS transfer notification** shall serve as the notice of request for the transfer of document/s from the originating school to the receiving school. It replaces the traditional practice of printing the request form.
- b. After thirty (30) days, despite persistent follow-ups made to the originating school, all pending requests for action on the transfer of documents shall be consolidated to the School Governance and Operation Division (SGOD) for technical assistance.

**D. DepEd Order No. 14, s. 2016: Reiteration of the System Instruction in Updating the EOSY Status of Learner Profile in the LIS**

- a. The **class adviser** shall update the status of the transfer of learners from one school to another. The instruction applies to both public and private schools.
- b. The **Division Planning Officer** as the Division System Administrator shall prepare the consolidated **list of schools that continuously ignore the transfer request in the LIS** which shall be submitted to the office of the Schools Division Superintendent (SDS) through the SGOD Chief for appropriate action.

**E. Tagging of Learner with Disabilities (LWDs) and recipients of School-Based Feeding Program (SBFP) shall be available in LIS for End of School Year 2020-2021.**

**F. The LIS EoSY Updating facility will be available on the following schedules:**

	<b>Timeline</b>
a. Public Schools	
b. Private Schools & SUC/LUC	<b>July 5 2021</b>

2. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent



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