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	TOTAL LEARNERS TOTAL COPIES																	
GUIDELINES: In case of losses/unreturned, please provide information with the following code: Prepared By: 1. Title of Books Issued to each learner must be recorded by the class adviser. Prepared By:																		

1. Title of Books Issued to each learner must be recorded $% \left({{{\mathbf{F}}_{\mathbf{r}}} \right)$ 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.

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

B. In <u>Column Remark/Action Taken</u>, 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.

(Signature over printed name)

Date BoSY:_____ Date EoSY: _____

School Form 3: Page 2 of _____