School Form 3 (SF3) Books Issued and Returned

(This replaced Form 1 & Inventory of Text Book)

School ID [_____] School Year [_____]

School Name [_____] Grade Level [____] Section [_____]

NO.	LEARNER'S NAME (Last Name, First Name, Middle Name)	Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		REMARK/ACTION TAKEN (Please refer to the legend on last page)
		Date		Date		Date		Date		Date		Date		Date		Date		
		Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	
	◄ TOTAL FOR MALE	TOTAL COPIES ►																

NO.	LEARNER'S NAME (Last Name, First Name, Middle Name)	Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		Subject Area & Title		REMARK/ACTION TAKEN *(Please refer to the legend on last page)*
		Date		Date		Date		Date		Date		Date		Date		Date		
		Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	Issued	Returned	
	◄ TOTAL FOR FEMALE | TOTAL COPIES ➡																	
	◄ TOTAL LEARNERS | TOTAL COPIES ➡																	

GUIDELINES:
1. Title of Books Issued to each learner must be recorded by the class adviser.
2. The Date of Issuance and the Date of Return shall be reflected in the form.
3. The Total Number of Copies issued at BoSY shall be reflected in the form.

4. The Total Number of Copies of Books Returned at the EoSYshall be reflected in the form.

5. All textbooks being used must be included. Additional copy/ies of this form may use if needed.

In case of losses/unreturned, please provide information with the following code:

A. In Column <u>Date Returned</u>, codes are: **FM**=Force Majeure, **TDO**: Transferred/Dropout, **NEG**=Negligence

B. In <u>Column Remark/Action Take</u>n, codes are: **LLTR**=Secured Letter from Learner duly signed by parent/guardian (for code FM), **TLTR**=Teacher prepared letter/report duly noted by School Head for submission to School Property Custodian (for code TDO), **PTL**=Paid by the Learner (for code NEG). References: DO#23, s.2001, DO#25, s.2003, DO#14, 2.2012.

Prepared By:

_____
(Signature over printed name)

Date BoSY:_____ Date EoSY: _____

School Form 3: Page 2 of _____