School Form 3 (SF3) Books Issued and Returned

(This replaces Form 1 & Inventory of Textbooks)

School ID [ ] School Year [ ]

School Name [ ] Grade Level [ ] Section [ ]

NO.	LEARNER'S NAME (Last Name, First Name, Middle Name)	Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		REMARKS/ACTION TAKEN (Please refer to the legend on last page)
		Date		Date		Date		Date		Date		Date		Date		Date		
		Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	
	TOTAL FOR MALE | TOTAL COPIES																	

NO.	LEARNER'S NAME (Last Name, First Name, Middle Name)	Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		REMARKS/ACTION TAKEN *(Please refer to the legend on last page)*
		Date		Date		Date		Date		Date		Date		Date		Date		
		Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	
	TOTAL FOR FEMALE | TOTAL COPIES																	
	TOTAL LEARNERS | TOTAL COPIES																	

GUIDELINES:
1. Title of Books Issued to each learner must be recorded by the class adviser.
2. The Date of Issuance and the Date of Return shall be reflected in the form.
3. The Total Number of Copies issued at BoSY shall be reflected in the form.
4. The Total Number of Copies of Books Returned at the EoSYshall be reflected in the form.
5. All textbooks being used must be included. Additional copies of this form may be used if needed.

In case of lost/unreturned books, please provide information with the following code:

A. In Column Date Returned, codes are: **FM**=Force Majeure, **TDO**: Transferred/Dropout, **NEG**=Negligence

B. In Column Remark/Action Taken, codes are: **LLTR**=Secured Letter from Learner duly signed by parent/guardian (for code FM), **TLTR**=Teacher prepared letter/report duly noted by School Head for submission to School Property Custodian (for code TDO), **PTL**=Paid by the Learner (for code NEG). References: DO#23, s.2001, DO#25, s.2003, DO#14,

Prepared By:

_____
(Signature over printed name)
Date BoSY:_____ Date EoSY: _____