

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
BUREAU OF PRIVATE SCHOOLS
DIVISION TANAUAN CITY

REPORT ON SECONDARY PROMOTIONS

Curriculum BASIC EDUCATION CURRICULUM
Curriculum Year FIRST YEAR
Section ST. DOMINIC SAVIO

School First Asia Institute of Technology and Humanities

Date of close of School Year June 2, 2011
Date diploma issued to graduates June 2, 2011

	Boys	Girls	TOTAL
April monthly enrolment	15	17	32
Total age of the students	200.75	226.25	427
Average Age	13.38	13.31	13.34
	Boys	Girls	TOTAL
Number promoted	13	17	30
Total Age	174.25	226.25	400.5
Average Age	13.40	13.31	13.35

Date June 2, 2011

Respectfully submitted :

ARNOLD I. CATAPANG
Principal

Approved for 30 students only

Approved :

SCHOOLS DIVISION SUPERINTENDENT

INSTRUCTIONS

1. This form, accomplished in duplicate, should serve as a permanent record of all promotions at the end of school year in the First to Fourth years, inclusive.

2. The copies of this form for the fourth Year should be fully accomplished a week before the end of the school year, and those for the First, Second and Third Years at the close of the school year. The original copy should be retained in the office of the principal and the duplicate should be forwarded to the division office as soon as the form is accomplished.

3. A separate report for each section of each year of each curriculum is required.

4. Name of the boys should be written first followed by names of girls listed separately. Students' name should be written in the same order on both copies. The total number of students listed should agree with the yearly enrolment on B.P.S. Form 2 for April.

5. Under "Years in School," write 8,8 1/2,9,9 1/2, 10,10 1/2, etc., to indicate the exact length of time the students has been in school from Grade One in any school to the date of accomplishing this form.

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6. The ages of the student as reported on this form should be their ages as of April 1 of the current school year. (See item 14 below)

7. Opposite the names of students who drop out during the year should be entered such brief explanations of causes as "III," "Deceased," "Dropped January 12," etc.

8. When two or more subjects, not semestral, are combined in such manner as to form a unit, the relative weight of each subject in accordance with the number of class periods devoted to it per week should be considered in determining the rating in that unit.

9. Final rating signifies the final rating in each subject, which may be either the last cumulative rating or the average of the different periodical rating in that subject.

10. Action taken should be indicated in accordance with Circular No. 13, s. 1932; i.e.; write "Passed" and "Failed" in full; write "Prom." for promoted and "Ret." for retained

11. Grades and promotions should be determined as follows

(1) A final rating C or 75 shall be required for promotion in each subject, whether this subject be academic, home economics, vocational, physical education, or and whether it be required, elective (substitute), or optional (additional).

(2) Ratings in semestral subject should be indicated separately.

12. The April monthly enrolment recorded on this form should agree with the April monthly enrolment as it appears on B.P.S. Form 2.

13. Under "Total Number of Days of Attendance in Curriculum Year," indicated the total number of days the student has attended the curriculum year in current and preceding school years.

14. The sum of the ages of all students concerned should be appear where "Total age of students," is called for. The Total age of students under "April monthly enrolment" and "Number promoted" shall be the sum of the ages as of April 1 of the current school year of only the students concerned. To find the age of a student as of April 1 for this form, add 3/4 to his age of July 1 recorded in B.P.S. Form I, School Registrar

REFERENCES

Circular : Nos. 24 and 34, s. 1928; 65, s. 1929; (13), 22, and 40, s. 1932; 23, s. 1933; 27, s. 1933; 27, s. 1934; 8, 18, and 20, s. 1936; 46, s. 1937; 7, 19, 27, 37, and 44, s. 1938; 25, 51, and 60, s. 1939; and 24, s. 1940.

Memorandums : No. 8, s. 1931; and 44, s. 1939
General Instructions. Nos. 10, s. 1928; and 13, s. 1928
Service Manual: Secs. 104; 110-112; and 115-116

JOJIEMAR M. OBLIGAR

ADVISER

Checking and Verified by:

A. School Checking Committee:

MEMBER

MEMBER

MEMBER

MEMBER

ARNOLD I. CATAPANG

CHAIRMAN

B. District / Division Checking Committee:

MEMBER

MEMBER

MEMBER

MEMBER

CHAIRMAN

C. Approved:

SCHOOLS DIVISION SUPERINTENDENT