

Republic of the Philippines Department of Education National Capital Region

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division Superintendent

APR 08 2025

MEMORANDUM No. <u>173</u>, s. 2025

GUIDANCE AND CLARIFICATIONS ON THE SCHOOL FORM 10 (SF10) FOR END OF SCHOOL YEAR (EOSY) 2024-2025 AND REITERATION OF SENIOR HIGH SCHOOL STATUS TAGGING

To: OIC-Assistant Schools Division Superintendent Chief Education Supervisor, Curriculum Implementation Division OIC-Chief Education Supervisor, School Governance & Operations Division Public and Private Elementary and Secondary School Heads All Others Concerned

1. Attached is **DepEd Memorandum STR-20250331-0910-PS**, dated **March 28, 2025**, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.

2. The purpose of this issuance aims to provide clarification and guidance regarding the End of School Year (EOSY) 2024–2025, including the updated Learner Progress Report Card (SF9) and Learner Permanent Record (SF10) forms, as well as the appropriate reporting of Senior High School Learners' Semestral and EOSY status.

3. With reference to DepEd Order No. 10, s. 2024, titled "Policy Guidelines on the Implementation of the MATATAG Curriculum," and its gradual rollout in Grades 1, 4, and 7. Modifications to the subject areas must be indicated in Grades 1–7 School Forms 9 and 10.

4. As work on updating all School Forms continues, all schools will use the updated School Form 10 that is attached as Annexes I (Grade 1), II (Grade 4), and III (Grade 7) of this Memorandum.

5. The following guidelines should be followed by grade 4 class advisers whose learners' prior grade level fell within the K–12 Basic Education Curriculum (old):

a. Grade 4 class advisers are simply needed to attach the previous School Form 10 to the updated SF10; they are not obliged to rewrite the grades of their learners from prior grade levels in the updated SF10;

b. They will write a message in the "remarks" column of the old School Form 10 in the boxes meant for Grades 4–6. "See attached revised School Form 10 with learning areas based on DO 10, s. 2024.";



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City 84237560, 84237561, 84237562

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Republic of the Philippines Department of Education National Capital Region Schools Division Office of Muntinlupa City

c. The updated School Form 10 for Elementary, created especially for Grade 4 learners in the School Year 2024–2025, is available for download via the Learner Information System (LIS). Grades 1, 2, and 3 comments under boxes on this School Form 10 read, "Under old Curriculum." See attached the old School Form 10 with learning areas based on DO 21, s. 2019."

6. Since the **No Longer Participating in Learning Activities (NLPA)** is only valid during the COVID-19 pandemic, it will be changed to **No Longer in School (NLS)** in the LIS and on School Form 2-Daily Attendance.

7. In the LIS, the term "death" will be replaced by "deceased."

8. The 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 on or both semesters.

9. In addition, the field are please be advised that schools that have already completed their learners' School Form 10 (old) are exempt from using the Revised School Form 10 for Grades 1, 4, and 7. However, they will begin utilizing the updated school form 10 in the School Year 2025–2026, and they will need to attach their learners' old School Form 10.

10. For any clarifications or inquiries, please contact the Planning & Research Section and Curriculum Implementation Division through telephone numbers (02)8423-75-60/ (02)8423-75-61 / (02)8423-75-62 or email at planning.sdomuntinlupa@deped.gov.ph or sdo.muntinlupa@deped.gov.ph.





Republic of the Philippines Department of Education National Capital Region Schools Division Office of Muntinlupa City

11. Immediate dissemination of, and compliance with this Memorandum is hereby directed.

M GONZALES

Asst. Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent

Enclosure: as stated References: as stated To be indicated in the <u>Perpetual Index</u> under the following subjects:

> SCHOOL FORM LEARNERS POLICY LEARNER INFORMATION SYSTEM

NUM-2025-173



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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 SW MENDOZA, PhD FROM RONALD U Undersecretary for Strategic Management **GUIDANCE AND CLARIFICATIONS ON THE SCHOOL FORM** SUBJECT • FOR END OF SCHOOL YEAR 2024-2025 10 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,



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

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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

- 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-



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

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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)

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Revised 2025 based on DepEd Order No. 10, s. 2024

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May add Certification Box if need											R	evised.			Order No. 10, s. 2024





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

and the second second second						L	EARNER'S PERS	ONAL INFORMATION							
LAST NAME:				FIRST	NAME			NAME EXTN. (J	r,I,II)	MIDDL	E NAME	:	1		
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Republic of the Philippines Department of Education Learner Permanent Academic Record for Junior High School (SF10-JHS)



(Formerly Form 137) LEARNER'S INFORMATION MIDDLE NAME: FIRST NAME: NAME EXT. (Jr,I,II): LAST NAME: Birthdate (mm/dd/yyyy): Learner Reference Number (LRN): Sex: ELIGIBILITY FOR JHS ENROLLMENT Citation (if Any): Elementary School Completer General Average: Name of Elementary School: School ID: Address of School: Other Credential Presented Rating: Others (Pls. Specify): PEPT Passer Rating: ALS A & E Passer Date of Examination/Assessment (mm/dd/yyyy): Name and Address of Testing Center: SCHOLASTIC RECORD School ID: District: Division: Region: School: Name of Adviser/Teacher: Signature: School Year: Classified as Grade: Section: **Quarterly Rating** FINAL REMARKS LEARNING AREAS RATING 1 2 3 4 Filipino English Mathematics Science Araling Panlipunan (AP) Values Education Technology and Livelihood Education (TLE) MAPEH Music & Arts Physical Education & Health **General Average Remedial Classes** Conducted from (mm/dd/yyyy) to (mm/dd/yyyy) Recomputed Learning Areas **Final Rating** Remedial Class Mark Remarks **Final Grade** School ID: District: Division: Region: School: Name of Adviser/Teacher: Signature: Classified as Grade: School Year: Section: **Quarterly Rating** FINAL REMARKS LEARNING AREAS RATING 4 1 2 3 Filipino English Mathematics Science Araling Panlipunan (AP) Values Education Technology and Livelihood Education (TLE) MAPEH Music & Arts Physical Education & Health General Average to (mm/dd/yyyy) **Remedial Classes** Conducted from (mm/dd/yyyy) Recomputed Remedial Class Mark Remarks Learning Areas **Final Rating Final Grade** CERTIFICATION and that he/she is eligible for admission to Grade CERTIFY that this is a true record of with LRN School ID: Last School Year Attended: Name of School: (Affix School Seal Here) Date Signature of Principal/School Head over Printed Name Revised 2025 based on DepEd Order No. 10, s. 2024

SF10-JHS Page 2 of School: School ID: District: Division: Region Classified as Grade: Name of Adviser/Teacher: School Year: Section: Signature: Quarterly Rating FINAL LEARNING AREAS REMARKS 4 RATING 1 2 3 Filipino English Mathematics Science Araling Panlipunan (AP) Values Education Technology and Livelihood Education (TLE) MAPEH Music & Arts Physical Education & Health General Average **Remedial Classes** Conducted from (mm/dd/yyyy) to (mm/dd/yyyy) Recomputed Learning Areas **Final Rating Remedial Class Mark** Remarks **Final Grade** Division: School School ID: District: Region: Name of Adviser/Teacher: Classified as Grade: Section: School Year: Signature: Quarterly Rating FINAL LEARNING AREAS REMARKS 4 RATING 1 2 3 Filipino English Mathematics Science Araling Panlipunan (AP) Values Education Technology and Livelihood Education (TLE) MAPEH Music & Arts Physical Education & Health General Average **Remedial Classes** Conducted from (mm/dd/yyyy) to (mm/dd/yyyy) Recomputed Learning Areas **Final Rating** Remedial Class Mark Remarks **Final Grade** School School ID: Division: District: Region Classified as Grade: Section: School Year: Name of Adviser/Teacher: Signature: Quarterly Rating FINAL LEARNING AREAS REMARKS 4 RATING 2 3 Filipino English Mathematics Science Araling Panlipunan (AP) Values Education Technology and Livelihood Education (TLE) MAPEH Music & Arts Physical Education & Health General Average **Remedial Classes** Conducted from (mm/dd/yyyy) to (mm/dd/yyyy) Recomputed Learning Areas **Final Rating Remedial Class Mark** Remarks **Final Grade** For Transfer Out / JHS Completer Only CERTIFICATION 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: Signature of Principal/School Head over Printed Name Date (Affix School Seal Here)

(May add Certifiation box if needed)

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