



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

April 10, 2025

DIVISION MEMORANDUM
No. 204, s. 2025


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

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors/Principals/Head Teacher, In-Charge of the Districts
School Heads of Public Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 314, s. 2025 dated March 31, 2025 regarding the Guidelines On the Streamlining of School Forms and Reports Accomplished by Teachers
2. For your immediate dissemination of and compliance is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


RAMON D. PARAS, JR., EdD

OIC-Office of the Asst. Schools Division Superintendent
In-Charge of the Division 

Enclosure: none

Reference: R.M. No. 314, s. 2025

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

POLICY
TEACHERS
TEACHING LOAD



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.

77 22

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.

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">1. Kindergarten Progress Report2. Philippine Informal Reading Inventory (Phil-IRI) (Individual, Classroom and School Reading Profile)3. Rapid Numeracy Assessment Result4. Comprehensive Rapid Literacy Assessment (CRLA) Result5. Multi-factored Assessment Tool (MFAT) Result6. Early Childhood Development Checklist
Coaching, Mentoring, and Provision of Technical Assistance	<ol style="list-style-type: none">1. Learning Action Cell (LAC) Plan and Accomplishment Report2. Instructional Supervisory Plan3. Instructional Supervisory Report4. Narrative Report of SLAC for Intermediate Teachers
Curriculum Delivery and Pedagogy	<ol style="list-style-type: none">1. National Learning Camp (NLC) Attendance Record2. Accomplishment Report of LCVs (Learning Camp Volunteer)
Curriculum Planning	<ol style="list-style-type: none">1. In-Service Training for Teachers (INSET) Report / documentation
Homeroom Guidance and Management	<ol style="list-style-type: none">1. Report on Learners at Risk of Dropping Out2. School Form 1 - School Register3. School Form 2 - Learner Daily Attendance Report4. School Form 3 - Book Issued and Returned5. School Form 5 - Report on Promotion and Level of Proficiency6. School Form 5A- End of Semester and School Year Status7. School Form 8 - Learner's Basic Health and Nutrition Report8. School Form 9 - Learner's Progress Report Card9. School Form 10 - Learner's Permanent Academic Record10. Learner Information System (LIS) Updating, Encoding, and Finalization11. National Achievement Test List of Learners

	<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&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">1. Learning Area Action Plans2. Learning Resource Management Section (LRMS) Needs3. Youth for Environment in Schools Organization (YES-O) Calendar of Annual Proposed Activities4. YES-O Registration Form5. YES-O Annual Accomplishment Report
School Coordinator: Guidance and Advocacy	<ol style="list-style-type: none">1. Intake Sheet/Incident Report2. Quarterly Mental Health Report
Trainer/Adviser: Sports Development Programs	<ol style="list-style-type: none">1. SSC 1: School Sports Club Registration Form2. Updated Sports Form for Athletes
Trainer/Adviser: Supreme Elementary/Secondary Learner Government	<ol style="list-style-type: none">1. Supreme Elementary Learner Government (SELG) Accomplishment Report2. Supreme Elementary Learner Government (SELG) Action Plan3. Learner Government (LG) Commission on Elections and Appointments (COMEALG) Monitoring Tool4. Learner Government Election and Appointment Forms (Action Plan and Accomplishment Report)5. Election Application Form (Learner Government Election)6. Introductory Profile for Elementary Level (Learner Government Election)7. Introductory Profile for Secondary Level (Learner Government Election)8. Screening Form [Election] (Learner Government Election)9. Screening Form [Appointment]10. Sample Ballot11. Election Tabulation Form12. Election Canvass Form13. Registry of Elected Officers14. Registry of Qualified Nominees15. School Career Guidance Implementation Report16. Curriculum Exit Tracking17. Membership Report18. Five Year Action Plan/Target19. General Plan of Action20. Communication for Respondent21. Grievance Form22. Appointment Form and Certification

	<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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