

School Form 3 (SF3) Books Issued and Returned (This replaces Form 1 & Inventory of Textbooks)

· R	School ID]					School Y	ear										
	School Name	1					Grade	Level		Sec	ction							
	LEARNER'S NAME (Last Name, First Name, Middle Name)	Subject Area & Title		REMARKS/ACTION TAKEN														
NO.		Date		Date		Da	ate	Da	ate	Da	ate	Date		Date		Date		(Please refer to the legend on last page)
		Issued	Returned															
	◆TOTAL FOR MALE TOTAL COPIES																	

NO.	LEADNEDIO NAME	Subject A	rea & Title	Subject A	Area & Title REMARKS/ACTION TAKEN													
	O. LEARNER'S NAME (Last Name, First Name, Middle Name)	Date		(Please refer to the legend on last page)														
		Issued	Returned		Returned	Issued	Returned	pagoy										
	◆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 copies of this form may be used if needed.

In case of lost/unreturned books, 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 Column Remark/Action Taken, 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,

(Signatu	re over printed name)
Date BoSY:	Date EoSY:

Prepared By: