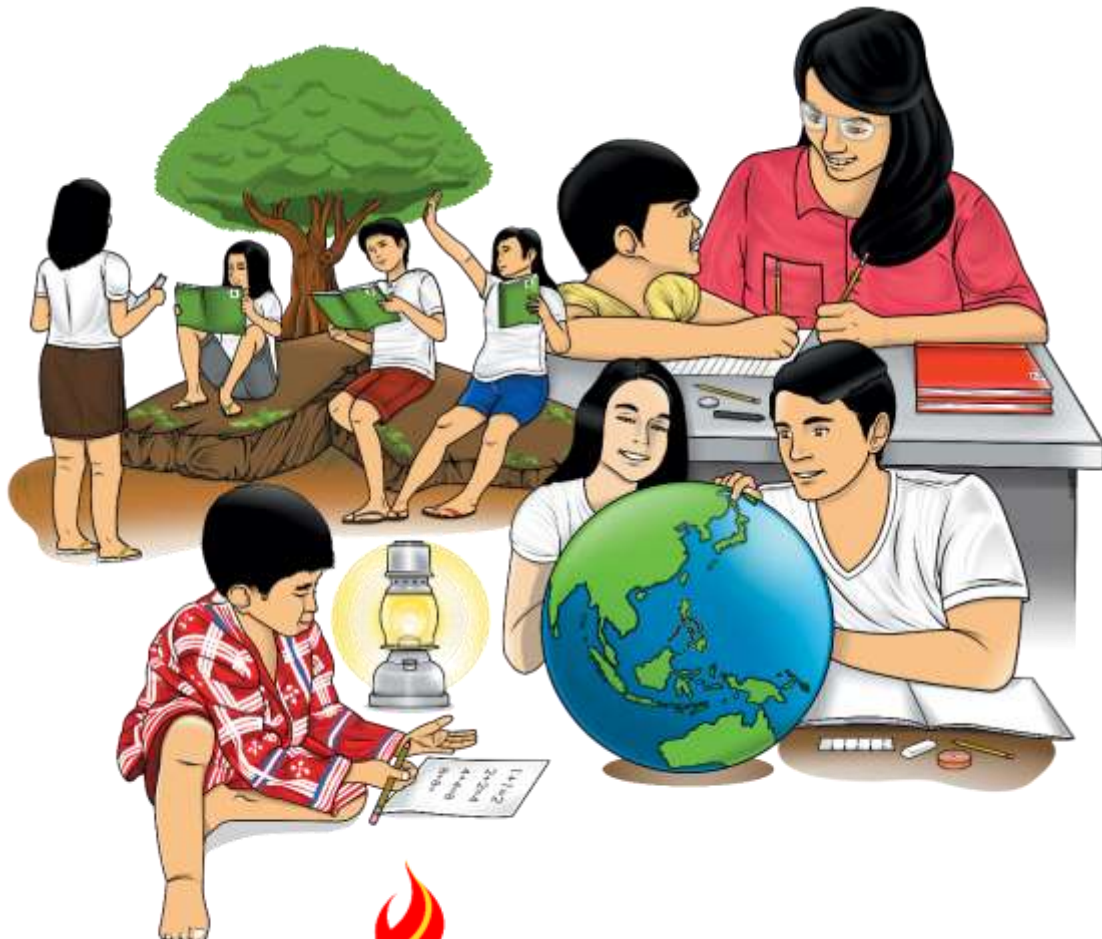


English

Quarter 1 – Module 1

Filling out Forms Accurately (school forms, deposit slips, and withdrawal slips)



English – Grade 5
Alternative Delivery Mode
Quarter 1 – Module 1: Filling out Forms Accurately (school forms, deposit slips and withdrawal slips)

First Edition, 2020

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English

Quarter 1 – Module 1

**Filling out Forms Accurately
(school forms, deposit slips, and
withdrawal slips)**

Introductory Message

This Self-Learning Module (SLM) is prepared so that you can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. These will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, **Notes to the Teacher** is also provided to our facilitators and parents for strategies and reminders on how they can best help you in home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests and read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Good luck and happy learning!



What I Need to Know

We are oftentimes asked to fill out forms whenever we use documents at the school, bank, or office. This is an essential activity that we cannot avoid doing. For these reasons, we need to master how to fill out forms. Can you do the job?

Did you know that to *fill up* **CANNOT** be used to mean the act of completing a form? Can a form hold liquid? Since it cannot, it is not appropriate to use *fill up*. The appropriate expressions are ***fill in*** and ***fill out***. So, please don't ask anyone to fill up a form because they will not be able to do it. Ask them to *fill in* or *fill out* a form instead.

So, fill out now. Remember to always be accurate.

In this module, you will be able to:

- fill out forms accurately and
- appreciate the importance of filling out forms accurately



What I Know

Directions: Fill out the form below. Complete it by using the possible answers found inside the box. Use the form provided to you.

Student Personal Information	
Name:	_____
Grade & Section:	_____ Age: _____ Sex: _____
Teacher:	_____
Address:	_____
Birthday:	_____ Country: _____
School:	_____

Royce L. Cabrera	Male	Ms. Rina B. Macaraig
Grade V- Maagap	December 25, 2010	
Catbalogan City, Samar	San Roque Elementary School	
Philippines	10	



What's In

Directions: Examine the forms below and then identify each. Pick your answer from the choices inside the box. Write it on your answer sheet.

cash deposit slip school form
withdrawal slip

1.

ABC Bank **CASH DEPOSIT SLIP**

Teller's Validation

ABC Bank **CASH DEPOSIT SLIP**

Date: _____ Currency: **Peso** **US Dollar**

Type of Account: **Savings** **Current**

Account Number: _____

Account Name: _____

CASH DEPOSIT BREAKDOWN		
Description	Pieces	Amount
1,000.00	2	2,000
500.00	1	500
300.00		
100.00	5	500
50.00		
20.00		
10.00		
5.00		
1.00		
Total Cash Deposit		3,000.00

Signature of Depositor/ Representative (Print name): _____

This deposit is made and accepted subject to the conditions printed on the reverse side and on the rules and regulations governing savings & current deposit accounts.

2.

ABC Bank **WITHDRAWAL SLIP**

Teller's Validation

Date: May 28, 2020 Currency: ₱ **Peso** **US Dollar**

Account Number: 0 3 4 4 - 7 7 7 7 - 1 0

Account Name: JUAN DELA CRUZ

Amount in Words: Five thousand pesos (5,000 in Figures)

I/We hereby declare under the penalties of perjury that my/our co-depositor(s) is/are still living.

PERSONAL WITHDRAWAL

Signature of Depositor(s)/Co-Depositor(s):
1. [Signature] 2. _____

FOR BANK'S USE ONLY

Signature Verified by: _____ Approved by: _____ Posted by: _____

Payment Received by: _____

Please present Passbook/ATM with this withdrawal slip

3.

Student Registration Form

Student Name

Last Name First Name Middle Name

School Name _____ **LRN** _____

Birth Date _____ **Sex** _____

(month/day/year)

Complete Address

(Street/Barangay, City/Municipality, Province, Country)

Father's Name: _____

Mother's Name: _____

Signature over Printed Name of Student



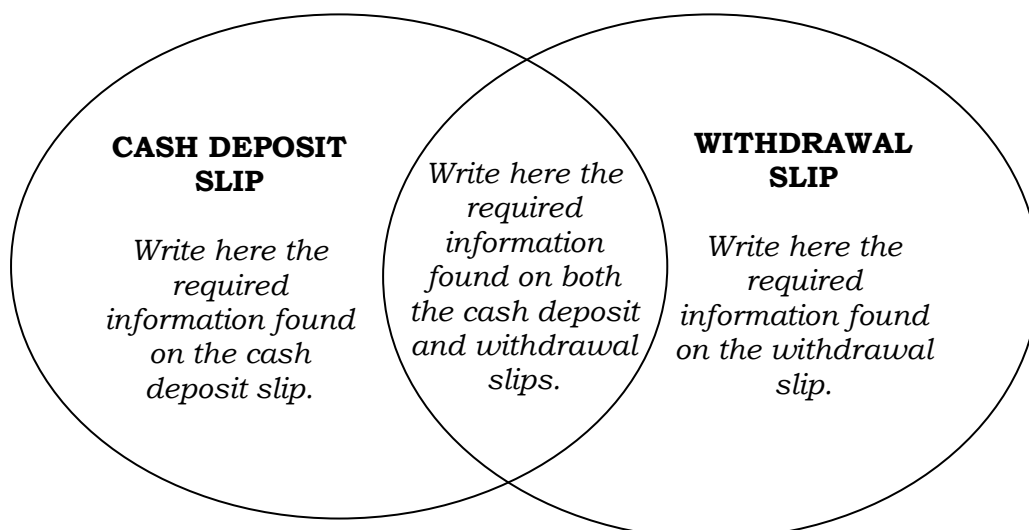
What's New

Thinking Beyond

Directions: Examine closely the completed (filled out) forms and the required information that was supplied in each form. Using a Venn diagram, write down the similarities and differences of the forms based on the required information in filling it out. Do this on your answer sheet.

ABC Bank		CASH DEPOSIT SLIP	
Teller's Validation			
ABC Bank		CASH DEPOSIT SLIP	
Date: <u>May 27, 2020</u>	Currency <input checked="" type="checkbox"/> <u>Peso</u> <input type="checkbox"/> US Dollar	Type of Account <input checked="" type="checkbox"/> <u>Savings</u> <input type="checkbox"/> Current	
Account Number <u>0 1 6 4 - 7 5 7 5 - 1 0</u>			
Account Name <u>ANA Y. TORRES</u>			
CASH DEPOSIT BREAKDOWN			
Denomination	Pieces	Amount	
1,000.00	2	2,000	
500.00	1	500	
200.00			
100.00	5	500	
50.00			
20.00			
10.00			
5.00			
1.00			
Total Cash Deposit		<u>3,000.00</u>	
Signature of Depositor/Representative (Print name) <u>ANA Y. TORRES</u>			
This deposit is made and accepted subject to the conditions printed on the reverse side and on the rules and regulations governing savings & current deposit accounts.			

ABC Bank		WITHDRAWAL SLIP	
Teller's Validation			
Date: <u>May 28, 2020</u>	Currency <input checked="" type="checkbox"/> <u>Peso</u> <input type="checkbox"/> US Dollar		
Account Number <u>0 3 4 4 - 7 7 7 7 - 1 0</u>			
Account Name <u>JUAN DELA CRUZ</u>			
Amount in Words <u>Five thousand pesos</u> (<u>5,000</u> in Figures)			
I/We hereby declare under the penalties of perjury that my/our co-depositor(s) is/are still living.			
PERSONAL WITHDRAWAL			
Signature of Depositor(s)/Co-Depositor(s) 1. <u>[Signature]</u> 2. _____			
FOR BANK'S USE ONLY			
Signature Verified by:	Approved by:	Posted by:	
_____	_____	_____	
Payment Received by: _____			
Please present Passbook/ATM with this withdrawal slip			





What Is It

A **deposit slip** is a small paper form that a person includes with a bank deposit to show how much money he or she is putting in a bank account. It contains the deposit date, name and bank account number of the depositor, and the amount to be deposited in the form of checks or cash, and the signature of the depositor.

Specifically, a person who deposits or places money in a bank account is called a **depositor**.

How to Fill out a Deposit Slip

1. First, write your name and bank account number.
2. Then, supply additional details, such as transaction date and any branch information required.
3. List the cash amount breakdown of your deposit and the total amount thereafter.
4. Affix your signature over printed name found on the lower part of the form.

ABC Bank		CASH DEPOSIT SLIP
<hr/>		
Teller's Validation		
<hr/>		
ABC Bank		CASH DEPOSIT SLIP
Date: _____	Currency ___ Peso ___ US Dollar	Type of Account ___ Savings ___ Current
Account Number _____ - _____ - _____		
Account Name _____		
CASH DEPOSIT BREAKDOWN		
Denomination	Pieces	Amount
1, 000.00	2	2, 000
500.00	1	500
200.00		
100.00	5	500
50.00		
20.00		
10.00		
5.00		
1.00		
Total Cash Deposit		3, 000.00
<hr/>		
Signature of Depositor/Representative (Print name)		
<hr/>		
This deposit is made and accepted subject to the conditions printed on the reverse side and on the rules and regulations governing savings & current deposit accounts.		

On the other hand, a **withdrawal slip** is a small paper form which has to be filled out before making a withdrawal of money from a bank. After filling out the bank slip, a person signs on it in the presence of a bank teller. A **bank teller** is an employee of the bank whose job is to help bank customers with their banking needs, such as depositing checks or cash or making a withdrawal.

How to Fill out a Withdrawal Slip

1. First, write your name and the date.
2. Then, write the desired amount of your withdrawal in words and in figures.
3. Finally, affix your signature on the signature line found on the form, but do this only until a bank teller can witness you signing it.

ABC Bank **WITHDRAWAL SLIP**

Teller's Validation

Date: _____ Currency ___ Peso ___ US Dollar

Account Number

_____ - _____ - ____

Account Name

Amount in Words

_____ (_____)

in Figures

I/We hereby declare under the penalties of perjury that my/our co-depositor(s) is/are still living.

PERSONAL WITHDRAWAL

Signature of Depositor(s)/Co-Depositor(s)

1. _____ 2. _____

FOR BANK'S USE ONLY

Signature Verified by: _____ Approved by: _____ Posted by: _____

Payment Received by: _____

Please present Passbook/ATM with this withdrawal slip

This time let us try to go through a very common form that you usually accomplish every school year. Are you familiar with this form?



MODIFIED BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

School Year: -

Grade level to Enroll:

Check the appropriate box only:

No LRN With LRN

Returning (Balik-Aral)

INSTRUCTIONS: Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

STUDENT INFORMATION

PSA Birth Certificate No. (if available upon registration) _____

Learner Reference No. (LRN)

LAST NAME

FIRST NAME

MIDDLE NAME

EXTENSION NAME e.g. Jr., III (if applicable) _____

DATE OF BIRTH / / SEX MALE FEMALE AGE _____

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? No Yes If Yes, please specify: _____

Mother Tongue _____

ADDRESS

House Number and Street _____

Barangay _____

City/Municipality/Province/Country _____ Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name (Last Name, First Name, Middle Name) _____ Mother's Maiden Name (Last Name, First Name, Middle Name) _____

Guardian's Name (Last Name, First Name, Middle Name) _____

Telephone No. _____ Cellphone No. _____

For Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move In

Last Grade Level Completed _____ Last School Year Completed _____

School Name _____ School ID

School Address _____

For Learners in Senior High School

Semester 1st Sem 2nd Sem
Track _____ Strand (if any) _____

Preferred Distance Learning Modality/ies

- Modular (Print) Online Radio-based instruction Blended
 Modular (Digital) Educational TV Homeschooling

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian _____
Date

Notice that this form uses boxes to be accomplished with specific instructions. Let's do this!

The first field asks for the school year. There are 8 boxes separated with a dash (-) in between four boxes. This means you are to put the numerical representation of the school year you are enrolling in.

Ex. 2020-2021

On the upper right corner of this form, you will notice the instruction "Check the appropriate box only:"

Here you will put a check mark only on the field that is true to your situation.

Ex. (check on the with LRN)

Pay attention to the main instruction reflected on this form. There are fields that require you to write in capital letters. For example:

LAST NAME (please play out the boxes) DE LA CRUZ
FIRST NAME JUAN
MIDDLE NAME GARCIA
EXTENSION NAME JR.

Further, under the date of birth, boxes where you can place your birth details appear. Sometimes, these bits of information use a pattern like this:

MM-DD-YYYY

This means, you are going to put the numerical representation of the month of birth. For example, January will be reflected as 01, the day of your birth falling on

the 28th of January will show 28; and lastly, the year of your birth is written in full as 1978. Therefore, you will accomplish this field following this example:

Example:

DATE OF BIRTH (Month/Day/Year)

0	1
---	---

 /

2	8
---	---

 | /

1	9	7	8
---	---	---	---

Let us give emphasis on ticking boxes appropriately, writing CAPITAL LETTERS when required, placing name extensions, and representing information in numerical form.

Example:



ANNEX 1

MODIFIED BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

School Year:

2	0	2	0
---	---	---	---

 -

2	0	2	1
---	---	---	---

Check the appropriate box only: No LRN / With LRN

Grade level to Enroll:

V

 Returning (Balik-Aral)

INSTRUCTIONS: *Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.*

STUDENT INFORMATION

PSA Birth Certificate No. (if available upon registration) _____

Learner Reference No. (LRN)

5	0	1	9	1	8	1	2	3	4
---	---	---	---	---	---	---	---	---	---

LAST NAME

D	E	L	A	C	R	U	Z												
---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

FIRST NAME

J	U	A	N																
---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MIDDLE NAME

G	A	R	C	I	A														
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXTENSION NAME e.g. Jr., III (if applicable) _____

DATE OF BIRTH (Month/Day/Year)

0	1
---	---

 /

2	8
---	---

 /

1	9	7	8
---	---	---	---

 SEX MALE FEMALE AGE 43

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? No Yes If Yes, please specify: _____

Mother Tongue Waray

ADDRESS

House Number and Street _____
 Real Street _____
 Barangay _____
 Poblacion 01 _____
 City/Municipality/Province/Country _____
 Daram, Samar _____ Zip Code

6	7	2	2
---	---	---	---

PARENT'S/GUARDIAN'S INFORMATION

Father's Name (Last Name, First Name, Middle Name) DELA CRUZ, RICARDO MENDOZA Mother's Maiden Name (Last Name, First Name, Middle Name) GARCIA, JOSEFA SILANG

DELA CRUZ, RICARDO MENDOZA

Guardian's Name (Last Name, First Name, Middle Name)

Telephone No. _____ Cellphone No. 09105954692

For Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move In

Last Grade Level Completed _____ Last School Year Completed _____

School Name _____ School ID

--	--	--	--	--	--

School Address _____

For Learners in Senior High School

Semester 1st Sem 2nd Sem

Track _____ Strand (if any) _____

Preferred Distance Learning Modality/ies

Modular (Print) Online Radio-based instruction Blended

Modular (Digital) Educational TV Homeschooling

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

RICARDO M. DELA CRUZ

Signature Over Printed Name of Parent/Guardian

07-10-2021

Date



What's More

Directions: Fill out a withdrawal slip using the suggested information found in the box. Use the form provided to you.

ABC Bank **WITHDRAWAL SLIP**

Teller's Validation

Date: _____ Currency ___ **Peso** ___ **US Dollar**

Account Number

_____ - _____ - _____

Account Name

Amount in Words

_____ (_____)
in Figures

I/We hereby declare under the penalties of perjury that my/our co-depositor(s) is/are still living.

PERSONAL WITHDRAWAL

Signature of Depositor(s)/Co-Depositor(s)

1. _____ 2. _____

FOR BANK'S USE ONLY

Signature Verified by: _____ Approved by: _____ Posted by: _____

Payment Received by: _____

Please present Passbook/ATM with this withdrawal slip

- July 1, 2020
- 1234567891
- Criselda V. Castillo
- Ten Thousand Pesos
- P 10,000.00



What I Have Learned

To fill out a form is to complete a form by writing the required information on it.

There are two forms that bank customers use to address their banking needs. One is a ***deposit slip*** which is a small paper form that a bank customer includes with a bank deposit to show how much money he or she is putting in a bank account. Another is a ***withdrawal slip*** which is a small paper form that has to be filled out before making a withdrawal of money from a bank.

Moreover, a ***depositor*** is a person who deposits or places money in a bank account, whereas a ***bank teller*** is an employee of the bank whose job is to help bank customers with their banking needs, such as depositing checks or cash or making a withdrawal.

Additionally, a ***school enrolment form*** is a school document that shows information about a learner or student who enrolls in a specific school. This form also contains the learner's profile that includes details on where he or she lives and the learner's current school records such as class and grade level to cite some examples.

As a whole, there are particular forms that you have to fill out as a requirement for admission to a school or when transacting in a bank. Accuracy is very important in filling out these forms.



What I Can Do

Helping a Friend

Directions: Read the selection about Ana and her Grandma. Help your friend, Ana, by completing the withdrawal slip for her grandma. Use the form provided to you.

Off to the Bank



Hi, my name is Ana. I will accompany my Grandma to the bank today. Grandma told me that we have to drop by the bank before going to the mall to buy me a birthday present. Today is May 28, 2020 and two days from now I will be turning 10!

Grandma needs money for the birthday present. Today, she will get 3,000 pesos from her bank account. She will have to complete a form and she calls it a withdrawal slip. Can you help Grandma complete the form, so that we can have the money for my birthday present? Yehey! Thank you.

Don't forget to leave the depositor's signature line empty, so that Grandma can sign it.

Here's Grandma's bank information.

Name : Linda Cruz
Account Number : 0977 4444 88

Teller's Validation

Date: _____ Currency _____ **Peso** **US Dollar**

Account Number

_____ - _____ - _____

Account Name

Amount in Words

_____ (_____)
in Figures

I/We hereby declare under the penalties of perjury that my/our co-depositor(s) is/are still living.

PERSONAL WITHDRAWAL

Signature of Depositor(s)/Co-Depositor(s)

1. _____ 2. _____

FOR BANK'S USE ONLY

Signature Verified by: _____ Approved by: _____ Posted by: _____

Payment Received by: _____

Please present Passbook/ATM with this withdrawal slip



Assessment

Directions: You have a savings bank account and you want to put an amount of 2, 000 pesos into it, with the following cash breakdown: two five hundred-peso bills and ten one hundred-peso bills. Using the bank account number 0344- 5555- 22, complete a cash deposit slip. Fill out the form provided to you.

ABC Bank		CASH DEPOSIT SLIP
Teller's Validation		
ABC Bank		CASH DEPOSIT SLIP
Date: _____	Currency ___ Peso ___ US Dollar	Type of Account ___ Savings ___ Current
Account Number _____ - _____ - _____		
Account Name _____		
CASH DEPOSIT BREAKDOWN		
Denomination	Pieces	Amount
1, 000.00		
500.00		
200.00		
100.00		
50.00		
20.00		
10.00		
5.00		
1.00		
Total Cash Deposit		
Signature of Depositor/Representative (Print name)		
<p>This deposit is made and accepted subject to the conditions printed on the reverse side and on the rules and regulations governing savings & current deposit accounts.</p>		



Additional Activities

Directions: Complete the school form shown below. Use the form provided to you.



ANNEX 1

MODIFIED BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

School Year: -

Grade level to Enroll:

Check the appropriate box only:
 No LRN With LRN
 Returning (Balik-Aral)

INSTRUCTIONS: Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

STUDENT INFORMATION

PSA Birth Certificate No. (if available upon registration) _____

Learner Reference No. (LRN)

LAST NAME

FIRST NAME

MIDDLE NAME

EXTENSION NAME e.g. Jr., III (if applicable)

DATE OF BIRTH / / SEX MALE FEMALE AGE _____

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? No Yes If Yes, please specify: _____

Mother Tongue _____

ADDRESS

House Number and Street _____

Barangay _____

City/Municipality/Province/Country _____

Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name (Last Name, First Name, Middle Name) _____

Mother's Maiden Name (Last Name, First Name, Middle Name) _____

Guardian's Name (Last Name, First Name, Middle Name) _____

Telephone No. _____ Cellphone No. _____

For Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move In

Last Grade Level Completed _____ Last School Year Completed _____

School Name _____ School ID

--	--	--	--	--	--

School Address _____

For Learners in Senior High School

Semester 1st Sem 2nd Sem

Track _____ Strand (if any) _____

Preferred Distance Learning Modality/ies

Modular (Print) Online Radio-based instruction Blended

Modular (Digital) Educational TV Homeschooling

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian

Date



Answer Key

What I Can Do

1. cash deposit slip
2. withdrawal slip
3. school form

What's More

1. cash deposit slip
2. withdrawal slip
3. school form

What's New

What's In

1. cash deposit slip
2. withdrawal slip
3. school form

What I Know

Name: Royce L. Cabrera

Grade & Section: Grade V- Maagap Age: 10 Sex: Male


Teacher: Ms. Rina B. Macaraig

Address: Catbalogan City, Samar

Birthday: December 25, 2010 Country: Philippines

School: San Roque Elementary School

**Other required information will vary.*



Assessment

Additional Activities

**Answers will vary.*

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Meralco Avenue, Pasig City, Philippines 1600

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