



Republic of the Philippines  
Department of Education  
REGION VI - WESTERN VISAYAS  
SCHOOLS DIVISION OF SAGAY CITY


APR 04 2025

DIVISION MEMORANDUM  
No. 255, s. 2025

GUIDELINES ON THE STREAMLINING OF SCHOOL FORMS AND REPORTS  
ACCOMPLISHED BY TEACHERS

To: Assistant Schools Division Superintendent  
Chief Education Supervisors – CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Secondary School Heads  
All Others Concerned

- 1. Enclosed are Regional Memorandum No. 314, s. 2025, dated March 31, 2025, and DepEd Order No. 006, s. 2025 titled "Guidelines on the Streamlining of School Forms and Reports Accomplished by Teachers."
- 2. Immediate and wide dissemination of this Memorandum is desired.

  
**DANNIE CLARK M. UGUIL, CESE**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  
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Enclosure : As stated  
Reference : RM No.314, s. 2025 and DO No. 006, s. 2025  
Allotment : N/A  
No. of Pages : 10  
To be indicate in the **Perpetual Index** under the following subjects:

GUIDELINES SCHOOL FORMS REPORTS

FN: AMM 4/4/25/CID



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Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

REGIONAL MEMORANDUM  
No. 3141, s. 2025

MAR 31 2025

**GUIDELINES ON THE STREAMLINING OF SCHOOL FORMS AND  
REPORTS ACCOMPLISHED BY TEACHERS**

To: OIC-Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Attached is DepEd Order No. 006, s. 2025 dated March 20, 2025 signed by **HON. SONNY ANGARA**, Secretary, Department of Education titled **"Guidelines on the Streamlining of School Forms and Reports Accomplished by Teachers."**
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: DepEd Order No. 006, s. 2025  
To be indicated in the Perpetual Index  
under the following subjects:

POLICY

TEACHERS

TEACHING LOAD

RSJ/ASD-RM-Dissemination-DepEd Order No. 006 s. 2025-Guidelines on the Streamlining of School Forms and Reports  
Accomplished by Teachers



Republic of the Philippines  
**Department of Education**

MAR 20 2025

DepEd ORDER  
No. 006, s. 2025

**GUIDELINES ON THE STREAMLINING OF SCHOOL FORMS AND REPORTS  
ACCOMPLISHED BY TEACHERS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary School Teachers  
All Others Concerned



1. The Department of Education (DepEd) has been steadfast in undertaking reforms that aim to cultivate a work environment that supports quality education while taking care of its people.
2. With the issuance of DepEd Order (DO) Nos. 002, s. 2024 titled Immediate Removal of Administrative Tasks of Public-School Teachers and DO 005, s. 2024 titled Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload, the Department has rationalized the workload of teachers by streamlining their day-to-day tasks, setting their official working hours, and providing guidelines for additional compensation for work excess of their prescribed workload. The issuance of these policies promotes teacher quality while upholding teacher welfare. However, in our efforts to continuously build a work environment supportive of these goals, the Department acknowledges that there is a need to rationalize the processes at the school level, particularly the school forms and reports mandated to our schools and teachers.
3. In support of this endeavor, the Department issued DepEd Memorandum No. 037, s. 2024 titled Creation of Task Force Results-Based Performance Management System and Teachers' Workload, creating a task force dedicated to reviewing and assessing teachers' workload with a focus on reportorial requirements. The task force has conducted a series of consultations with teachers, school heads, and nonteaching personnel to identify key issues surrounding school forms and reports and formulate concrete solutions to address these problems.
4. In consonance with the rationalized workload of teachers, the school forms and reports to be accomplished by **teachers shall be limited to those required for their teacher ancillary tasks and teaching-related assignments** as provided in **Enclosure Nos. 1 to 3**.
5. In cases where teachers are members of groups, teams, or councils organized for stakeholder engagement, such as the School Planning Team (SPT), School Governance Council (SGC), and/or Parent-Teacher Association (PTA), among others, they may be required to accomplish forms and reports related to their duties as members of these

groups. However, as may be practicable, other members aside from teachers shall assume primary responsibility for these forms and reports. Furthermore, the school heads must ensure that under no circumstances shall teachers' workload be adversely affected in the performance of duties in these groups.

6. The **Human Resource and Organizational Development (HROD) Strand** shall review and assess new school forms and reports and their implications for teacher workload. The **Curriculum and Teaching** and **Operations Strands** shall continuously review and assess existing school forms and reports from their respective strands to ensure alignment with teacher workload, ancillary tasks, and teaching-related assignments.

7. The **regional offices** (ROs) and **schools division offices** (SDOs) shall constitute an implementation team responsible for overseeing and monitoring the implementation of the policy. At the minimum, the implementation team shall be composed of the following:

**Regional Offices**

**Chairperson :** Assistant Regional Director  
**Members :** Field Technical Assistance Division, Chief

**Schools Division Offices**

**Chairperson :** Assistant Schools Division Superintendent  
**Members :** Curriculum Implementation Division, Chief  
School Governance Operations Division, Chief

8. The **Strategic Management Strand** shall be responsible for the overall review, assessment, and streamlining of school forms and reports outside the workload of teachers, in coordination with all other concerned offices at the Central Office, ROs, and SDOs. Compliance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 and other relevant laws and issuances shall be strictly observed in the following undertakings, among others:

- a. Establish a Data Management Framework in DepEd to guide the operationalization of information systems within the Department, including processes for data collection, reporting, and analysis;
- b. Convene all concerned offices to discuss and evaluate both immediate and long-term interventions to ensure that school forms and reports outside the workload of teachers are not burdensome to school personnel due to complexity, redundancy, or volume; and
- c. Develop information systems that shall streamline data collection and reporting processes across all governance levels.

9. All DOs and other related issuances, rules, regulations, and provisions that are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.

10. This DO shall take effect immediately upon its approval, issuance, and publication on the DepEd website. This shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

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11. For more information, all concerned may contact the **Bureau of Human Resource and Organizational Development-School Effectiveness Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

12. Immediate dissemination of and strict compliance with this Order is directed.

  
**SONNY ANGARA**  
Secretary



Encls.:  
As stated

References:  
DepEd Order Nos. (005, s. 2024 and 002, s. 2024)

To be indicated in the Perpetual Index  
under the following subjects:

POLICY  
SERVICE  
TEACHERS  
TEACHING LOAD  
WORK HOURS

(Enclosure No. 1 to DepEd Order No. 006 , s. 2025)



Enclosure 1

STANDARD SCHOOL FORMS FOR ALL TEACHERS

WORKLOAD SUB-CATEGORY	FORMS/REPORT TITLE
Assessment of Learners' Progress	1. Learning Outcome Assessment 2. Class Record 3. Test Result and Analysis 4. Report on Remedial and Intervention Program
Curriculum Delivery and Pedagogy	1. Individualized Learning Plan



**SCHOOL FORMS FOR TEACHER ANCILLARY TASKS BASED ON  
LEARNING AREA/ GRADE LEVEL/ DESIGNATION**

WORKLOAD SUB-CATEGORY	FORMS/REPORT TITLE
Assessment of Learners' Progress	<ol style="list-style-type: none"><li>1. Kindergarten Progress Report</li><li>2. Philippine Informal Reading Inventory (Phil-IRI) (Individual, Classroom and School Reading Profile)</li><li>3. Rapid Numeracy Assessment Result</li><li>4. Comprehensive Rapid Literacy Assessment (CRLA) Result</li><li>5. Multi-factored Assessment Tool (MFAT) Result</li><li>6. Early Childhood Development Checklist</li></ol>
Coaching, Mentoring, and Provision of Technical Assistance	<ol style="list-style-type: none"><li>1. Learning Action Cell (LAC) Plan and Accomplishment Report</li><li>2. Instructional Supervisory Plan</li><li>3. Instructional Supervisory Report</li><li>4. Narrative Report of SLAC for Intermediate Teachers</li></ol>
Curriculum Delivery and Pedagogy	<ol style="list-style-type: none"><li>1. National Learning Camp (NLC) Attendance Record</li><li>2. Accomplishment Report of LCVs (Learning Camp Volunteer)</li></ol>
Curriculum Planning	<ol style="list-style-type: none"><li>1. In-Service Training for Teachers (INSET) Report / documentation</li></ol>
Homeroom Guidance and Management	<ol style="list-style-type: none"><li>1. Report on Learners at Risk of Dropping Out</li><li>2. School Form 1 - School Register</li><li>3. School Form 2 - Learner Daily Attendance Report</li><li>4. School Form 3 - Book Issued and Returned</li><li>5. School Form 5 - Report on Promotion and Level of Proficiency</li><li>6. School Form 5A- End of Semester and School Year Status</li><li>7. School Form 8 - Learner's Basic Health and Nutrition Report</li><li>8. School Form 9 - Learner's Progress Report Card</li><li>9. School Form 10 - Learner's Permanent Academic Record</li><li>10. Learner Information System (LIS) Updating, Encoding, and Finalization</li><li>11. National Achievement Test List of Learners</li></ol>

	<p>12. Alternative Learning System (ALS) Form 1 - List of Mapped and Potential Learners</p> <p>13. ALS Form 3 - Master List of Enrolled Learners and End of Program Assessment</p> <p>14. ALS Form 4 - Master List of A&amp;E Test Registrants</p> <p>15. ALS Form 5 - Learner's Permanent Record</p> <p>16. Early Language Literacy and Numeracy Assessment (ELLNA) - List of Learners</p> <p>17. School Form 5B- List of Learners with Complete SHS Requirements</p> <p>18. SHS Tracer Report/ Curriculum Exit Tracking System</p>
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**SCHOOL FORMS FOR TEACHING-RELATED ASSIGNMENTS**

WORKLOAD SUB-CATEGORY	FORMS/REPORT TITLE
Chairmanship: Learning Area	<ol style="list-style-type: none"><li>1. Learning Area Action Plans</li><li>2. Learning Resource Management Section (LRMS) Needs</li><li>3. Youth for Environment in Schools Organization (YES-O) Calendar of Annual Proposed Activities</li><li>4. YES-O Registration Form</li><li>5. YES-O Annual Accomplishment Report</li></ol>
School Coordinator: Guidance and Advocacy	<ol style="list-style-type: none"><li>1. Intake Sheet/Incident Report</li><li>2. Quarterly Mental Health Report</li></ol>
Trainer/Adviser: Sports Development Programs	<ol style="list-style-type: none"><li>1. SSC 1: School Sports Club Registration Form</li><li>2. Updated Sports Form for Athletes</li></ol>
Trainer/Adviser: Supreme Elementary/Secondary Learner Government	<ol style="list-style-type: none"><li>1. Supreme Elementary Learner Government (SELG) Accomplishment Report</li><li>2. Supreme Elementary Learner Government (SELG) Action Plan</li><li>3. Learner Government (LG) Commission on Elections and Appointments (COMEALG) Monitoring Tool</li><li>4. Learner Government Election and Appointment Forms (Action Plan and Accomplishment Report)</li><li>5. Election Application Form (Learner Government Election)</li><li>6. Introductory Profile for Elementary Level (Learner Government Election)</li><li>7. Introductory Profile for Secondary Level (Learner Government Election)</li><li>8. Screening Form [Election] (Learner Government Election)</li><li>9. Screening Form [Appointment]</li><li>10. Sample Ballot</li><li>11. Election Tabulation Form</li><li>12. Election Canvass Form</li><li>13. Registry of Elected Officers</li><li>14. Registry of Qualified Nominees</li><li>15. School Career Guidance Implementation Report</li><li>16. Curriculum Exit Tracking</li><li>17. Membership Report</li><li>18. Five Year Action Plan/Target</li><li>19. General Plan of Action</li><li>20. Communication for Respondent</li><li>21. Grievance Form</li><li>22. Appointment Form and Certification</li></ol>

	<div>23. Communication for Appointee</div> <div>24. Communication for Nominee and Nomination Reply Slip</div> <div>25. Nomination Form</div> <div>26. Oath of Office</div> <div>27. Poll Watcher Authorization Form</div> <div>28. Minutes of the Meeting (Learner Government Election)</div> <div>29. Notice of Meeting (Learner Government Election)</div> <div>30. Resolution (Learner Government Election)</div>
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