



Total Age of Students																
Total Age of Students			Initials of teache rs should be written in space s at													

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DepEd FORM 18-A								
REPUBLIC OF THE PHILIPPINES								
DEPARTMENT OF EDUCATION								
BUREAU OF		SCHOO LS						
DIVISION								
REPORT ON SECONDARY PROMOTIONS								

Curriculum

Curiculum

Year Section

School					
Date of close of School Year				20	
Date diploma issued to graduate s					
		Boys	Girls	TO	ΓAL
April mon	thly enrolment				
Total age	of the				

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

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

Cirular : 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

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

 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.

ADVISER

. School

Checking and Verified by:

Average Age				
1.90				
	Boys	Girls	TO	ΓAL
Number promoted				
Total Age				
Average Age				
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Date , 20			,20	
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	Committee:		
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.			
	MEMBER	1 	MEMBER
9. Final rating signifies the final rating in each subject, which may be either the last sumulative rating or the average of the different periodical rating in that subject.			
cumulative rating of the average of the different periodical rating in that subject.	MEMBER		MEMBER
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			
		CHAIRMAN	
11. Grades and promotions should be determined as follows			
	B. District / Division Checking		
	Committee:		
(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).			
	MEMBER		MEMBER
	- 	1 1 - 	
(2) Ratings in semestral subject should be indicated separately.			
12. The April monthly enrolment recorded on this form should agree with the April nonthly enrolment as it appears on B.P.S. Form 2.	MEMBER		MEMBER
iontilly enforment as it appears on B.F.S. Form 2.		+	
13. Under "Total Number of Days of Attendance in Curriculum Year," indicated the	- 	إصالصك	
otal number of days the student has attended the curriculum year in current and receding school years.	ES-1 PR	IVATE/PRE-ELEM/SPED	
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