



Department of Education
Region VI-Western Visayas
DIVISION OF AKLAN
Archbishop G.M. Reyes St., Kalibo, Aklan



June 17, 2019

DIVISION MEMORANDUM

No. 174, s. 2019

To: **Public Schools District Supervisors
School Heads of Public & Private Elementary, Secondary and Integrated Schools
Science Teachers/Coaches Concerned**

Dear Sirs/Mesdames:

Attached herewith is the **School Profile and Information Sheet** needed to be filled out for Planning and Logistics purposes, specifically for the Science Department. Data to be gathered will be consolidated and submitted to the Regional Office. All schools (public and private) are requested to accomplish the forms in three (3) copies:

- Copy 1 – copy for the Education Program Supervisor in Science
- Copy 2 – copy for the District Science Coordinator
- Copy 3 – copy for the school to be used as reference during conduct of Technical Assistance

To access the editable/soft copy of the form, the school science coordinator may visit the Facebook Group – **"Mga Guro ng Siyensya sa Dibisyon ng Aklan."**

Please submit Copy 1 and 2 to the District Science Coordinator **on or before June 28, 2019**. District Science Coordinators are requested to compile the forms submitted by all schools in one folder (one folder for elementary and one folder for secondary per district).

Compiled School Profile and Information Sheet of every district must be submitted by the District Science Coordinators to the Division Office **not later than July 5, 2019**. This is to give time for the Education Program Supervisor to consolidate the data and submit the reports to the regional office on July 08, 2019.

Immediate and wide dissemination of the content of this Memorandum to all concerned is desired.

Very truly yours,


Dr. SALVADOR O. OCHOA, Jr., CESO VI
Schools Division Superintendent





Department of Education
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SCHOOL PROFILE & INFORMATION SHEET

A. SCIENCE TEACHER'S INFORMATION

(All Teachers with Teaching Load in Science)

Name of School: _____

Address: _____

District: _____

Name of School Head: _____

Designation: _____

Contact Number: _____

[illegible]

B. LIST OF LABORATORY EQUIPMENT AND APPARATUS IN SCHOOL

Item	Size/Volume	Quantity	Source (NSTIC/MOE/ETC.)	Condition (GOOD/NOT GOOD)	Sufficiency (SUFFICIENT/ NOT SUFFICIENT)	Remarks
24-well plate						
Alcohol Lamp						
Beaker						
Bunsen Burner						
Burette/Buret						
Centrifuge						
Clay Triangle						
Condenser						
Crucible						
Digital Scale						
Dissecting Kit						
Dissecting Pan						
Dropper						
Erlenmeyer Flask						
Evaporating Dish						
Florence Flask						
Fume Hood						
Glass Funnel						
Graduated Cylinder						
Microscope						
Mortar and Pestle						
pH Meter						
Physics Lab Kit						
Pipette						
Ring Stand with rings						
Safety Goggles						
Sci-Kit Mechanics						
Spatula						
Spectrophotometer						
Stirring Rod						
Telescope						
Test Tube						

[illegible]

D. TEXT BOOKS AND LEARNING MATERIALS AVAILABLE (SCIENCE SUBJECTS ONLY)

Subject	Textbook Title/ Instructional Materials	Condition (GOOD/NOT GOOD)	SOURCE (MOOE/PERSONAL/ ETC.)	NEEDED MATERIALS
Science 3	1.			
	2.			
	3.			
	4.			
	5.			
Science 4	1.			
	2.			
	3.			
	4.			
	5.			
Science 5	1.			
	2.			
	3.			
	4.			
	5.			
Science 6	1.			
	2.			
	3.			
	4.			
	5.			

Grade Level	Textbook Title/ Instructional Materials	Condition (GOOD/NOT GOOD)	SOURCE (MOOE/PERSONAL/ ETC.)	NEEDED MATERIALS
Science 7	1.			
	2.			
	3.			
	4.			
	5.			
Science 8	1.			
	2.			
	3.			
	4.			
	5.			
Science 9	1.			
	2.			
	3.			
	4.			
	5.			
Science 10	1.			
	2.			
	3.			
	4.			
	5.			

Grade Level	Textbook Title/ Instructional Materials	Condition (GOOD/NOT GOOD)	SOURCE (MOOE/PERSONAL/ ETC.)	NEEDED MATERIALS
Grade 11 Science	1.			
	2.			
	3.			
	4.			
	5.			
Grade 12 Science	1.			
	2.			
	3.			
	4.			
	5.			
Grade 11 Research	1.			
	2.			
	3.			
	4.			
	5.			
Grade 12 Research	1.			
	2.			
	3.			
	4.			
	5.			

Grade Level	Textbook Title/ Instructional Materials	Condition (GOOD/NOT GOOD)	SOURCE (MOOE/PERSONAL/ ETC.)	NEEDED MATERIALS
Elective Subjects (for STE and Special Science Schools only)	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
	8.			
	9.			
	10.			
Research subjects for Grade 3/6 or 7-10 (for STE and Special Science Schools only)	1.			
	2.			
	3.			
	4.			
	5.			
ICT Subjects (for STE and Special Science Schools only)	1.			
	2.			
	3.			
	4.			
	5.			

E. OUSTANDING ACCOMPLISHMENTS for the previous school year

Awards/Citations Received	Level (DISTRICT/DIVISION/ REGIONAL/NATIONAL)	Name of Teachers Involved

F. ACTIVITIES CONDUCTED BY THE SCHOOL (SCIENCE-RELATED OR RESEARCH-RELATED)

Name of Activity	Number of Target Participants	Source of Fund	Outcome/Benefit of the Activity

Prepared by:

Certified Correct:

Noted:

PRINTED NAME AND SIGNATURE OF SCIENCE COORDINATOR

PRINTED NAME AND SIGNATURE OF SCHOOL HEAD

PRINTED NAME AND SIGNATURE OF DISTRICT SUPERVISOR