

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
BUREAU OF SECONDARY SCHOOLS
Region V (Bicol)

**REPORT ON SECONDARY
PROMOTIONS**
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Curriculum: **Secondary Education Curriculum (SEC)**
CURRICULUM YEAR: _____
SECTION: _____
School: _____
Date of close of school Year: _____
Date of Diplomas issued to graduates: _____

	Boys	Girls	Total
March Monthly Enrolment			
Total Age of Students			
Average Age			
	Boys	Girls	Total
Number Promoted			
Total Age			
Average Age			

Date: March 30, 2012

Respectfully Submitted: _____
Principal

APPROVED: _____
Asst. Schools Division Superintendent
Officer -In-Charge

INSTRUCTIONS
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1. This form, accomplished in duplicate, should serve as a permanent record of all promotions at the end of the school year in the First to Fourth Year, inclusive.
2. The copies of this form 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 of each section of each year of each curriculum is required.
4. Names of boys should be written first followed by names of girls listed separately. Students' names should be written in the same order on both copies. The total number of students listed should agree with the yearly enrolment reported on B.P.S. Form 2 for April.
5. Under "Years in School", write 8, 8 ½, 9, 9 ½, 10, 10 ½ etc. to indicate the exact length of time the student has been in school from Grade I in any school to the date of accomplishing this form.
6. The ages of students 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 dropped 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 a 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 ratings 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 in promotions should be determined as follows:
A final rating of C or 75 shall be required for promotion, in each subject, whether the subject be academic, home economics, vocational, physical education, preparatory military training and physical education, or special, in whether it be required, elective (substitute), or optional (additional).
Ratings in semestral subjects should not be combined and should be indicated separately.
12. The April monthly enrolment recorded on this form should agree with April monthly enrolment as it appears on B.P.S. Form 2.
13. Under "Total Number of Days of Attendance in Curriculum Year," indicate 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 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 ¾ to his age as of July 1 recorded in B.P.S. Form 1, *School Register*.

REFERENCES

CIRCULARS: NOS. 24 and 34,s.1928;65, s. 1929 (13), 22, and 40, s. 1932, 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, 1939; and 26, s. 1940.
MEMORANDUMS: NOS. 8, s. 1931 and 24, s. 1939.
GENERAL INSTRUCTIONS: NOS. 10, s.1923 and 13, s. 1925.
GENERAL LETTER: August 22, 1939.
Service Manual: Secs. 104; 110-112; and 115-116.

PERCENTAGE OF PROMOTION

	Boys	Girls	TOTAL
Total Number of Students Enrolled			
Total Number of Students Promoted			
Percentage of Promotion			

Class Adviser

Checked by: _____

Checked by: _____

Checked by: _____

Checked by: _____