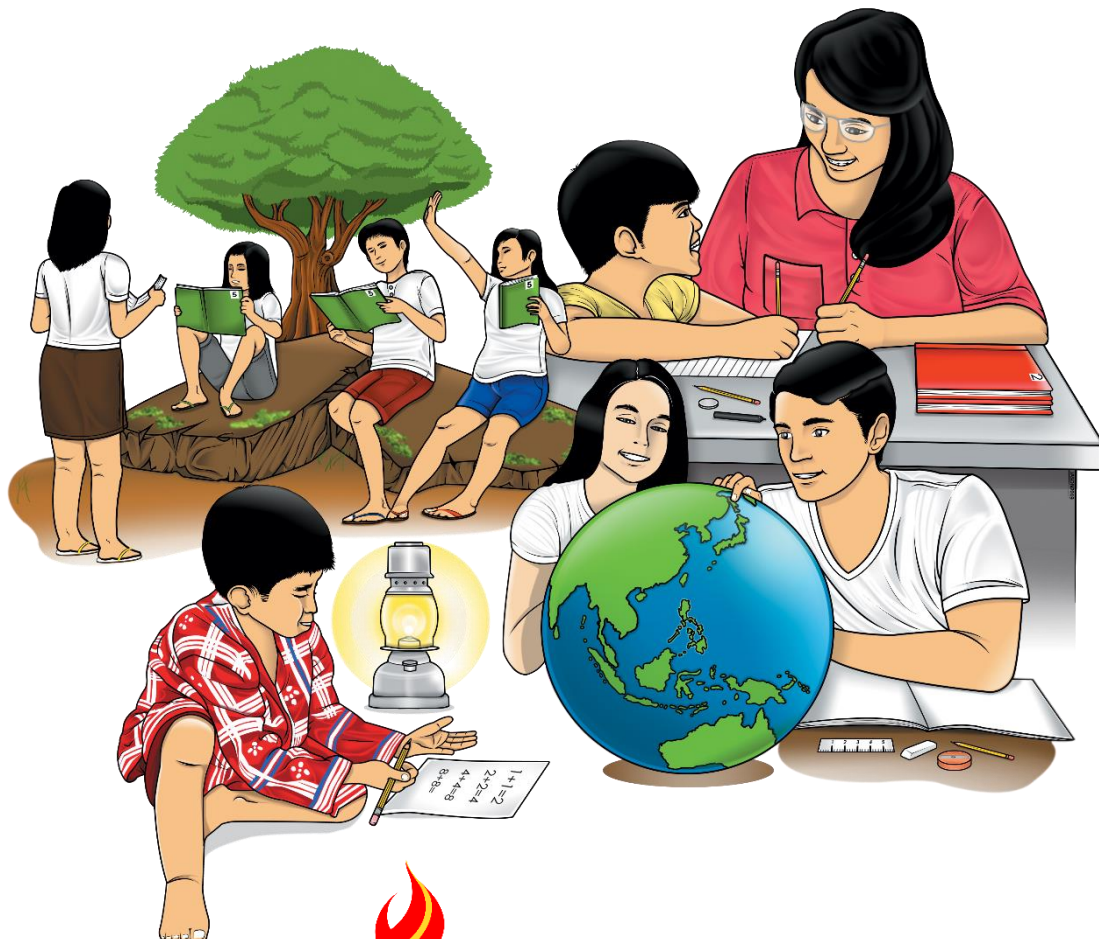


5

English

Quarter 1 – Module 1

Filling out Forms Accurately



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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Secretary: Leonor Magtolis Briones
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Development Team of the Module

Writer: Reymarc Jonvil F. Dacallos
Editors: Rustum D. Geonzon, Ferdinand A. Negros, and Dean Ric M. Endriano
Reviewers: Josefina F. Dacallos and Dina S. Superable
Layout Artists: Janssen Louel C. Dabuet and Gibson J. Gayda

Management Team:

Ramir B. Uytico
Arnulfo M. Balane
Rosemarie M. Guino
Joy B. Bihag
Ryan R. Tiu
Dean Ric M. Endriano
Teodorico C. Peliño Jr.
Carmela R. Tamayo
Moises D. Labian Jr.
Antonio F. Caveiro
Josefina F. Dacallos
Faustino M. Tobes
Rustum D. Geonzon

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Telefax: 053 – 323-3156
E-mail Address: region8@deped.gov.ph

English

Quarter 1 – Module 1

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

Introductory Message

For the facilitator:

Welcome to the **English 5** Alternative Delivery Mode (ADM) **Module 1 on Filling out Forms Accurately!**

This module was collaboratively designed, developed, and reviewed by educators from both public and private institutions to assist you, the teacher or facilitator, in helping the learners to meet the standards set by the K to 12 Curriculum while overcoming their personal, social, and economic constraints in schooling.

This learning resource hopes to engage the learners into guided and independent learning activities at their own pace and time. Furthermore, this also aims to help learners acquire the needed 21st century skills while taking into consideration their needs and circumstances.










As a facilitator, you are expected to orient the learners on how to use this module. You also need to keep track of the learners' progress while allowing them to manage their own learning. Furthermore, you are expected to encourage and assist the learners as they do the tasks included in the module.

For the learner:

Welcome to the **English 5** Alternative Delivery Mode (ADM) **Module 1 on Filling out Forms Accurately!**

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning resource while being an active learner.

This module has the following parts and corresponding icons:

- | | | |
|---|-----------------------------------|---|
|  | <i>What I Need to Know</i> | This will give you an idea of the skills or competencies you are expected to learn from the module. |
|  | <i>What I Know</i> | The activity in this part is designed to check what you already know about the lesson. If you get all the answers correct, you may decide to skip this module. |
|  | <i>What's In</i> | This is a brief drill or review to help you link the current lesson with the previous one. |
|  | <i>What's New</i> | In this section, the new lesson will be introduced to you in various ways such as a story, a song, a poem, a problem opener, an activity, or a situation. |
|  | <i>What Is It</i> | This section provides a brief discussion of the lesson. This aims to help you discover and understand new concepts and skills. |
|  | <i>What's More</i> | This comprises activities for independent practice to solidify your understanding of the topic. You may check the answers to the exercises using the Answer Key found at the end of the module. |
|  | <i>What I Have Learned</i> | This part may require you to answer questions or complete statements to help you see a summary of what you have learned from the previous sections of this module. |
|  | <i>What I Can Do</i> | This section provides an activity which will help you apply your new knowledge or skill into real-life situations. |
|  | <i>Assessment</i> | This section tests your level of mastery in realizing the objectives of the lesson which are based on the learning competency. |



Additional Activities

In this section, another activity will be given to you to enrich your knowledge or skill of the lesson that was presented.



Answer Key

This contains answers to all activities in the module.

At the end of this module, you will also find the **References** which contains the list of all sources cited or used as a guide in developing the material.

To get the most out of this module, you should take note of the following reminders:

1. Use the module with care. Do not put unnecessary mark/s on any part of the module. Use a separate sheet of paper in answering the exercises.
2. Don't forget to answer *What I Know* before moving on to the other activities included in the module.
3. Read the instruction carefully before doing each task.
4. Observe honesty and integrity in doing the tasks and checking your answers.
5. Finish each task before proceeding to the next.
6. Return this module to your teacher/facilitator once you are through with it.

If you encounter any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator. Always bear in mind that they are there to help you.

We hope that through this material, you will enjoy a meaningful learning experience and gain a deeper understanding of the relevant competencies and skills. You can do it!



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

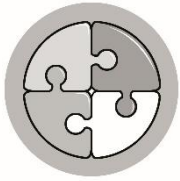


What I Know

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		
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

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 20, 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 (_____) 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



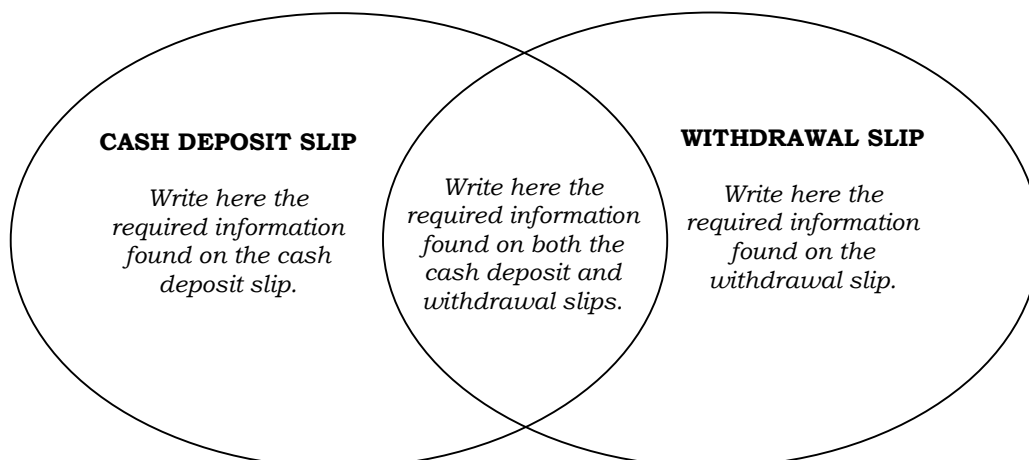
What's New

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 <u>1</u> Peso <u> </u> US Dollar	Type of Account <u>1</u> Savings <u> </u> Current	
Account Number <u>0 1 6 4 - 7 5 7 5 - 1 0</u>			
Account Name ANA Y. TORRES			
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	
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	<u>1</u> Peso	<u> </u> US Dollar
Account Number <u>0 3 4 4 - 7 7 7 7 - 1 0</u>			
Account Name JUAN DELA CRUZ			
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	

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	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
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.		

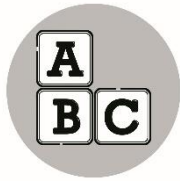
On the other hand, a **withdrawal slip** is a small paper form which has to be filled out before making a withdrawal of money from a bank. After filling out the bank slip, a person signs on it in the presence of a bank teller. A **bank teller** is an employee of the bank whose job is to help bank customers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



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: _____ Faced 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.

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 500 pesos and ten 100 pesos. 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	Type of Account
	___ Peso	___ Savings
	___ US Dollar	___ 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)		
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.		



Additional Activities

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

Student Registration Form		
Student Name		
_____	_____	_____
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
School Name		LRN
_____		_____
Birth Date	Sex	
_____	_____	
<i>(month/day/year)</i>		
Complete Address		

<i>(Street/Barangay, City/Municipality, Province, Country)</i>		
Father's Name: _____		
Mother's Name: _____		

Signature over Printed Name of Student		



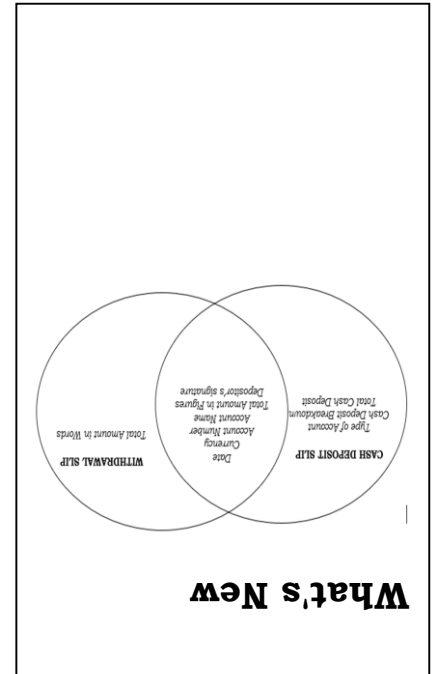
Answer Key

This is a form for a cash deposit slip. The form is titled "CASH DEPOSIT SLIP" and includes fields for "Date", "Account Number", "Currency", "Total Amount in Words", and "Total Amount in Figures". The form is mirrored horizontally.

What I Can Do

This is a form for a withdrawal slip. The form is titled "WITHDRAWAL SLIP" and includes fields for "Date", "Account Number", "Currency", "Total Amount in Words", and "Total Amount in Figures". The form is mirrored horizontally.

What's More



This is a list of three items:

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

What's In

This is a form for a student information slip. The form includes fields for "Name", "Grade & Section", "Age", "Sex", "Teacher", "Address", "Birthdate", "Country", and "School".

What I Know

Assessment

**Other required information will vary.*

Содержание результатов оценки деятельности клиента зависит от информации, предоставленной клиентом. Банк не несет ответственности за достоверность информации, предоставленной клиентом.

Содержание информации (включая сумму) зависит от информации, предоставленной клиентом.

Сумма	Единица измерения	Срок
1 000	руб.	10
2 000	руб.	3
10 000	руб.	1 000
20 000	руб.	1 000
100 000	руб.	1 000
200 000	руб.	1 000
1 000 000	руб.	1 000

СВЯН ДЕПОЗИТ ВНЕШКОДМИ

Account Name: _____

Account Number: _____

Date: _____

Branch: _____

City: _____

Country: _____

Phone: _____

Address: _____

Signature: _____

Stamp: _____

Additional Activities

**Answers will vary.*

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For inquiries or feedback, please write or call:

Department of Education –Bureau of Learning Resources (DepEd-BLR)

Ground Floor, Bonifacio Bldg., DepEd Complex
Meralco Avenue, Pasig City, Philippines 1600

Telefax: (632) 8634-1072; 8634-1054; 8631-4985

Email Address: blr.lrqad@deped.gov.ph* blr.lrpd@deped.gov.ph