



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISYAS
Schools Division of Cebu Province

**Office of the Schools
Division Superintendent**

November 13, 2023

DIVISION MEMORANDUM
No. 478, s. 2023

**UNIFIED SCHOOL REPORT CARD (SF9) FOR GRADES 1-6 (ELEMENTARY)
AND GRADES 7-10 JUNIOR HIGH SCHOOL (JHS)**

To: Assistant Schools Division Superintendents
Chief, CID and SGOD
Public Schools District Supervisors
Public Elementary And Secondary School Heads

1. In line with the issuance of School Report Card, all Public Schools District Supervisors, elementary and secondary school heads are directed to use the hereto format/template/sample for a **Unified School Report Card (SF9) for Grades 1-6 (Elementary) and Grades 7-10 Junior High School (JHS)**.

2. The format/template /sample of the SF 9 is in adherence to the downloadable school forms of DepEd website. Learning areas are arranged based on the Learners Information System (LIS) with the inclusion of the Mother Tongue in the elementary.

3. DepEd Advisory dated November 18, 2021 (signed by Diosdado M. San Antonio - Undersecretary for Curriculum and Instruction) on the inclusion of Homeroom Guidance in the SF-9 (Report Card) and SF-10 (Form137) as stated in DM-OUCI-346 or the Revised Implementation of Homeroom Guidance (HG) during Crisis Situation for SY 2021-2022, advised that Homeroom Guidance letter grade shall no longer be reflected in the SF9 - (Kinder/JHS/SHS) but the **Homeroom Guidance Learner's Development Assessment Form shall be in attachment to the SF-9 (Report Card) and SF-10 (Form137)**.

4. For uniformity of said documents, please observe the following;

- SF 9 – shall be in short or letter size – (front and back) – preferably use vellum paper, with DepEd and Division logo – (no school logo)
- Homeroom Guidance Learners Development Assessment Form shall be printed in short or letter size -in a thick bond paper (front and back)



Address: IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone No.: (032)424-9000
Email Address: cebu.province@deped.gov.ph

5. **Relative to this, Pilot Schools of MATATAG Curriculum are advised to wait for further instructions from DepEd Central Office.**

6. Immediate and wide dissemination of and compliance with this Memorandum is directed.



SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent



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SF 9 - Elem

ATTENDANCE RECORD

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	TOTAL
No. of School Days													
No. of Days Present													
No. of Days Absent													



Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
 Division of Cebu Province
 District of Cordova



CORDOVA CENTRAL ELEMENTARY SCHOOL

LEARNER'S PROGRESS REPORT CARD

Name: _____

Learner's Reference Number: _____

Age: _____ Sex: _____

Grade: _____ Section: _____

School Year: 2023-2024 Curriculum: K-12

PARENT / GUARDIAN'S SIGNATURE

1st Quarter _____

2nd Quarter _____

3rd Quarter _____

4th Quarter _____

Certificate of Transfer

Admitted to Grade: _____ Section: _____

Eligibility for Admission to Grade: _____

Approved:

Principal

Teacher

Cancellation of Eligibility to Transfer

Admitted in _____

Date: _____

Principal

Dear Parent,

This report card shows the ability and progress your child has made in 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

REPORT ON LEARNING PROGRESS AND ACHIEVEMENT

Learning Areas	Quarter				Final Rating	Remarks
	1	2	3	4		
Mother Tongue						
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan						
EPP/TLE						
MAPEH						
Music						
Arts						
Physical Education						
Health						
Edukasyon Sa Pagpapakatao (EsP)						
*Arabic Language						
*Islamic Values Education						
General Average						

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

REPORT ON LEARNER'S OBSERVES 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 in all undertakings.				
2. Makatao	In sensitive to individual, social, and cultural differences.				
	Demonstrates contributions towards solidarity.				
3. Maka-Kalikasan	Cares for environment and utilizes resources wisely, judiciously, and economically.				
4. Maka-Bansa	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen.				
	Demonstrate appropriate behavior in carrying out activities in school, community, and country.				

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

SF9-Secondary.

ATTENDANCE RECORD

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	TOTAL
No. of School Days													
No. of Days Present													
No. of Days Absent													



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CORDOVA NATIONAL HIGH SCHOOL

LEARNER'S PROGRESS REPORT CARD

PARENT / GUARDIAN'S SIGNATURE

1st Quarter _____
 2nd Quarter _____
 3rd Quarter _____
 4th Quarter _____

Name: _____

Learner's Reference Number: _____

Age: _____ Sex: _____

Grade: _____ Section: _____

School Year: 2023-2024 Curriculum: K-12

Certificate of Transfer

Admitted to Grade: _____ Section: _____

Eligibility for Admission to Grade: _____

Approved:

 Principal

 Teacher

Cancellation of Eligibility to Transfer

Admitted in _____

Date: _____

 Principal

Dear Parent,

This report card shows the ability and progress your child has made in 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

REPORT ON LEARNING PROGRESS AND ACHIEVEMENT

Learning Areas	Quarter				Final Rating	Remarks
	1	2	3	4		
Filipino						
English						
Mathematics						
Science						
Araling Panlipunan (AP)						
Edukasyon Sa Pagpapakatao (EsP)						
Technology and Livelihood Education (TLE)						
MAPEH						
Music						
Arts						
Physical Education						
Health						
General Average						

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

REPORT ON LEARNER'S OBSERVES 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 in all undertakings.				
2. Makatao	In sensitive to individual, social, and cultural differences.				
	Demonstrates contributions towards solidarity.				
3. Maka-Kalikasan	Cares for environment and utilizes resources wisely, judiciously, and economically.				
4. Maka-Bansa	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen.				
	Demonstrate appropriate behavior in carrying out activities in school, community and country.				

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

HOMEROOM GUIDANCE LEARNER'S DEVELOPMENT ASSESSMENT

SCHOOL YEAR _____

Name of District: _____ Name of School: _____

KINDERGARTEN

Name of Learner: _____ Section: _____
Name of Section Adviser: _____ Learning Modality: _____

To the class adviser: Check the box to indicate your assessment guided by the scale below.

- 0- No Chance to Observe
- 1- Needs Improvement
- 2- Developing
- 3- Sufficiently Developed
- 4- Developed and Commendable

Competency	4	3	2	1	0
1st Quarter					
At the end of the quarter, the student can now:					
Value oneself					
Value others					
Respect individual differences					
Gain understanding of oneself and others					
2nd Quarter					
Provide proper steps toward responsible decision-making					
Evaluate experiences in decision-making towards achieving common good					
3rd Quarter					
Apply effective ways of protecting oneself and others					
Share skills helpful to solve problems					
Describe the chosen field					
4th Quarter					
Participate in school activities relevant to the needs of the community					
Engage oneself in meaningful programs and initiatives for the common good					
Strengthen self-empowerment to respond to the needs of the community					

Competency	4	3	2	1	0
Respond to personal and social needs that can contribute to the promotion of international standards					
State steps to fulfill the goal in life					

Name and Signature of Adviser:

Name and Signature of Guidance Counselor/Designate:

Name and Signature of School Head:

Name and Signature of Parent/ Guardian:

HOMEROOM GUIDANCE LEARNER'S DEVELOPMENT ASSESSMENT

SCHOOL YEAR _____

Name of District: _____ Name of School: _____

GRADE 1 -3 (Primary Level)

Name of Learner: _____ Grade/Section: _____
 Name of Section Adviser: _____ Learning Modality: _____

To the class adviser: Check the box to indicate your assessment guided by the scale below.

- 0- No Chance to Observe
- 1- Needs Improvement
- 2- Developing
- 3- Sufficiently Developed
- 4- Developed and Commendable

Competency	4	3	2	1	0
1st Quarter					
Value oneself					
Value others					
Respect individual differences					
Gain understanding of oneself and others					
2nd Quarter					
Share the lessons learned from school and community that can be used in daily living					
Apply lessons from home, school and community to daily living with consideration to family and society					
Examine the different factors in decision-making for the achievement of success					
Provide proper steps toward responsible decision-making					
Evaluate experiences in decision-making towards achieving common good					
Gather information about life, profession and vocation					
Strengthen the connection among knowledge, skills and roles of parents or guardians and significant adults in choosing a profession, vocation and future plans					
3rd Quarter					
Prepare using knowledge and skills toward academic success					
Apply effective ways of protecting oneself and others					
Live effective ways in resolving issues that involve oneself and others					
Share skills helpful to solve problems					

Competency	4	3	2	1	0
<i>4th Quarter</i>					
Participate in school activities relevant to the needs of the community					
Demonstrate academic excellence based on global needs					
Live ways that respect and protect the environment					
Engage oneself in meaningful programs and initiatives for the common good					
Strengthen self-empowerment to respond to the needs of the community					
Respond to personal and social needs that can contribute to the promotion of international standards					
State steps to fulfill the goal in life					

Name and Signature of Adviser:

Name and Signature of Guidance Counselor/Designate:

Name and Signature of School Head:

Name and Signature of Parent/ Guardian:

HOMEROOM GUIDANCE LEARNER'S DEVELOPMENT ASSESSMENT

SCHOOL YEAR _____

Name of District: _____ Name of School: _____

GRADE 4-6 (Intermediate Level)

Name of Learner: _____ Grade/Section: _____
Name of Section Adviser: _____ Learning Modality: _____

To the class adviser: Check the box to indicate your assessment guided by the scale below.

- 0- No Chance to Observe
- 1- Needs Improvement
- 2- Developing
- 3- Sufficiently Developed
- 4- Developed and Commendable

Competency	4	3	2	1	0
<i>1st Quarter</i>					
Value oneself					
Value others					
Respect individual differences					
Gain understanding of oneself and others					
Identify the methods of effective study habits toward lifelong learning					
Demonstrate effective study habits					
<i>2nd Quarter</i>					
Provide proper procedure toward responsible decision-making					
Evaluate experiences in decision-making toward achieving common good					
Share the lessons learned from school and community that can be used in daily living					
Apply lessons from home, school and community to daily living with consideration to family and society					
Understand the importance of guidance from parents or guardians and significant adults in choosing a profession, vocation and future plans					
<i>3rd Quarter</i>					
Enrich knowledge and skills toward academic achievement					
Reflect on the decisions made for life and profession					
<i>4th Quarter</i>					
Share one's abilities for the development of others and community					

Competency	4	3	2	1	0
Strengthen self-empowerment to respond to the needs of the community					
Respond to personal and social needs that can contribute to the promotion of international standards					
Demonstrate academic excellence based on global needs					

Name and Signature of Adviser:

Name and Signature of Guidance Counselor/Designate:

Name and Signature of School Head:

Name and Signature of Parent/ Guardian:

HOMEROOM GUIDANCE LEARNER'S DEVELOPMENT ASSESSMENT

SCHOOL YEAR _____

Name of District: _____ Name of School: _____

GRADE 11-12 (Senior High School)

Name of Learner: _____ Grade/Section: _____

Name of Section Adviser: _____ Learning Modality: _____

To the class adviser: Check the box to indicate your assessment guided by the scale below.

- 0- No Chance to Observe
- 1- Needs Improvement
- 2- Developing
- 3- Sufficiently Developed
- 4- Developed and Commendable

Competency	4	3	2	1	0
<i>1st Quarter</i>					
Value oneself					
Value others					
Respect individual differences					
Gain understanding of oneself and others					
<i>2nd Quarter</i>					
Examine the different factors in decision-making for the achievement of success					
Provide proper procedure toward responsible decision-making					
Evaluate the experiences in decision-making toward achieving common good					
<i>3rd Quarter</i>					
Apply effective ways of protecting oneself and others					
Live effective ways in resolving issues that involve oneself and others					
Share skills helpful to solve problems					
<i>4th Quarter</i>					
Share one's abilities for the development of others and community					
Engage oneself in meaningful programs and initiatives for the common good					
Strengthen self-empowerment to respond to the needs of the community					
Respond to personal and social needs that can contribute to the promotion of international standards					

Name and Signature of Adviser:

Name and Signature of Guidance Counselor/Designate:

Name and Signature of School Head:

Name and Signature of Parent/ Guardian: