



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 198, s. 2025

**DISSEMINATION OF MEMORANDUM STR-250331-0910-PS
(GUIDANCE AND CLARIFICATIONS ON THE SCHOOL FORM 10 OF SCHOOL YEAR
2024-2025 AND REITERATION OF SENIOR HIGH SCHOOL STATUS TAGGING)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public, Private and Laboratory Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education issued the Memorandum STR-250331-0910-PS, titled "Guidance and Clarifications on the School Form 10 of School Year 2024-2025 and reiteration of Senior High School Status Tagging."
2. The memorandum introduces updates to School Form 9 (Learner Progress Report Card) and School Form 10 (Learner Permanent Record) the revised learning areas of Grades 1, 4 and 7.
3. Paragraph 4 of the memorandum outlines the guidelines for Grade 4 class advisers in accomplishing of the revised School Form 10, based on DO 10, s. 2024.
4. Further attention is invited to paragraphs 5 to 7 which provide the following clarifications concerning the Learner Information System (LIS):
 - a. The tag "NLPA" (No Longer Participating in Learning Activities) shall revert to "NLS" (No Longer in School) in the School Form 2 - Daily Attendance.
 - b. The term "death" will be replaced with "deceased".
 - c. Guidelines on tagging Senior High School (SHS) learners' End of Semester status and End of School Year Status are reiterated.
5. For reference, a copy of the Memorandum STR-2500331-0910-PS is attached. The softcopy of the memorandum and the revised School Forms 10 for Grades 1, 4 and 11 can be accessed via this link: <https://tinyurl.com/SF10forSY24-25>.
6. Immediate and wide dissemination of this memorandum, as well as strict compliance with its provisions, is hereby enjoined.



VILMA D. EDA, CESO V
Schools Division Superintendent

Reference: DepEd Order No. 10, s. 2024
Enclosure: Memorandum STR-2500331-0910-PS

SGOD/gpc/SFs



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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**

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.





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

Credentialed 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		Remarks
Learning Areas	Final Rating	Remedial Class Mark	Recomputed Final Grade	Remarks

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

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

