



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

March 10, 2025

**DIVISION MEMORANDUM**

No. 77, s. 2025

**SUBMISSION OF OKD-HLI-SEL-APPRAISAL CHECKLIST (SAC) FOR HEALTHY LEARNING INSTITUTION**

**TO** : Assistant Schools Division Superintendent  
Chiefs, SGOD and CID  
Public Schools District Supervisors / OIC - PSDSs  
Elementary and Secondary School Heads  
Division School Nurses and Other Health Personnel  
All Others Concerned

1. Pursuant to Section 30 of R.A. 11223 (UHC Act) Re: Health Promotion "The schools under the supervision of the DepEd are hereby designated as healthy settings for the purpose of this Act. This office requests all schools to accomplish the Self- Appraisal Checklist (SAC) and be collected and ranked according to the scores. The purpose of the accomplishing the said form is to evaluate how near or far are the schools in achieving the standards of a Healthy Learning Institution.
2. The mechanics of filling out of the SAC form are as follows:
  - 2.1. Please write the date SAC was accomplished and the name of the school head or authorized representative who accomplished the form.
  - 2.2. Answer only "Applicant" portion with the score according to the status of your school to each component standard indicated in the form.



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- 2.3. The mechanism of scoring are **“1” if the item is fully in place. “0.5” if in place and “0” if absent.**
  - 2.4. At the end of each portion, add the scores per indicator. An indicator is only given a score of “1” if all its component standards score 1. A score of “0.5” and “0” in any standard will result in the indicator scoring of 0.5.
  - 2.5. In the event of clarification of concern, please write it on an extra sheet of paper indication the number Indicators and Standards/Description of the item in question.
  - 2.6 After filling out, please have it scanned along with extra sheet with comments/ remarks/concerns (if any).
3. The Self- Appraisal Checklist (SAC) serves as basis for HLI Awards and Certification.
  4. All Secondary and Elementary Principals/School Heads are requested to accomplish the SAC-HLI to be submitted to the office of the PSDS and to be forwarded to the Division Health and Nutrition Section (OKD-HLI Division Focal) both soft and hard copies on or before March 31, 2025. The SAC forms can be accessed through this link: <https://rb.gy/04j0sp>.
  5. For information, guidance, and compliance of all concerned.

  
**JOSE L. DONCILLO, CESO V**  
Schools Divisions Superintendent  
 



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