



DepEd SDO Dagupan City  
RECORDS OFFICE

Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

**RECORDED**  
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By:           a           Time: 0915

**Office of the Schools Division  
Superintendent**

September 23, 2024

**DIVISION MEMORANDUM**

No.: 400, s. 2024

**SCHOOL FORM 9 (REPORT CARD)**

To: Assistant Schools Division Superintendent  
Chiefs of Functional Division- CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads (Public Schools)  
All others concerned

1. Ensuring the validity, completeness, and uniformity of learners' progress report cards (School Form 9 / Learners' Progress Report Card), all concerned are hereby informed of the guidelines on the preparation of School Form 9, in adherence to DepEd Order No. 58, s. 2017, titled "Adoption of New Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition, and Permanent Records."
2. As per DepEd Order No. 58, s. 2017, the new standardized forms shall be used in all public schools, while private schools are encouraged to adopt the same forms.
3. In reference to DepEd Order No. 009, s. 2024, titled "Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025," the first Parent-Teacher Conference and distribution of report cards are scheduled for October 12, 2024. Please note that as per DepEd Order No. 10, s. 2024, "Policy Guidelines on the Implementation of the MATATAG Curriculum," the School Form 9 (Report Card) template for non-MATATAG grade levels remains unchanged.
4. However, for grade levels under the MATATAG Curriculum, modifications shall be made by including the new learning areas aligned with MATATAG implementation.
5. Non-graded subjects such as the National Reading Program (NRP) and the National Mathematics Program (NMP) will not be included in the Report Card but should be discussed during the Parent-Teacher Conference.
6. As per DepEd Order No. 58 s, 2017, the new standardized forms shall be used in all public schools. Private schools are enjoined to adopt the said forms.



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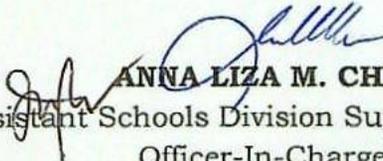
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**Office of the Schools Division  
Superintendent**

7. Editable School Form 9 Templates can be accessed through the link:  
<https://bit.ly/3N7gQLu> Enclosed are the following:  
Enclosure 1: Guidelines on the Preparation and Use of School Form 9 -  
Learner's Progress Report Card  
Enclosure 2: Elementary and Junior High School SF 9 Template  
Enclosure 3: Senior High School SF 9 Template
8. Immediate dissemination of and compliance with this Memorandum are directed.

**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent

FOR THE SCHOOLS DIVISION SUPERINTENDENT

  
**ANNA LIZA M. CHAN**  
Assistant Schools Division Superintendent  
Officer-In-Charge



Republic of the Philippines  
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Office of the Schools Division  
Superintendent  
*Enclosure 1*

**Guidelines on the Preparation and Use of School Form 9  
(Learner's Progress Report Card)**

In compliance with DepEd Order No. 11, s. 2018, titled "Guidelines on the Preparation and Checking of School Forms," the following guidelines shall be observed for the preparation and use of School Form 9 (Learner's Progress Report Card):

- a. **Learner's Name Format.** The learner's name on School Form 9 must follow the format generated in SF 5 or the Report on Promotion, (i.e., LAST NAME, FIRST NAME, NAME EXTENSION, MIDDLE NAME).
- b. **Age Consistency with LIS.** The learner's age reflected on the report card should be consistent with the data in the Learner Information System (LIS), as generated in School Form 1 (School Register).
- c. **Data Entry Format.** All other data fields on School Form 9 should be filled out using sentence case (e.g., "Male", "Diamond").
- d. **Remarks Writing(Passed/Failed).** Class advisers are advised to write remarks properly for each individual subject to ensure clarity and accuracy in communicating learners' progress.
- e. **Attendance.** The number of school days in each month is based on the School Calendar for the given school year. The number of days that each learner is present and absent shall be clearly indicated on the report card.
- f. **Quarterly Progress Reporting.** As per DepEd Order No. 8, s. 2015, titled "Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program," the summary of learner progress shall be communicated to parents/guardians through a parent-teacher conference every quarter, where the report card is discussed. School heads are reminded to use the official report card format and avoid using grade slips



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or any other formats to minimize additional expenses, time, and effort for class advisers.

- g. **Parent/Guardian Acknowledgment.** Class advisers must ensure that parents/guardians sign the report card in the space provided after every quarter.
- h. **Report on Learner's Observed Values.** The "Report on Learner's Observed Values," which uses a non-numerical rating scale to reflect learners' behavior based on the Core Values, shall be completed by the class adviser each grading quarter. This report should be discussed with parents during the parent-teacher conference.
- i. **Final Grades and MAPEH Reporting.** The Final Grade in each learning area and the General Average shall be reported as whole numbers, in line with DepEd Order No. 8, s. 2015. For MAPEH, only the overall Final Grade for the subject should be reflected, rather than the individual components.



Republic of the Philippines  
Department of Education  
Region I



**REPORT ON ATTENDANCE**

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

**SCHOOLS DIVISION OFFICE OF DAGUPAN CITY**

\_\_\_\_\_ District

\_\_\_\_\_ School

Name: \_\_\_\_\_  
Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Grade: \_\_\_\_\_ Section: \_\_\_\_\_  
School Year: \_\_\_\_\_  
Track/Strand: \_\_\_\_\_

**PARENT/GUARDIAN'S SIGNATURE**

1<sup>st</sup> Quarter \_\_\_\_\_  
2<sup>nd</sup> Quarter \_\_\_\_\_  
3<sup>rd</sup> Quarter \_\_\_\_\_  
4<sup>th</sup> Quarter \_\_\_\_\_

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.

\_\_\_\_\_ Teacher  
Principal

**Certificate of Transfer**

Admitted to Grade: \_\_\_\_\_ Section: \_\_\_\_\_  
Eligibility for Admission to Grade: \_\_\_\_\_

Approved:  
\_\_\_\_\_ Principal \_\_\_\_\_ Teacher

**Cancellation of Eligibility to Transfer**

Admitted in: \_\_\_\_\_  
Date: \_\_\_\_\_ Principal

**REPORT ON LEARNING PROGRESS AND ACHIEVEMENT**

**First Semester**

Subjects	Quarter		Semester Final Grade
	1	2	
<b>Core Subjects</b>			
<b>Applied and Specialized Subjects</b>			
<b>General Average for the Semester</b>			

**Second Semester**

Subjects	Quarter		Semester Final Grade
	3	4	
<b>Core Subjects</b>			
<b>Applied and Specialized Subjects</b>			
<b>General Average for the Semester</b>			

**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 towards solidarity				
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				

**Observed Values**

**Marking**

- AO
- SO
- RO
- NO

**Non-numerical Rating**

- Always Observed
- Sometimes Observed
- Rarely Observed
- Not Observed

**Learner Progress and Achievement**

Descriptors	Grading Scale	Remarks
Outstanding	90-100	Passed
Very Satisfactory	85-89	Passed
Satisfactory	80-84	Passed
Fairly Satisfactory	75-79	Passed
Did Not Meet Expectations	Below 75	Failed



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Region I



**REPORT ON ATTENDANCE**

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No. of school days											
No. of days present											
No. of days absent											

**SCHOOLS DIVISION OFFICE OF DAGUPAN CITY**

\_\_\_\_\_ District

\_\_\_\_\_ School

Name: \_\_\_\_\_  
Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Grade: \_\_\_\_\_ Section: \_\_\_\_\_  
School Year: \_\_\_\_\_

**PARENT/GUARDIAN'S SIGNATURE**

1<sup>st</sup> Quarter \_\_\_\_\_  
2<sup>nd</sup> Quarter \_\_\_\_\_  
3<sup>rd</sup> Quarter \_\_\_\_\_  
4<sup>th</sup> Quarter \_\_\_\_\_

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.

\_\_\_\_\_ Teacher

\_\_\_\_\_ Principal

**Certificate of Transfer**

Admitted to Grade: \_\_\_\_\_ Section: \_\_\_\_\_  
Eligibility for Admission to Grade: \_\_\_\_\_

Approved:

\_\_\_\_\_ Principal

\_\_\_\_\_ Teacher

**Cancellation of Eligibility to Transfer**

Admitted in: \_\_\_\_\_  
Date: \_\_\_\_\_  
Principal

**REPORT ON LEARNING PROGRESS AND ACHIEVEMENT**

Learning Areas	Quarter				Final Grade	Remarks
	1	2	3	4		
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan (AP)						
Edukasyon sa Pagpapakatao (EsP)						
Edukasyong Pantahanan at Pangkabuhayan (EPP)						
MAPEH						
<i>Music</i>						
<i>Arts</i>						
<i>PE</i>						
<i>Health</i>						
<b>General Average</b>						

**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 towards solidarity				
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				

Descriptors	Grading Scale	Remarks
Outstanding	90-100	Passed
Very Satisfactory	85-89	Passed
Satisfactory	80-84	Passed
Fairly Satisfactory	75-79	Passed
Did Not Meet Expectations	Below 75	Failed

Marking	Non-numerical Rating
AO	Always Observed
SO	Sometimes Observed
RO	Rarely Observed
NO	Not Observed



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**SCHOOLS DIVISION OFFICE OF CALOOCAN CITY**

I  
District

**SAMPLE HIGH SCHOOL**

School

Name: DELA CRUZ, JUAN MATAPANG  
Age: 12 Sex: Male  
Grade: 7 Section: Diamond  
School Year: 2024-2025

**PARENT/GUARDIAN'S SIGNATURE**

1<sup>st</sup> Quarter \_\_\_\_\_  
2<sup>nd</sup> Quarter \_\_\_\_\_  
3<sup>rd</sup> Quarter \_\_\_\_\_  
4<sup>th</sup> Quarter \_\_\_\_\_

Dear Parent:

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**ROBERTO B. LIYAG**

Teacher

**SHELA S. SIKAT PhD**

Principal

**Certificate of Transfer**

Admitted to Grade: \_\_\_\_\_ Section: \_\_\_\_\_  
Eligibility for Admission to Grade: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Principal Teacher

**Cancellation of Eligibility to Transfer**

Admitted in: \_\_\_\_\_  
Date: \_\_\_\_\_  
Principal

**REPORT ON LEARNING PROGRESS AND ACHIEVEMENT**

Learning Areas	Quarter				Final Grade	Remarks
	1	2	3	4		
Filipino	80	80	80	80	80	Passed
English	80	80	80	80	80	Passed
Mathematics	80	80	80	80	80	Passed
Science	80	80	80	80	80	Passed
Araling Panlipunan (AP)	80	80	80	80	80	Passed
Edukasyon sa Pagpapakatao (EsP)	80	80	80	80	80	Passed
Edukasyong Pantahanan at Pangkabuhayan (EPP)	80	80	80	80	80	Passed
MAPEH	80	80	80	80	80	Passed
<i>Music</i>	80	80	80	80		
<i>Arts</i>	80	80	80	80		
<i>PE</i>	80	80	80	80		
<i>Health</i>	80	80	80	80		
<b>General Average</b>					80	

**REPORT ON LEARNER'S OBSERVED VALUES**

Core Values	Behavior Statements	Quarter			
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1. Maka-Diyos	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others				
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