



MOEL-0626

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 17 2026

MEMORANDUM

**AVAILABILITY OF SCHOOL FORM 10 (SF10) AND E-CLASS RECORD (ECR)
FOR STRENGTHENED SENIOR HIGH SCHOOL (SSHS) IN THE
LEARNER INFORMATION SYSTEM (LIS)**

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

1. In reference with **DepEd Learner Information System (LIS) Advisory**, this Office informs all concerned that the School Form 10 (SF10) and E-Class Record (ECR) for Strengthened Senior High School (SSHS) are now available for access and download through the Learner Information System (LIS) website **<https://lis.deped.gov.ph>**.

2. In view of this development, all Pilot Senior High School registrars, LIS coordinators, and class advisers are advised to utilize the newly available forms for the documentation, recording, and monitoring of learners' academic records. Schools are reminded to ensure that all learner information encoded in the LIS is accurate, complete, and updated, as the generated SF10 and ECR are based on the data reflected in the system.

3. To ensure proper utilization and management of the SF10 and ECR for SSHS, the following roles and responsibilities shall be observed:

a. School Heads

- Ensure the dissemination of this advisory to all concerned teaching and non-teaching personnel.
- Supervise and monitor the proper utilization of the SF10 and ECR generated from the LIS.
- Ensure the accuracy, completeness, and timeliness of learner information encoded in the LIS.
- Provide guidance and technical support to teachers and LIS coordinators in the use of the system-generated forms.
- Ensure that all generated records are properly filed, secured, and used in accordance with existing DepEd policies on learner records management.

b. School LIS Coordinators/Registrars

- Assist school personnel in accessing, generating, and downloading the SF10 and ECR through the LIS portal.
- Ensure that learner data in the LIS are regularly validated and updated.



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- Coordinate with class advisers and subject teachers regarding discrepancies or data issues reflected in the system-generated forms.
- Provide technical assistance to school personnel on LIS-related concerns.
- Coordinate with the Division LIS Focal Person for technical issues and other LIS-related concerns.

c. Class Advisers

- Ensure the accurate encoding of learners' grades and information in the LIS for the generation of the SF10 and ECR.
- Monitor and validate the correctness of the SF10 and ECR for their respective classes.
- Coordinate with the School LIS Coordinator for any discrepancies or issues in the forms.
- Facilitate the proper use and submission of generated forms for recording and reporting purposes.
- Serve as the first point of contact for learners and parents regarding inquiries on their academic records.

4. For clarifications or inquiries, schools may coordinate with Division Senior High School Focal Person or the SGOD – Planning & Research Section the via telephone at (02) 8423-7560, 61, or 62, or by email at planning.sdomuntinlupa@deped.gov.ph. For technical concerns or issues encountered while accessing or generating the forms, schools may coordinate directly with the Division LIS Focal Person, Mr. Joseph D. Nilo or Division Senior High School Focal Person, Dr. Eric F. Fungo for proper guidance and assistance.

5. Immediate dissemination of, and strict compliance with this Memorandum is directed.


VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: none

References: as stated

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

E-CLASS RECORD
LEARNER INFORMATION SYSTEM
SCHOOL FORM
STRENGTHENED SENIOR HIGH SCHOOL

JDN/DM/ Availability of School Form 10 (SF10) and E-Class Record (ECR) for Strengthened Senior High School (SSHS) in the Learner Information System (LIS)

133 /March 16, 2026

Announcement

Monday, March 16, 2026

RECEIVED BY:
MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)

Important Advisory

March 16, 2026

- EOSY Updating for SY 2025-2026 is now open and available until May 31, 2026.

March 13, 2026

- School Form 10 (SF 10) and E-Class Record (ECR) for SSHS are now available. To download, please go to Support Page under Downloads Section.

February 27, 2026

- The encoding of early registration for incoming learners in Kindergarten, Grade 1, Grade 7, and Grade 11 shall be done until March 14, 2026.

Schools that have already encoded their respective incoming learners in Kindergarten, Grade 1, and Grade 7 do not need to re-encode them in the facility. However, schools that have encoded their incoming Grade 11 learners must re-encode them under **Strengthened SHS**.

January 26, 2026

- The National Uploading and Validation of the WASH in Schools (WinS) Program for SY 2025-2026 is now open. The uploading will commence on January 26, 2026 and continue until March 31, 2026. *Click here to view the advisory*
- You may access the WinS eOMS using this site: oms-wins.deped.gov.ph

November 24, 2025

- Updating of End of Semester Status for 1st Semester SHS SY 2025-2026 is now available.
- Enrolment for SHS 2nd Semester SY 2025-2026 in LIS is now available.

July 28, 2025

- Please be advised that tagging of SHS Program Offering under Strengthened SHS Curriculum is now available. For additional information, please click the following links:
 - Advisory for SHS Pilot Schools
 - SHS Strengthened User Guide