



NOTRE DAME OF MARBEL UNIVERSITY

INTEGRATED BASIC EDUCATION DEPARTMENT

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DATE: September 7, 2026

TO: All ES and JHS Teaching Staff

FROM: *Ma. Fe Lucia L. Palma*
Mrs. Ma. Fe Lucia L. Palma
Academic Council Chair

SUBJECT: Submission of Grades

Please be guided by the following steps for the submission, checking, and finalization of grades:

1. Encode all students' scores in the E-Class Record.
2. Encode the Conduct Grades in the Conduct Grade Sheet.
3. Print the following documents on long bond paper:
 - Class Record
 - Grade Sheet
 - Conduct Grade Sheet
4. Submit the printed documents to the Academic Coordinator's Office for recording.
5. The Subject Coordinator will check the Class Record, Grade Sheet, and Conduct Grade Sheet and return them to the respective teachers.
6. If there are no corrections, submit the final Class Record as instructed.
7. If there are corrections, make the necessary revisions in the E-Class Record and print the corrected copy. Submit the corrected hard copy to the Subject Coordinator for verification. Once verified, proceed to Step 6.
8. Open the Master Grade Sheet and encode the Homeroom Grade for JHS teachers only.
9. Print the following documents:
 - Master Grade Sheet
 - Conduct Grade Sheet
 - Honors List
10. Submit the printed copies to the Academic Coordinator for final checking.
11. After the documents have been checked and approved by the Academic Coordinator, secure the Parents' Letter, complete all the necessary information, and send the letter to the parents/guardians.

Thank you for your cooperation and for ensuring that all grade records are accurate and properly submitted



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Educational Organization
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ISO 14001:2015 Certified
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ISO 9001:2015 Recertified
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(March 2020 – March 2024)



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