



M A N A G E M E N T A N D
M A I N T E N A N C E O F

SCHOOL RECORDS & CLASS RECORDS

by: Jinky P. Batiduan, DBM

Our Goal

ZERO

ZERO

ZERO

NON-COMPLIANCE

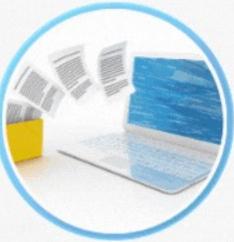
ERRORS

ADVERSE FINDINGS



Highlights:

1. Admission Credentials of ESC Grantee / Voucher Recipient
2. Responsibilities of a School Registrar in the preparation and maintenance of student records
3. Significance of the collected and prepared documents for GASTPE Billing Statements



The Registrar's Office

-a central hub where voluminous records are stored, maintained and updated.

-ensures that customers are served promptly and efficiently



The Registrar's Office

- Repository of school records

“ decision on cases involving credentials, the evaluation of subjects or credits, student accounting, academic placement and eligibility for graduation” (*Section 43 Education Law and the Private Schools*)



Registrar's Office

Accurate and timely dissemination of information, consistent with quality service that is responsive to the needs of the academic community.



QUALIFICATIONS OF THE REGISTRAR

MINIMUM REQUIREMENTS:

- Bachelor's degree, preferably in Education, Management or Law;
- Public relations skills
- Training in servicing and maintenance of student academic records and an academic experience

A master's or doctoral degree is preferred for Registrar's handling Graduate School.



Code of Ethics for School Registrars

- Preserving the dignity of the office.
- Exuding personal and professional competence.
- Safeguarding the exchange of confidential information.
- Promoting a climate that exercises professional judgement
- Refusing to use the office for personal ends.



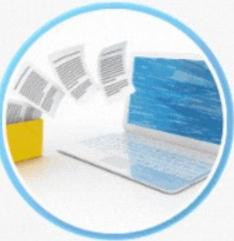
Code of Ethics for School Registrars

- Training staff according to the school's vision-mission, goals and objectives.
- Sharing experience, knowledge, talents and skills freely with others.
- Upholding the authority of the school when communicating with students, parents and others in the community.



Code of Ethics for School Registrars

- Presenting an image representative of the school's excellent standards.
- Conducting work in the spirit of truth, justice, equality, respect and love.





Functions of a Registrar



Functions of a Registrar

- **Maintaining, updating and evaluating** the academic records of students.
- **Keeping track of the students' progress** towards the completion of their elementary and secondary program/s.
- **Preserve and safeguard the accuracy, integrity, confidentiality and security** of the student information system and of students' academic records.



As Registration and Records Officer



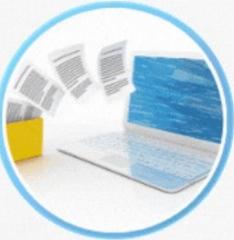
1. Oversees admission of the new students



2. Oversees the over all enrollment of students



3. Coordinates preparation for graduation



As Registration and Records Officer

4. Issues certifications, grades, transfer of credentials and diplomas and assumes full responsibility for all documents released by the office

5. Verifies and authenticates documents released by the office



As Registration and Records Officer

6. Receives, processes, dispatches and controls flow and security of files and records of transcripts of students

7. Oversees the creation, updating, maintenance and disposition of academic records of students



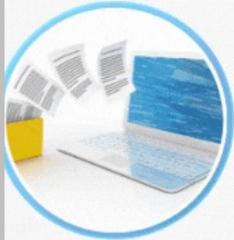
As Registration and Records Officer

8. Verifies petition for correction of personal data in school records as indicated in the birth certificate (PSA) or in ACR I-cards

9. Supervises the accounting, the classification, the filing and the safe storage (in-house or off-site) of student records and files



School Records



School Records

- All documents related to student acceptance, performance, accomplishments, and transfer from school.

(Entrance credentials, grades, records of disciplinary cases)



Contents of Student File

1. Birth Certificate/ PSA
2. Baptismal Certificate
3. Special Study Permit/ ACR- I Card/ Diplomatic Visa
 1. Special Study Permit- if student is tourist/balikbayan
 2. ACR I-Card- if permanent resident, native born or with valid working visa or with special investment resident visa (SIRV), special resident retirees visa (SRRV), 9G visa, 47 (A) (2) visa.
 3. Diplomatic Visa(9E)- if children of diplomats



**4. Student Permanent Record
(F137/ SF 10)**

**5. Admissions Credentials
(F 138/SF9, GMC)**

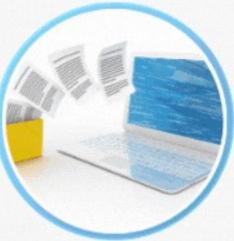
6. Evaluation Records

7. Accomplished Clearance



Other Forms and Documents

1. Class and Teachers' Programs
2. Enrollment Lists
3. Dep Ed Circulars, Memoranda and Orders
4. Grading sheets (signed by the subject teacher)
5. Permits, Recognition, Approvals and Acknowledgements
6. Special Orders (Graduates)



Other Forms and Documents

7. Private School Profile, Beginning of the Year and End of the Year Statistics for Basic Education
8. Lists of Foreign students
9. List of Drop outs, Late enrollees, new and returning students and graduates
10. Curricula
11. School brochures
12. Handbooks
13. Commencement Programs



Dep Ed Order 20 s. 2023

Guidelines on the Implementation of the Senior High School Voucher Program

Dep Ed Order 32 s.2022

Guidelines on Eligibility and Application for the SHS Voucher Program for SY 2022-2023

DepEd Order 2 s. 2022

Interim Guidelines on Private School Voluntary Closures and Participation in Government Assistance and Subsidies Programs in Light of the Covid-19 Pandemic



Dep Ed Order 39 s. 2020
**Special Provision on Private School Voluntary Closures and
Participation in Government Assistance and Subsidies
Programs in Light of the Covid-19 Pandemic**

Dep Ed Order 54 s. 2017
Amendments to Dep Ed Order No. 19 series of 2017

DepEd Order No.20, s.2017
**Guidelines on the Implementation of Education Service
Contracting Program and Teacher's Subsidy Program**

Dep Ed Order 19 s.2017
**Guidelines on the Implementation of the SHS Voucher
Program**



ESC Grantee Folder **(started in Grade 7)**

1. ESC Application Form
2. Photocopy of PSA
3. Photocopy of Grade 6 Report Card/ALS/PEPT
4. Recent 2x2 photo of ESC Applicant
5. Proof of income (Certificate of Employment/ Indigency, Income Tax Return



ESC Grantee Folder **(Transfer-in grantee)**

1. ESC Transfer Out Certificate
2. Photocopy of PSA
3. Photocopy of previous School Year Report Card
4. Recent 2x2 photo of ESC Applicant



VPB FOLDER



Type of VPB	Contents
Category A	<ol style="list-style-type: none">1. Grade 10 Report Card2. Photocopy of PSA Birth Certificate3. 2x2 ID Photo
Category B	<ol style="list-style-type: none">1. Grade 10 Report Card2. Photocopy of PSA Birth Certificate3. ESC Certificate for Grade 104. 2x2 ID Photo
Category C	<ol style="list-style-type: none">1. Grade 10 Report Card2. Photocopy of PSA Birth Certificate3. QVA Certificate4. 2x2 ID Photo
Category D	<ol style="list-style-type: none">1. Grade 10 Report Card2. Photocopy of PSA Birth Certificate3. QVA Certificate4. 2x2 ID Photo

VPB FOLDER

Type of VPB	Contents
Category E	<ol style="list-style-type: none">1. Grade 10 Report Card2. Photocopy of PSA Birth Certificate3. QVA Certificate4. Certificate of Rating for those who passed the ALS A&E Test for Grade 10, not earlier than 2018 or Certificate of Completion- with ALS Portfolio Assessment Certificate Number for those who passed the Presentation Portfolio Assessment5. 2x2 ID Photo
Category F	<ol style="list-style-type: none">1. Grade 10 Report Card2. Photocopy of PSA Birth Certificate3. QVA Certificate4. Certificate of Rating- PEPT for Grade 105. 2x2 ID Photo



Transfer – in Grade 12 VPB Folder

1. VPB Transfer–out Certificate issued by previous school
2. Grade 11 Report Card
3. Photocopy of PSA Birth Certificate
4. 2x2 ID Photo



VALIDATION OF GRADE 10 REPORT CARDS OF VPBS UNDER CATEGORY A (PUBLIC GRADE 10 COMPLETERS)

Please be guided on the following characteristics in the Grade 10 Report Cards that the PEAC Regional Secretariat (PEAC RS) reviews before validating the uploaded report card:

For Grade 11 Category A VPBs

- 1 LRN in report card matches the LRN in the VMS.
- 2 Student name in the report card matches the name of the VPB in the VMS.
- 3 Report card issued by Public JHS.
- 4 Grade level in the report card is Grade 10.
- 5 School Year in the report card is SY 2022-2023.
- 6 Report card is stamped cancelled.
- 7 Admitting school in the "Cancellation of Eligibility to Transfer" portion of the report card is the same with the VP Participating SHS that encoded the VPB.

For Grade 12 Category A VPBs

- 1 LRN in report card matches the LRN in the VMS.
- 2 Student name in the report card matches the name of the VPB in the VMS.
- 3 Report card issued by Public JHS.
- 4 Grade level in the report card is Grade 10.
- 5 School Year in the report card is SY 2021-2022.
- 6 Report card is stamped cancelled.
- 7 Admitting school name in the "Cancellation of Eligibility to Transfer" portion of the report card is the same with the VP Participating SHS that encoded the VPB or if the VPB is a transfer-in VPB, admitting school name matches the name of the previous VP Participating SHS.

Please be guided accordingly.



Sample of a Cancelled Report Card

9 - JHS

Republic of the Philippines
Department of Education
National Capital Region
Division of City Schools
MANILA

V
[REDACTED]
SCHOOL

Name: [REDACTED]
Age: [REDACTED] Sex: [REDACTED]
Grade: [REDACTED] Section: [REDACTED]
School Year: [REDACTED] LRN: 136 [REDACTED]

Dear Parent:
This report card shows the ability and progress your child has made in the different learning areas as well as his/her core values.
The school welcomes you should you desire to know more about your child's progress.

[REDACTED] Adviser
M. [REDACTED] Principal

Certificate of Transfer
Admitted to Grade: [REDACTED] Section: [REDACTED]
Eligibility for Admission to Grade: [REDACTED]
Approved: [REDACTED] Adviser
M. [REDACTED] Principal

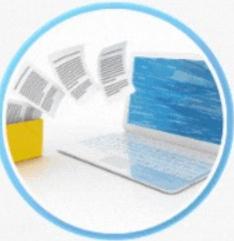
Cancellation of Eligibility to Transfer
Admitted in: [REDACTED]
Date: [REDACTED] Principal

CANCELLED
issued upon enrollment at
Colegio de San Juan
de Letran
Date: [REDACTED] 9/18/23



What's Next?

- 1. Attendance (30 days)– reflected in SF2**
- 2. Make sure that you have conducted
an Orientation to ESC/VPB's and their
parents/guardians**



The Learner's Information System

Registry of all learners in the Philippines

Enrollment Data

Class Management

Transfers/movement of Learners

Learner Promotion/Graduation



Learner's Information System

 Single Sign On

Please sign in

Sign in

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.



Learner's Information System

List of Classes

Dashboard Quick Count List of Classes Transfer School Forms Senior high school SHS Tagging Facility Data Corrections Support

+ Create Class Select Tagging SY 2022 - 2023

List of Classes

EOSY Updating is now open. [Toggle Instructions](#)
Select a class for easy updating. Finalized classes are marked with the lock icon.
Once all classes are finalized, the finalize school button will be enabled for the School Head to submit the final school enrolment for the current school year.
As a school head or designated admin, you have the option to reopen updating of a class while the school's enrolment is not yet finalized.

Kinder	Grade 1	Grade 2	Grade 3
K - 225 View Enrolment	GRADE 1 - 224 View Enrolment	GRADE 2 - 223 View Enrolment	GRADE 3 - 226 View Enrolment
Grade 4	Grade 5	Grade 6	
GRADE 4 - 227 View Enrolment	GRADE 5 - 315 View Enrolment	GRADE 6 - 317 View Enrolment	



Learner's Information System

Dashboard

Dashboard Quick Count List of Classes Transfers School Forms Senior high school Data Corrections 2 Support

Explore ▾

Today [Redacted] Aug 30, SY 2023-2024 ▾

Enrolment

Overview Summary

Total Enrolment

0

Male	Female
0	0

Class Calendar

Summary Update

Enrolment/Class Start:	Not yet been set.
Class End:	Not yet been set.



BILLING





Enterprise Information System

NEW APPLICANTS

For ESC Applicant Schools (Certification):

ESC Application starts August 1, 2023 to October 27, 2023.

PART I:

1. Letter of Intent addressed to the PEAC Executive Director
2. Securities and Exchange Commission (SEC) Registration
3. Government Recognition for the Junior High School Program (should bear the same school name as that in the latest SEC Registration).
4. Latest General Information Sheet (GIS) at least 2022
5. Latest Audited Financial Statement (AFS) at least 2022

PART II:

1. Duly Accomplished Certification Assessment Instrument (2018 CAI)
 - [Click here to download the 2018 Certification Assessment Instrument](#)
 - [Click here to download the 2018 CAI User's Guide](#)
2. School's Philosophy, Vision, Mission, Goals, and Objectives (PVMGO)
3. BEIS or School Profile

PARTICIPATING SCHOOLS

Sign in
to continue to EIS

Password is case sensitive.

I'm not a robot



LOGIN →



ESC: 0/128 Slots Used (Fixed Slots: 68, Additional Slots: 0, Incentive Slots: 60)
[View Status of Billing Statement](#)

School ID: [REDACTED]



PRIVATE EDUCATION ASSISTANCE COMMITTEE

"Blazing New Trails in Private Education"

School Year **2023 - 2024**

Welcome to the ESC Information Management System

Frequently Asked Questions

- 🔒 Password +
- 🔴 Grantees' Status Update +
- 📄 Create Billing Statement +

Navigation Menu:

- Home
- View School Profile
- View List of ESC Grantees
- Update Status of Previous SY ESC Grantees
- Encode New Grade 7 ESC Grantees for Current SY
- Encode New Higher Year Level ESC Grantees
- Process Transfer-in ESC Grantees
- Billing Statement
- Tools
- Service Requests
- Uploading of ESC Documents
- IMS-TSS





Please upload ST11/IMI1 (PDF).
Click [here](#) to upload Documents.



Welcome to PEAC Enterprise Information System (EIS)

Avatar

Colegio de San Juan de Letran

ESC ID: [REDACTED]

Account Profile Security & Login User Management

STATUS

(RE) CERTIFICATION

Accredited

MONITORING VISIT

To be Updated

ATTENDANCE IN THE ANNUAL GASTPE ORIENTATION

To be Updated

SCHOOL INFORMATION

UPDATE SCHOOL INFO

DEPED ID: [REDACTED]

REGION: NCR

OFFICIAL EMAIL ADDRESS: [REDACTED]

TELEPHONE NO.: [REDACTED]

QUICKLINKS

Certification System

ESC Information Management System

CMS Program Hourbook Management

RECENT ACTIVITY

VIEW ACTIVITY

Aug 30, 2023
1:14 PM



You logged in on Enterprise Information System

203.177.112.204 | Chrome 116 | Windows 10 |

USERS

MANAGE USERS

Name	IP Address	Last Login
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[REDACTED]		
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Other School Documents (GASTPE Participating Schools)

1. Dep Ed School Form 1(School Register)
 2. Dep Ed School Form 2 (Attendance)
 3. Class Records or Certified True Copy of Printed E-Class Records
- ESC/ Voucher Selection Process/Profiling of Grantees
 - ESC/ Voucher School Committee Minutes of the Meetings
 - Attendance Report on ESC /Voucher Orientation of Parents and Grantees



Important

Please make sure that the terms of ESC and Voucher Program are followed.





**FORMS that are important as
GASTPE Participating School**



SF1- School Register



**SF2- Learner's Daily Class
Attendance**



DepEd School Forms



School Form 1 (SF 1) School Register

(This replaces Form 1, Master List & STS Form 2-Family Background and Profile)

School ID	104795	Region III	Division	Bulacan			District	Bustos												
School Name	Tibagan Elementary School		School Year	2019 - 2020	Grade Level	Grade 6	Section	INTEGRITY												
LRN	NAME (Last Name, First Name, Middle Name)	Sex (M/F)	BIRTH DATE (mm/dd/yyyy)	AGE as of Oct. 31	MOTHER TONGUE (Grade 1 to 3 Only)	IP (Ethnic Group)	RELIGION	ADDRESS				PARENTS		GUARDIAN (If Not Parent)		Contact Number of Parent or Guardian	Learning Modality	REMARKS (Please refer to the legend on last page)		
								House #/ Street/ Sitio/ Purok	Barangay	Municipality/ City	Province	Father's Name (Last Name, First Name, Middle Name)	Mother's Maiden Name (Last Name, First Name, Middle Name)	Name	Relationship					
	<==== TOTAL MALE																			
	<==== TOTAL FEMALE																			
	<==== COMBINED																			

List and Code of Indicators under REMARKS column

Indicator	Code	Required Information	Indicator	Code	Required Information
Transferred Out	T/O	Name of Public (P) Private (PR) School & Effectivity Date	CCT Recipient	CCT	CCT Control/reference number & Effectivity Date
Transferred In	T/I	Name of Public (P) Private (PR) School & Effectivity Date	Balk Aral	B/A	Name of school last attended & Year
Dropped	DRP	Reason and Effectivity Date	Learner With Disability Accelerated	LWD ACL	Specify Specify Level & Effectivity Date

REGISTERED	BoSY	EoSY
MALE	17	
FEMALE	19	
TOTAL	36	

Prepared by:

(Signature of Adviser over Printed Name)

BoSY Date: _____ EoSY Date: _____

Certified Correct:

(Signature of School Head over Printed Name)

BoSY Date: _____ EoSY Date: _____

Generated thru LIS





School Form 6 (SF6) Summarized Report on Promotion and Level of Proficiency

(This replaces Form 20)

School ID Region Division
 School Name District School Year

SUMMARY TABLE	GRADE 1 / GRADE 7			GRADE 2 / GRADE 8			GRADE 3 / GRADE 9			GRADE 4 / GRADE 10			GRADE 5 / GRADE 11			GRADE 6 / GRADE 12			TOTAL			
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	
PROBATED																						
IRREGULAR																						
RETAINED																						
LEVEL OF PROFICIENCY																						
BEGINNING (B: 74% and below)																						
DEVELOPING (D: 75%-79%)																						
APPROACHING PROFICIENCY (AP: 80%-84%)																						
PROFICIENT (P: 85%-89%)																						
ADVANCED (A: 90% and above)																						
TOTAL																						

Prepared and Submitted by: _____
 SCHOOL HEAD

Reviewed & Validated by: _____
 DIVISION REPRESENTATIVE

Noted by: _____
 SCHOOLS DIVISION SUPERINTENDENT

GUIDELINES:

1. After receiving and validating the Report on Promotion submitted by the class adviser, the School Head shall compute the grade level total and school total.
2. This report together with the copy of report on Promotion submitted by the class adviser shall be forwarded to the Division Office by the end of the school year.
3. The Report on Promotion per grade level is reflected in the End of School Year Report of GESIP/GSSP.
4. Protocol of validation & submission is under the discretion of the Schools Division Superintendent.




Learner Permanent Record for Junior High School (SF10-JHS)

(Formerly Form 137)

LEARNER'S INFORMATION

 LAST NAME: _____ FIRST NAME: _____ NAME EXTN. (Jr,I,II): _____ MIDDLE
 Learner Reference Number (LRN): _____ Birthdate (mm/dd/yyyy): _____ Sex: ____

ELIGIBILITY FOR JHS ENROLMENT

Elementary School Completer

General Average: _____

Citation: (If Any) _____

Name of Elementary School: _____

School ID: _____

Address of School: _____

Other Credential Presented

PEPT Passer Rating: _____

ALS A & E Passer

Rating: _____

Others (P

Date of Examination/Assessment (mm/dd/yyyy): _____ Name and Address of Testing Center: _____

SCHOLASTIC RECORD

School: _____ School ID: _____ District: _____ Division: _____

Classified as Grade: _____ Section: _____ School Year: _____ Name of Adviser/Teacher: _____

LEARNING AREAS	Quarterly Rating				FINAL RATING
	1	2	3	4	
Filipino					
English					
Mathematics					
Science					
Araling Panlipunan (AP)					





FILING AND MAINTENANCE

COLLECTIONS

EL SIGLO XX

Please take note of the following as GASTPE Participating Schools:

- 1. SF₁ – Complete, updated and accurate information**
- 2. SF₂- updated, attendance are properly accounted to**
- 3. Class record/ e class record - Accurate information (learner's information is the same in SF₁) and with signature**
- 4. PSA is clear/ readable; information matches the complete name of the student in SF₁ and Class record**
- 5. Transferees and Drop-outs are well accounted/recorded**

Don't forget to FILE...

F-ocus on the document usage and purpose

I-temize (Labeling etc)

L-ook out (Confidential, safety and security)

E-ndless updates (Records inventory, Digitization)





Records Management is knowing what you have, where you have it and how long you have keep it.





THANK YOU FOR LISTENING

