




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,
BARM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
STATE/LOCAL UNIVERSITIES AND COLLEGES HEAD
ALL OTHER CONCERNED**

FROM : 
RONALD U. 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,



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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Room 508, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8638-1780;

(Formerly Form 137)

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

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

☐ Elementary School Completer
Name of Elementary School: _____ General Average: _____ Citation (if Any): _____
School ID: _____ Address of School: _____

Other Credential Presented

☐ PEPT Passer Rating: _____
Date of Examination/Assessment (mm/dd/yyyy): _____

☐ ALS A & E Passer Rating: _____
Name and Address of Testing Center: _____

☐ Others (Pls. Specify): _____

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						
Araling Panlipunan (AP)						
Values Education						
Technology and Livelihood Education (TLE)						
MAPEH						
<i>Music & Arts</i>						
<i>Physical Education & Health</i>						
	<i>General Average</i>					

Remedial Classes Conducted from (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____				
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						
English						
Mathematics						
Science						
Araling Panlipunan (AP)						
Values Education						
Technology and Livelihood Education (TLE)						
MAPEH						
<i>Music & Arts</i>						
<i>Physical Education & Health</i>						
	General Average					

Remedial Classes Conducted from (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____				
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	Remarks

I CERTIFY that this is a true record of _____ with LRN _____ and that he/she is eligible for admission to Grade _____

Name of School: _____ School ID: _____ Last School Year Attended: _____

Date Signature of Principal/School Head over Printed Name (Affix School Seal Here)

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						
Araling Panlipunan (AP)						
Values Education						
Technology and Livelihood Education (TLE)						
MAPEH						
<i>Music & Arts</i>						
<i>Physical Education & Health</i>						
<i>General Average</i>						
Remedial Classes	Conducted from (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____					
Learning Areas	Final Rating	Remedial Class Mark		Recomputed Final Grade	Remarks	

[illegible]

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						
Araling Panlipunan (AP)						
Values Education						
Technology and Livelihood Education (TLE)						
MAPEH						
<i>Music & Arts</i>						
<i>Physical Education & Health</i>						
General Average						
Remedial Classes	Conducted from (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____					
Learning Areas	Final Rating	Remedial Class Mark		Recomputed Final Grade	Remarks	

For Transfer Out / JHS Completer Only

CERTIFICATION		
I CERTIFY that this is a true record of _____ with LRN _____ and that he/she is eligible for admission to Grade _____. Name of School: _____ School ID: _____ Last School Year Attended: _____		
_____ Date	_____ Signature of Principal/School Head over Printed Name	_____ (Affix School Seal Here)



Learner Permanent Academic Record for Elementary School (SF10-ES)
(Formerly Form 137)

LEARNER'S PERSONAL INFORMATION

LAST NAME: FIRST NAME: NAME EXTN. (Jr,I,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						

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						
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

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						

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)						
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

(Formerly Form 137)

LAST NAME:	FIRST NAME:	NAME EXTN. (Jr., II)	MIDDLE NAME:
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Learner Reference Number (LRN): _____ Birthdate (mm/dd/yyyy): _____ Sex: _____

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

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

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

Name and Address of Testing Center: _____ Remark: _____

School	School ID:	School	School ID:
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School:	School ID:	School:	School ID:

District: _____ Division: _____ Region: _____ District: _____ Division: _____ Region: _____

Classified as Grade: _____ Section: _____ School Year: _____

Learning Areas	Quarterly Rating				Final Rating	Remarks
	1	2	3	4		
Filipino						
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

District	Division	Region	District	Division	Region
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Classified as Grade:	Section:	School Year:	Classified as Grade:	Section:	School Year:
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Name of Adviser/Teacher:	Signature:	Name of Adviser/Teacher:	Signature:
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[illegible]

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

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

