

**5. Action taken: IRREGULAR?**

A. For Grade 7 & 8, with incomplete subject/s. This category implies that the learner is promoted to the next level but with deficiencies in one or more subject area/s. No General Average will be reflected.

B. For 3rd & 4th year, with incomplete subject/s equivalent of less than 3 units. This category implies that the learner have to undergo summer classes to complete the requirement for the subject area/s.

C. Not applicable for Elementary Grades (Grade 1 to grade 6)

**6. Action taken: FAILED?**

For Grade 3, 4, 5, 6 for Elementary and 3rd and 4th Year for Secondary. (Not applicable for K to 12 grade levels) Existing policy for promotion and retention will be applied.

**7. Protocol for checking?** Discretion of SDS who will check or validate.

**8. Manual writing or computer generated?** It depends to the resources available in the school.

**9. Level of Proficiency?** For K to 12 Grades Only (Leave blank for non-K to 12 grade levels)

**10. Summary Table?** For ALL Grade/Year Level (Both K to 12 and non K to 12 grade levels)

**11. Paper Size?** Default printing setup for excel templates is A4 (210mm X 297mm). May add/delete rows if needed and add column for cardinal numbering or counting of learner ONLY.

**12. Report to the Office of the Chief of Staff any attempt to deviate the order.**