

Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2026-059

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary Schools, School Heads
Private and SUC Administrators
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: GUIDANCE AND CLARIFICATION ON THE REVISED SCHOOL FORM 10 FOR ELEMENTARY AND JUNIOR HIGH SCHOOL, ELECTRONIC CLASS RECORD AND SCHOOL FORM 10 FOR STRENGTHENED SENIOR HIGH SCHOOL PILOT IMPLEMENTATION IN SCHOOL YEAR 2025-2026

DATE: March 18, 2026

1. In line with the continued implementation of the MATATAG Curriculum in the K to 10 Program and the Strengthened Senior High School (SSHS) Program, the Department of Education has issued updated policies and tools to ensure accurate, consistent, and efficient recording of learner information and academic progress. These updates include the revised School Form 10 (SF10) for the MATATAG Curriculum, the modified Electronic Class Record (ECR), and the updated School Form 10 for SHS Pilot Implementers starting School Year 2025–2026.

2. This Memorandum aims to provide schools with clear guidance for proper adoption, utilization, and transition to the new forms and tools. This issuance applies to:

- All public and private elementary and secondary schools, including State Universities implementing the MATATAG Curriculum;
- Schools participating as pilot implementers of the Strengthened SHS Program; and
- Class advisers, subject teachers, records personnel, and ICT coordinators handling learner documents and class records.



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3. Schools shall use the Revised SF10 specifically designed to reflect the curriculum adjustments under MATATAG, including:

- Updated learning areas and competencies;
- Revised grading and assessment structures; and
- Transfer credentials aligned with transition points across grade levels.

4. Class advisers whose learners' previous SF 10 is in old forms are not required to re-write the grades of their learners from previous grade levels in the revised School Form 10, instead, they shall only attach the old form. They shall put a note in the remarks of the next grade level box "See attached revised School Form 10 with learning areas based on DO 10, s. 2024." Class advisers must ensure accuracy and completeness before signing and endorsing the form to the school head.

5. The Modified Electronic Class Record and School Form 10 for Strengthened Senior High School (SSHS) is mandated for use to align teacher recording processes with the streamlined assessment design of the MATATAG Curriculum. It shall serve as the official instruments for SSHS pilot implementers to automate the following:

- Auto-calculation of quarterly grades;
- Reduced clerical errors; and
- Minimized the time teachers spend on manual administrative task.

6. The updated SHS SF10 shall be used exclusively for participating schools and learners under the pilot program.

7. Attached are the following DepEd Memoranda for your easy reference:

- Memorandum STR-250331-0910-PS "Guidance and Clarification on the School Form 10 for End of the School Year 2024-2025 and Reiteration of Senior High School Status Tagging; and
- DepEd Memorandum No. 020, s. 2026 "Modified Electronic Class Record and School Form 10 for Strengthened Senior High School Pilot Implementers in School Year 2025-2026.

8. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-PRS-Masol



Republic of the Philippines
Department of Education

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DepEd MEMORANDUM

No. **020**, s. 2026

**MODIFIED ELECTRONIC CLASS RECORD AND SCHOOL FORM 10
FOR STRENGTHENED SENIOR HIGH SCHOOL PILOT
IMPLEMENTERS IN SCHOOL YEAR 2025-2026**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Secondary School Heads
Attached Agencies
All Others Concerned

1. The Department of Education (DepEd), through DepEd Memorandum No. 48, s. 2025 titled, Pilot Implementation of the Strengthened Senior High School Curriculum for Grade 11 in School Year 2025-2026, introduced the Strengthened Senior High School (SHS) curriculum to enhance learner employability through a more responsive, specialized, and industry-aligned program framework. The reform rationalizes the existing curriculum by reducing the 15 core subjects to five and restructuring the previous four tracks into two: Academic and Technical Professional (TechPro). This shift necessitates substantial recalibration of subject offerings, grading systems, and related academic and administrative processes.

2. In support of the implementation of the Strengthened SHS curriculum, the Department has modified the existing Electronic Class Record (ECR) and the School Form 10 (SF 10) or Learner's Permanent Record for SHS issued through DepEd Order No. 69, s. 2016, titled Provision of the DepEd Electronic Class Record and Form 137 for Senior High School. The modified ECR and SF 10 templates shall serve as the official instruments for Strengthened SHS pilot implementers to automate grade computation, reduce clerical errors, and minimize the time teachers spend on manual administrative tasks.

3. While the general process for accomplishing these forms remains unchanged, the following are the modifications made to the ECR and SF 10 for SHS to ensure alignment with the Strengthened SHS curriculum, particularly the computation of final grades:

a. Electronic Class Record for Strengthened Senior High School

- i. The data input process has been redesigned to be more user-friendly, with subject-level automation to minimize manual entry.
- ii. Teachers shall use one ECR for all quarters or both semesters for each core or elective subject.

- iii. Upon encoding grades for two or all four quarters, the tool automatically computes the final semestral grade or final annual grade, as applicable to the subject.
- iv. An **instructions** section has been added to provide technical guidance and assistance to users.
- v. The sheets previously titled **Semestral Grades** have been renamed **Summary Grade Sheets**.

b. School Form 10 for Strengthened Senior High School

- i. A Summary of Final Grades per Grade Level section is provided as the official reference for learner academic performance.
- ii. The general average per semester is removed across all grade levels.
- iii. The Final Grade reflected in the Summary of Final Grades shall serve as the basis for academic records and evaluation.
- iv. For Core subjects, the tool automatically computes the Final Grade based on the results of the four quarters.
- v. Any recomputed grades resulting from remediation shall be incorporated in the Final Grade of the corresponding subject.
- vi. Ten additional slots are allocated to Electives and Special Curricular Programs/Institutional subjects.

4. The modified ECR and SF 10 templates shall be used **exclusively, until further notice, by Strengthened SHS teachers in SSHS Pilot Schools**. Senior High School teachers who are not teaching subjects under the Strengthened SHS curriculum shall continue using the existing ECR and SF 10 (formerly Form 137) for their SHS classes.

5. Strengthened SHS teachers may download the modified ECR and SF 10 templates from the **Learner Information System Support Page** at <https://support.lis.deped.gov.ph/support>. User guides and other reference materials are available at bit.ly/SSHSGuide-ModifiedECRSF10. To ensure that Strengthened SHS teachers are using the correct files, the official filenames of the modified templates are as follows:

- a. **SSHSE-Class Record v2026.xlsx** for the Modified ECR for SSHS;
and
- b. **SSHSSF 10 v2026.xlsx** for the Modified SF 10 for SSHS.

6. To ensure the proper implementation of this Memorandum, the concerned functional Divisions in the regional office (RO) and schools division office (SDO) shall be expected to provide guidance, technical assistance, and promote the use of the modified ECR and SF 10 templates. Specifically, the following shall be undertaken:

- a. The RO-Curriculum and Learning Management Division (CLMD) and the SDO-Curriculum Implementation Division, particularly the Public Schools District Supervisors (PSDS), shall be responsible for providing consistent guidance on the Strengthened SHS curriculum and grade computation; and

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b. The RO- and SDO-Information and Communications Technology Service shall provide technical support on form management, navigation, and embedded formulas in the modified electronic templates.

7. The Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) shall conduct an orientation for the abovementioned RO and SDO functional divisions and offices to ensure the effective transfer of knowledge and uniform understanding of the modified ECR and SF 10 templates. Further details on the orientation, including the schedule and modalities, shall be issued separately.

8. As the modified ECR and SF 10 are not for sale, DepEd cautions teachers from individuals or groups who will try to sell electronic or print copies of these tools. These incidents may be reported to the **BHROD-SED** through email at bhrod.sed@deped.gov.ph or at telephone number (02) 8633-5397.

9. All concerned may contact the same office for feedback and suggestions on how to improve the ECR and SF 10 for SSHS.

10. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



WILFREDO E. CABRAL

Undersecretary

Human Resource and Organizational
Development and Infrastructure

References:

DepEd Order (No. 69, s. 2016)
DepEd Memorandum No. 48, s. 2025

To be indicated in the Perpetual Index
under the following subjects:


FORMS
POLICY
RATING
RECORDS
SCHOOLS
SENIOR HIGH SCHOOL
TEACHERS



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR STRATEGIC MANAGEMENT
(POLICY, PLANNING, AND MONITORING & EVALUATION)

STR-250331-0910-PS
MEMORANDUM

TO : **MINISTER, BASIC, HIGHER, TECHNICAL EDUCATION,
BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
STATE/LOCAL UNIVERSITIES AND COLLEGES HEAD
ALL OTHER CONCERNED**

FROM : 
RONALD W. MENDOZA, PhD
Undersecretary for Strategic Management

SUBJECT : **GUIDANCE AND CLARIFICATIONS ON THE SCHOOL FORM
10 FOR END OF SCHOOL YEAR 2024-2025 AND
REITERATION OF SENIOR HIGH SCHOOL STATUS TAGGING**

DATE : 28 March 2025

1. This issuance intends to provide guidance and clarifications related to the End of School Year (EOSY) 2024-2025 which includes the updated School Form 9 (Learner Progress Report Card) and School Form 10 (Learner Permanent Record), and the proper reporting of Senior High School learner's semestral and EOSY status.
2. Consistent with **DepEd Order No. 10, s. 2024** titled "*Policy Guidelines on the Implementation of the MATATAG Curriculum,*" and its phased implementation in Grades 1, 4, and 7, changes in learning areas shall be reflected in School Form 9 and School Form 10 for the said grade levels.
3. In the interim, all schools shall adopt the revised School Form 10 attached as Annexes I (Grade 1), II (Grade 4), and III (Grade 7) of this Memorandum while efforts on the revisions of all School Forms are ongoing.
4. Grade 4 class advisers whose learners' previous grade levels are under the K-12 Basic Education Curriculum (old) shall be guided accordingly of the following:
 - a. Grade 4 class advisers are not required to re-write the grades of their learners from previous grade levels in the revised School Form 10,

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instead, they shall only attach the old School Form 10 to the revised SF 10;

- b. They shall put a note in the "remarks" column of old School Form 10 in boxes intended for Grades 4 to 6. The remark shall be **"See attached revised School Form 10 with learning areas based on DO 10, s. 2024."**
 - c. They may download from the Learner Information System (LIS) the revised School Form 10 for Elementary designed specifically for Grade 4 learners in School Year 2024-2025. This School Form 10 has remarks in boxes for Grades 1, 2, and 3, stating *"Under old curriculum. See attached old School Form 10 with learning areas based on DO 21, s. 2019."*
5. The No Longer Participating in Learning Activities (NLPA) will be reverted to No Longer in School (NLS) in the School Form 2 – Daily Attendance and in the LIS as the NLPA is only applicable during the COVID-19 pandemic.
 6. The term "death" will be changed to "deceased" in the LIS.
 7. All schools offering Senior High School shall be guided accordingly on the following:

a. End of Semester Status

- (1) Incomplete - learners who did not meet expectations in one or more subject areas, regardless of number of subjects failed (with grade less than 75%).
- (2) Complete - learners who completed/satisfied the requirements in all subject areas (with grade of at least 75%).
- (3) No Longer in School - learners who left school (stopped attending classes in any school) before the end of the Semester.

b. End of School Year Status

Regular - number of learners who completed/satisfied requirements in all subject areas both in the 1st and 2nd semester.

Irregular - number of learners who were not able to satisfy/complete requirements in one or both semesters.

8. For any clarifications or inquiries, please contact the **Policy and Planning Service – Education Management Information System Division** (PPS-



EMISD) through telephone numbers (02) 8635-3958/8637-6204 or email at ps.emisd@deped.gov.ph.

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Learner Permanent Academic Record for Elementary School (SF10-ES)

(Formerly Form 137)

LEARNER'S PERSONAL INFORMATION

LAST NAME: _____ FIRST NAME: _____ NAME EXTN. (Jr., II): _____ MIDDLE NAME: _____

Learner Reference Number (LRN): _____ Birthdate (mm/dd/yyyy): _____ Sex: _____

ELIGIBILITY FOR ELEMENTARY SCHOOL ENROLLMENT

Credential Presented for Grade 1: Kinder Progress Report ECCD Checklist Kindergarten Certificate of Completion

Name of School: _____ School ID: _____ Address of School: _____

Other Credential Presented: PEPT Passer Rating: _____ Date of Examination/Assessment (mm/dd/yyyy): _____ Others (Pls. Specify): _____

Name and Address of Testing Center: _____ Remark: _____

SCHOLASTIC RECORD

School: _____ School ID: _____
District: _____ Division: _____ Region: _____
Classified as Grade: _____ Section: _____ School Year: _____
Name of Adviser/Teacher: _____ Signature: _____

LEARNING AREAS	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Language						UNDER OLD CURRICULUM See attached old School Form 10 with learning areas based on DepEd Order No. 21, s. 2019
Reading and Literacy						
Mathematics						
GMRC (Good Manners and Right Conduct)						
Makabansa						
*Arabic Language						
*Islamic Values Education						
General Average						

School: _____ School ID: _____
District: _____ Division: _____ Region: _____
Classified as Grade: _____ Section: _____ School Year: _____
Name of Adviser/Teacher: _____ Signature: _____

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Filipino						UNDER OLD CURRICULUM See attached old School Form 10 with learning areas based on DepEd Order No. 21, s. 2019
English						
Mathematics						
GMRC (Good Manners and Right Conduct)						
Makabansa						
*Arabic Language						
*Islamic Values Education						
General Average						

Remedial Classes	Conducted from:	to			
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	Remarks	

Remedial Classes	Conducted from:	to			
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	Remarks	

School: _____ School ID: _____
District: _____ Division: _____ Region: _____
Classified as Grade: _____ Section: _____ School Year: _____
Name of Adviser/Teacher: _____ Signature: _____

LEARNING AREAS	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Filipino						UNDER OLD CURRICULUM See attached old School Form 10 with learning areas based on DepEd Order No. 21, s. 2019
English						
Mathematics						
Science						
GMRC (Good Manners and Right Conduct)						
Makabansa						
*Arabic Language						
*Islamic Values Education						
General Average						

School: _____ School ID: _____
District: _____ Division: _____ Region: _____
Classified as Grade: _____ Section: _____ School Year: _____
Name of Adviser/Teacher: _____ Signature: _____

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Filipino						
English						
Mathematics						
Science						
GMRC (Good Manners and Right Conduct)						
Araling Panlipunan						
EPP						
MAPEH						
Music & Arts						
Physical Education & Health						
*Arabic Language						
*Islamic Values Education						
General Average						

Remedial Classes	Conducted from:	to			
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	Remarks	

Remedial Classes	Conducted from:	to			
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	Remarks	

