Synchronize School Forms: An Innovation to Address the Challenges and Difficulties

Encountered by SHS Class Advisers in the Preparation of Forms

A Full Paper Innovation

Submitted to the

Division Research and Innovation Committee

Tangub City

By:

JONARD D. CASTRO

Master Teacher – II

Lorenzo Tan National High School

October, 2023

Republic of the Philippines

Department of Education
REGION X
SCHOOLS DIVISION OF TANGUB CITY

LORENZO TAN NATIONAL HIGH SCHOOL
South B District

INNOVATION COMPLETED PAPER APPROVAL FORM

This Innovation Completed Paper titled **" Synchronize School Forms: An Innovation to Address the Challenges Encountered by SHS Class Advisers in the Preparation of Forms "** prepared and submitted by **Jonard D. Castro**, (Master Teacher II) of (Lorenzo Tan National High School) has been reviewed / evaluated and recommended for acceptance and approval.
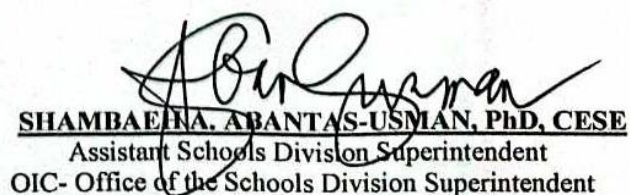
JONARD D. CASTRO
Proponent

Reviewed & checked:

SHIELDON E. HONCULADA
Division Research Coordinator

Noted by:

LORENA I. SERRANO, CESO VI
Assistant Schools Division Superintendent

Concurred by:

SHAMBAEHA. ABANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

ABSTRACT

The preparation of School Forms is always been a great challenge for teachers every quarter and end of school year. The repetitive tasks and entries of different School Forms and the errors and mismatches of data become a usual job and a burden of being a teacher. This innovative concept which entitled "Synchronize School Forms: An Innovation to Address the Challenges Encountered by SHS Class Advisers in the Preparation of Forms aimed to eliminate errors, mismatches and repetitive entries of data in common school forms prepared by teachers every quarter and end of school year. This innovation used Microsoft Excel application and created a series of interconnected sheets using hard coding to create and automate the result. This was piloted by three teacher – adviser in Senior High School, one Grade 11 and two Grade 12. In the structured interview, the three advisers able to affirm that using the innovation eliminated errors and mismatches of data. Moreover, they also experienced the actual fast tracking of SF 9 and SF10 printing. An average class size of 33 students will only take an average time of 48 minutes to produce the SF 10 and 43 minutes to print out the SF 9. Other related data were readily available upon completion of recording raw data. The innovation is a great way to do similar things to its fastest way without errors and mismatches of data and repetitive tasks. Thus, the proponent would like this innovation to be adopted.

Keywords: School Form 9,School Form 10, CMMS, Master Sheets, Grade Sheets Teacher- adviser, Senior High School, innovation

Table of Contents

List of Tables

I.   Introduction

The landscape of education has been transform tremendously along with the technological advancement that made life and works in the field easier and faster. To cope with the changes that rapidly occurs in the system, teachers should also update and upskill themselves with the trend and integration of modern technological application in the field. Moreover, teachers should also maximize the potential of technology and its functionality that would help unload teachers from a bulk of school works.

Thus, the proponent introduced this "Synchronize School Forms: An innovation to address the challenges and difficulties encountered by Senior High School class advisers in the preparation of forms." This innovation is composed of different school forms created into a series of interconnected templates using Microsoft Excel which is especially developed for SHS class adviser. It has an input sheet which contains the basic profile of the learners augmented from the School Form 1. It contains most common data found in several forms like Learners' Reference Number, Name, Sex, Birthdate, Age, Date of Admission in SHS, JHS/HS General Average, Date of Graduation, Originating School, Address as well as PEPT and ALS rating, Learning Resource Center and the Date of Examination. It also has a table for the monthly attendance for every learner which has an auto – sum feature that automatically total the number of school days a year as prescribed by DO No. 34, s. 2022 for the current school year. Subjects in the first semester and second semester can also be pre- encoded in the input sheet. A master sheets for first semester and second semester are also synch with the input sheet. Likewise, these master sheets is concatenated to the grade sheets which is auto – generated in the e – class record. The e- class record template is pre – designed one per subject in every semester where grades sheet is embedded on it. The

grade sheets can auto – generate the transmuted grade in every quarter from the e – class record and link it to the master sheet which will automatically reflected the grades as it appears in the grading sheet.

This innovation has also a ready - made and editable template for SF 9 and SF 10 in synch with each other and to the master sheets. The basic profile of the learners and the consolidated grades in the master sheet and other related and relevant data from the input sheet is synchronized to the SF 10. Even the core values is put into a template and link to the SF 9 for auto – generation of data.

This innovation provides less hassle, user friendly template and can be manipulated easily with less effort. The synchronization of the forms allows the user - adviser to a non - repetitive entry of data and prevent mismatch of information. This will save time and lessen the burden in the preparation of school forms and it will fast track the job of the user – adviser. Another unusual feature of this innovation is that it can be used offline or online. When used online through google drive, a few adjustments and additional features will be integrated which will maximize its functionality practicability. On the other hand, when use offline, the user may choose to unused few features to maintain the confidentiality and reliability of its function such as the use of e – class record instead the grade sheets will only be utilized.

In addition, when shared online, you can add security features allowing limited access to the subject users to their e- class record subject only. You can restrict other teachers in accessing class record from other subjects preventing them to make alteration and other editing process which will also maintain the confidentiality of data. Moreover, the only thing that the subject teacher need to do is to encode the raw score of the learners in the e- class record. Upon encoding the raw score, the e – class template will auto – compute the initial grades based on the weight specified in DO No. 8, s.

2015 which includes the three components of evaluation (written works, performance task and quarterly assessment) and produce an auto – transmuted grade based on the transmutation table in appendix B of DO No. 8, s. 2015. The transmuted grade will automatically send to the grade sheets under the column to which quarter it belongs by linking the data. These grades from the grading sheets in every subject will be automatically send to the master sheet for consolidation. Then, the average rating in a specific quarter will be automatically computed as well as the general weighted average of the quarters at the end of the semester plus an auto – rank result in consistent to DO No. 36, s. 2016 or Policy Guidelines on Awards and Recognition for K to 12 Basic Education Program.

Furthermore, it has an automatic CMSS data for online performance monitoring of learners per quarter for all learning areas as required under RM No. 101, s. 2021. It also includes CMSS counts of the learners' average per quarter segregated by sex which is needed in the SMEA. Likewise, the monitoring of teachers in their teaching task can also be done easily by using the template by sharing it to the school administrators which restrictions is set to view only. With that, they can easily monitor and provide guidance to teachers especially in checking and recording of learners' scores which is the primary source of data for grade generation.

On the other hand, the generation and printing of forms like SF 9 and SF 10 is also made easy and comfortably. School form 9 is set in default size in a half of an A4 bond paper. While, SF 10 is set in folio size. School form 9 size may be modified but the data reflected specified in DO N. 58, s. 2017 is retained. Meanwhile, School form 10 is downloaded through LIS and no alteration of data is made same true with SF 9. During printing process, the only thing to change by the adviser is the LRN found in

the SF10. The moment it changes, the data of the owner of the LRN will be reflected, replacing all the existing data of the previous learners.

So, this is far way better and more comprehensive innovation that will for sure lighten the loads of the class advisers especially in making and accomplishing school forms at the end of the school year. Moreover, DepEd has been trying to promote the positive impact of technology in the teaching – learning process through DepEd Computerization Program (DCP) by virtue of DO No. 78, s. 2010 . This program aims to provide public schools appropriate technologies that would enhance the teaching – learning process and meet the challenges of the 21st century. It is only due that teachers will also upgrade not only their skill but also the way how their job to be done through the aide of technology. In like manner, DepEd has established Learner Information system (LIS), an online database for online learners' registration and fast track the updating of the learners status and other related data online starting way back 2011 through submission of learners' master list (DO No. 67, s. 2011), creation of LRN and launching of online database of learners in public (DO No. 22, s. 2012), online updating of learners vis – a – vis LIS (DO No. 33, s. 2013) and reached its full swing of implementation (DO No. 13 & 14, s. 2014).

DepEd has been exerting effort to motivate teachers by providing facilities they need and idea of computerizing their work inside the classroom to become more effective and efficient. Thus, the proponent created an innovation that would be beneficial and advantageous to teachers especially advisers who are bombarded with so much task to do inside the classroom at the same time as compliment to the department's computerization and other progressive programs that provide ease and comfort to teachers. So, an innovation on synchronize school forms was created to ease the teachers challenges encounter in the preparation of school forms, giving less time

to do it and provide them ample time to rest. This innovation is also consistent to the newly adopted school forms prescribed by DepEd.

II.   Problem Statement

This Synchronize School Forms innovation aims to provide convenience and fast tracking in processing of school forms with minimal to zero erroneous data entered to the SFs which will improve and accelerate production and the checking of forms.

It sought to answer the following questions:

1. Will the utilization of Synchronize School Forms innovation decreases the errors and mismatch of data in the School Forms?

2. Will Synchronize School Forms innovation fast track the process of preparing and accomplishing the school forms smoothly at the end of the school year?

3. Will there be a difference in the preparation of school forms before and after using the innovation?

III.   Methods

The Synchronize School Forms are a series of template that can be used at the beginning of the school year or even at any quarter as long as the school year is not yet over with a few adjustment to be made. Upon the approval, the proponent used the innovative works and shared it to his colleagues within the division who expressed willingness to use already ahead of time for the pilot testing.

Collection of data

Upon utilization for pilot testing of the innovation, the proponent constantly monitored, provided assistance and received feedback to adviser who used the template. Details during the process of implementation were noted and open – ended question interview as well as a structured interview were conducted to the user at the end of the school year to validate the efficiency and applicability of the innovation. Moreover, the data from the School Form Checking Report served as primary validator to affirm the impact of using the innovation.

IV. Action Plan

Table 1. Action Plan

Objectives	Activities	Timeline	Person Involved	Expected Outcome
Create the Synchronize School Forms	✓ Creation of the templates (Input sheet – SF1, 1st & 2nd Sem. Master sheets, Core Values Sheet, SF 9 Sheet, SF 10 Sheet, E – Class Record Sheets, Grade Sheets, CMSS) ✓ Synchronizing the templates	June – August, 2022	Proponent	Completed templates
Test the templates	✓ Mock data is entered to the synchronized templates ✓ Examine the linking of data and computation as to accuracy. ✓ Adjusting the paper size to printability.	September – November, 2022	Proponent	Fully polished and completed templates
Write innovation proposal	✓ Writing of proposal for approval in the division. ✓ Submit innovation proposal.	December, 2022 – January, 2023	Proponent, Division Research and Innovation Personnel	Approved innovation
Create the Synchronize School Forms	✓ Creation of the templates ✓ Synchronizing the templates	June – August, 2022	Proponent	Completed templates

Objectives	Activities	Timeline	Person Involved	Expected Outcome
Test the templates	✓ Mock data is entered to the synchronized templates ✓ Examine the linking of data and computation as to accuracy. ✓ Adjusting the paper size to printability.	September – November, 2022	Proponent	Fully polished and completed templates
Write innovation proposal	✓ Writing of proposal for approval in the division. ✓ Submit innovation proposal.	December, 2022 – January, 2023	Proponent, Division Research and Innovation Personnel	Approved innovation
Implement the innovation	✓ Personally use the innovation and share it to at least 5 SHS adviser ✓ Take note on the challenges and adjustments to be done per observation and based on the suggestion or data given by the users	January - July, 2023	Proponent, SHS Adviser	Utilization of the innovation and giving TA to the SHS adviser
Gather the final data	✓ Open – ended questions interview ✓ Structured interview ✓ Request a copy of SFCR 1 ✓ Transcode and interpret the data	July – August, 2023	Proponent, SHS advisers (user), school head, ICT coordinator	Answered structured interview and a copy of SFCR 1
Write the final manuscript	✓ Writing the final manuscript of the paper. ✓ Submit it to the Division	September, 2023	Proponent	Finished final paper of the innovation
Plan of Dissemination	✓ Share the pilot testing results of the innovation	October, 2023	Proponent, Class advisers in SHS	Adopt the innovation

V.   Cost Estimates

Table 2. Cost Estimates

Materials	Quantity	Unit Price	Total
Bond paper	10 pcs	1 peso	10 pesos
Printing	10 pcs	2 pesos	20 pesos
Folder	1 pc	12 pesos	12 pesos
Fastener	1 pc	3 pesos	3 pesos
		Total	45 pesos

VI.   Results and Discussion

The utilization of Synchronize School Forms innovation not only decreased but eliminated the errors and mismatch of data in the school forms based on the findings of the school checking committee of forms during End of School Year as reflected in the School Checking Form Report 1(SFCR 1) among three advisers who used the innovation from different schools (*see attached SFCR 1).* There were only three users to pilot the innovation which the proponent believed were enough the test out the functionality, accuracy and reliability of the innovation as the table showed below.

Table 3. Errors and Mismatch

User	System Errors in data entry	Mismatch Data
Class Adviser A	0	0
Class Adviser B	0	0
Class Adviser C	0	0

Furthermore, the used of the innovation able to fast track the preparation and accomplishment of School Forms 9 and 10. An average class size of 31 learners took only an average of 48 minutes to print out the SF 10, while, an average of 43 minutes

to produce SF 9 for the whole class. Considering that there were no external factors that hampered the process of printing. The table below shows the actual time of continuous printing of SFs in the absence of external factors that might cause delay.

Table 4. Printing Time Lapse of SF 9 and SF 10

Users	No. of Students in a Class	Approximate printing time (SF 10)	Approximate printing time (SF 9)
Class Adviser A	24	38 minutes	35 minutes
Class Adviser B	33	50 minutes	46 minutes
Class Adviser C	35	56 minutes	47 minutes
Average	31	48 minutes	43 minutes

There was also great a difference existed in the preparation of form before and after using the innovation. The table below showed the feedback of the users of the innovation before and after using it.

Table 5. Feedback result before and after using the innovation

School Forms	Before	After	Remarks
SF 9	It will take several hours to overnight.	Average of 43 minutes per 31 average class size	Adoption of the innovation makes work faster and not tedious.
SF10	It will take overnight.	Average of 48 minutes per 31 average class size	It is easier, faster and convenient.
Other Features:			
Grade Sheets	Manual entry	Auto-generated	
Master Sheets	Manual entry	Auto-generated	
CMSS	Manual	Auto-generated	
Honors	Manual	Auto – identify	

VII.   Conclusion and Recommendation

Based on the results and discussion, utilization and used of the innovation eliminated errors and mismatches of data. It also fast tracked the preparation of School Forms 9 and 10 at the end of school year. Thus, the proponent would like to recommend the adoption of the innovation.

VIII. References

DepEd Order No. 17, s. 2010

DepEd Order No. 67, s. 2011

DepEd Order No. 22, s. 2012

DepEd Order No. 33, s. 2013

DepEd Order No. 13 & 14, s. 2014

DepEd Order No. 8, s. 2015

DepEd Order No. 36, s. 2016

DepEd Order No. 58, s. 2017

DepEd Order No. 34, s. 2022

RM No. 101, s. 2021

Republic of the Philippines
Department of Education
Region X
Division of Tangub City

LORENZO TAN NATIONAL HIGH SCHOOL
Maquilao, Tangub City

March 30, 2023

HERLYN Q. SENARILLOS
Principal I
Lorenzo Tan National High School
Division of Tangub City
Tangub City, Misamis Occidental

Madame:

Peace and prosperity be with you all the time!

I would like to request permission from your good office to use my innovation entitled "Synchronized School Forms: An Innovation to Address the Challenges and Difficulties Encountered by SHS Class Adviser in the Preparation of Forms".

This request is sent in consonant to the approved proposal by the Research and Innovation Committee of the Division of Tangub City. With your permission, the undersigned below, will used it in his class advisory only in order to verify the accuracy, functionality and practicability of the innovation.

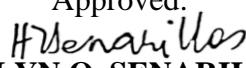Your positive response will be highly appreciated. Thus, it would help me not just in completing the data I need for this innovation but also for further improvement and simplification of work in the future.

I hope for your kind and optimistic response from this humble request.

God bless and more power!

Respectfully yours,

JONARD D. CASTRO
09467120704

Approved:

HERLYN Q. SENARILLOS
Principal

Appendix B

Report Code: SFCR1

SCHOOL FORMS CHECKING REPORT

SCHOOL NAME: Lorenzo Tan National High School   SCHOOL ID: 304104   DISTRICT: SOUTH B

Table 1. Learner Records Examined/Reviewed

Grade Level	Section	Name of Adviser	Date Checked	No. of Examined/Reviewed*			No. with Inconsistency or Incomplete Supporting Documents			% Accuracy**
				Male	Female	Total	Male	Female	Total	
12	Benevolence	Castro, Jonard	07|04|2023	16	8	24	0	0	0	100%
12	Equality	Solatorio, Alfonso	07|04|2023	28	2	30	0	0	0	100%
12	Authenticity	Montebon, Raspberry	07|04|2023	11	36	47	0	0	0	100%
12	Efficiency	Solatorio, Annalyn	07|06|2023	28	2	30	0	0	0	100%
12	Curiosity	Asok, Marisha	07|07|2023	6	42	48	0	0	0	100%

Table 4. For Transferred In/Moved In Learners Without SF 10 (formerly Form 137) or Temporarily Enrolled

Grade Level	Section	Name of Adviser	LRN	Name of Learner	Name of Originating School	School ID	Division/ Region

Type of Checking Committee: ✓ School Checking Committee (SCC) ___ Division Checking Committee (DCC)

Prepared by:

RASPBERRY D. MONTEBON   MAT M. D. JUROS   JESIMER M. MALURO   CYRIL B. ENRIQUEZ   ZARLENE M. TIGOL
Chair   Vice Chairs   Member   Member   Member

--------- All fields below are solely for the use of the Division Checking Committee (DCC) ---------

Conforme:

HERLYN Q. SENARILLOS
School Head/SCC Chair

Date Completed by DCC

Appendix C

SCHOOL FORMS CHECKING REPORT

SCHOOL NAME: Maquilao Integrated School   SCHOOL ID: _____   DISTRICT: _____

Table 1. Learner Records Examined/Reviewed

Grade Level	Section	Name of Adviser	Date Checked	No. of Examined/Reviewed*			No. with Inconsistency or Incomplete Supporting Documents			% Accuracy**
				Male	Female	Total	Male	Female	Total	
12	Helium	Chara Mae Castro	7/7/2023	4	29	33	0	0	0	100%
			School Total							

Level										

Prepared by: Type of Checking Committee: ✓ School Checking Committee (SCC)   Division Checking Committee (DCC)

CHARA UMAD D. CASTRO   MERCY L. CASINTO   JULIUS V. CAPDANA   JUBILEE BEL-IDA
_____   _____   _____
   Chair   Vice Chairs   Member   Member   Member

All fields below are solely for the use of the Division Checking Committee (DCC)

Conforme:

_____   _____
   School Head/SCC Chair   Date Completed by DCC