



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 06 2024

MEMORANDUM
No. 023, s. 2024

**ACCOMPLISHMENT OF THE SCHOOL FORM 5A--END OF SEMESTER AND
SCHOOL YEAR STATUS FOR SENIOR HIGH SCHOOL (SF5A-SHS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Senior High School Principals/OICs
Others Concerned

1. Pursuant to DepEd Order 58, s. 2017 (Adoption of New Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition, and Permanent Records), all class advisers in the Senior High School (SHS) are required to accomplish SF 5A after each semester.
2. Since the 1st semester of SY 2023-2024 has already ended, the School Checking Committee (SCC), which is responsible for the review and preparation of learners' records before the annual checking of forms conducted by the DCC as per DepEd Order No. 11, s. 2018 (*Guidelines on the Preparation and Checking of School Forms*), to include SF-5A in its end-of-semester checking activities.
3. As per the guidelines, the advisers are required to accomplish all data elements, except the End of School Year Status and Summary Table, which are filled out after the 2nd semester or at the end of the school year.
4. The Public Schools District Supervisors (PSDSs) in key stage 4 shall monitor compliance thereof and provide technical assistance to schools, particularly in determining appropriate interventions for learners with back subjects.
5. For your information, guidance, and strict compliance.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encl: As stated
To be indicated in the **Perpetual Index**
Under the following subjects
SENIOR HIGH SCHOOL

SCHOOL FORM

JBE/Memo — Accomplishment Of The School Form 5A--End Of Semester and School Year Status For
Senior High School (SF5A-SHS)

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