



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

203-1530

DIVISION MEMORANDUM

No. **237**, s. 2026

DISSEMINATION OF MODIFIED ELECTRONIC CLASS RECORD FOR STRENGTHENED SHS PILOT IMPLEMENTERS AND CLARIFICATIONS ON THE PREPARATION OF SCHOOL FORMS

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

1. In reference to DepEd Memorandum No. 20, s. 2026, titled "*Modified Electronic Class Record and School Form 10 for Strengthened Senior High School Pilot Implementers in School Year 2025-2026*" and DepEd Memorandum No. STR-250331-0910-PS, titled "*Guidance and Clarifications on the School Form 10 of School Year 2024-2025 and reiteration of SHS Tagging*", the following guidelines are hereby issued.

A. MODIFIED ECR AND SF10 FOR STRENGTHENED SHS PILOT IMPLEMENTERS IN SY 2025-2026

1. Modifications to the Electronic Class Record (ECR) and SF10 for SHS, particularly on the computation of final grades, shall be strictly observed in accordance with Items 3.a and 3.b of the attached DepEd Memorandum No. 20, s. 2026 (see attached memorandum).

2. All concerned are reminded that the **modified ECR and SF10 templates** shall be used exclusively by Strengthened SHS teachers in pilot schools until further notice. SHS teachers who are not handling subjects under the Strengthened SHS Curriculum shall continue using the existing ECR and SF10 (formerly Form 137).

3. Strengthened SHS teachers may download the modified ECR and SF10 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.

B. SF10 FOR GRADE 3

1. Grade 3 class advisers handling learners whose previous grade levels were under the K-12 Basic Education Curriculum (old) shall be guided by the following:

- a. Grade 3 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 **attach the old SF 10** to the revised SF10.



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
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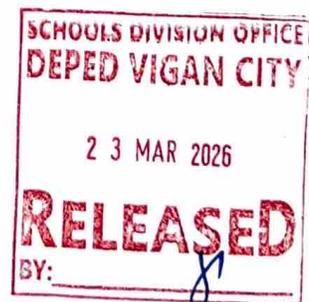
- b. A note shall be indicated in the **Remarks column** of the old SF10, specifically in the boxes intended for Grades 3 to 6, with the statement:
“See attached revised School Form 10 with learning areas based on DO 10, s. 2024.”
- c. Attached to this Memorandum is the **revised SF10 for Elementary**, specifically designed for Grade 3 learners for School Year 2025-2026. This revised SF10 contains remarks in the boxes for Grades 1 and 2, stating:
“Under old curriculum. See attached old School Form 10 with learning areas based on DO 21, s. 2019.”

C. GENERAL REMINDERS FOR SCHOOL FORMS

1. To ensure 100% completion and maintain data integrity of all school forms, all schools are hereby directed to strictly adhere to the prescribed guidelines effective immediately and in the succeeding school years. Please refer to Enclosure 1 for the summary of requirements.
4. For clarifications or technical assistance, schools may contact the Division Planning Officer at 09175428838.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/gpc/SF10
3.18.2026



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Enclosure 1 to Division Memorandum No. ____s, 2026

GENERAL REMINDERS FOR SCHOOL FORMS

Form Type	Paper Size	Summary of Requirements
<p>SF10 – Learner’s Permanent Academic Record (Entry Levels: Grades 1, 3, 4, 7, 11)</p>	<p>Legal</p>	<ul style="list-style-type: none"> • Use the revised SF10 template; encode entries in sentence case. • Leave all unused columns (learning areas, school details, ratings) blank and clean. • Prepare the form for the succeeding grade level for the next SY, which may be handwritten or printed, depending on the availability of school resources and the technical skills of the adviser. • Print front and back of the form • For transfers, use: “Transferred out to (Receiving School) effective (date).” • Use correct remarks: <ul style="list-style-type: none"> • Passed (for subjects) • Promoted (for General Average) • Follow SF5 format of names: Last Name, First Name, Extension Name, Middle Name • Ensure Accuracy and completeness of: <ul style="list-style-type: none"> -LRN -Birthdate (<i>mm/dd/yyyy</i>) -Grade/Year level (<i>Numbers-1, 2, 3...</i>) -Grades and General Average -School Year and School ID -School address • Ensure signature of Adviser • School Head must initial entries with erasures • Template link: https://tinyurl.com/School-Forms-and-Guide
<p>ECCD Checklist</p>	<p>A4</p>	<ul style="list-style-type: none"> • Ensure accuracy and completeness of <ul style="list-style-type: none"> -Learner names -LRN -Birthdate
<p>SF9 – Learner’s Progress Report Card</p>	<p>Short or A4</p>	<ul style="list-style-type: none"> • Follow SF5 format of names: Last Name, First Name, Extension Name, Middle Name <ul style="list-style-type: none"> • Grade/Year level (<i>Numbers-1, 2, 3...</i>) • Follow subject sequence in SF10. • Use correct remarks: <ul style="list-style-type: none"> • Passed (for subjects) • Promoted (for General Average) • Ensure signature of parents



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Form Type	Paper Size	Summary of Requirements
		<ul style="list-style-type: none"> School Head must initial entries with erasures Prepare the form, which may be handwritten or printed, depending on the availability of school resources and the technical skills of the adviser.
SF6 - Summarized Report on Promotion, Learning Progress & Achievement	A4	<ul style="list-style-type: none"> Submit 2 copies (SGOD & CID). Print only system-generated SCC with designated signatories. Prepare separate folders for CID, SGOD, and Records.
SF5 - Report on Promotion and Level of Proficiency & Achievement	A4	<ul style="list-style-type: none"> Apply correct curriculum labels: <ul style="list-style-type: none"> <i>New Curriculum for K, Grades 1-5, 7-8</i> Revised K to 12 (MATATAG) <i>Old Curriculum for Grades 6, 9-10, 12</i> K to 12 Basic Education Curriculum <i>Strengthened SHS for Grade 11:</i> Revised K to 12 (MATATAG) Tracks: Strengthened SHS - Academics Strengthened SHS - TECHPRO Ensure complete SCC signatories. In the Action Taken column, use: Promoted, Promoted with Honors etc.
SF1 - School Register	A4	<ul style="list-style-type: none"> School Year Requirements (Public schools) BOSY Date: 06/16/2025 EOSY Date: 03/31/2026 Ensure complete signatures of: Adviser, School Head and LIS coordinator
		<p>LIS Encoding</p> <ul style="list-style-type: none"> Encode suffixes (Jr., Sr., I, II, III) in the designated field. Format: Last Name, First Name, Extension Name, Middle Name. If middle name of learner is only an initial, use the mother's maiden name based on birth certificate. Parents' names, follow the birth certificate.
		<p>Data Discrepancies</p> <ul style="list-style-type: none"> Correct any mismatch in the LIS (e.g., Birth Certificate vs SF1) through the Class Adviser or LIS coordinator
SFCR1, SF2, SF4	A4	<ul style="list-style-type: none"> SFCR1: Fully accomplished with date SF4: Include February and March 2026 (<i>last 2 months of the SY</i>)



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Form Type	Paper Size	Summary of Requirements
LIS generated school forms		DCC Review <ul style="list-style-type: none"> Ensure accuracy and consistency of learner information Avoid focusing on minor formatting issues
Diplomas and Certificates	A4	<ul style="list-style-type: none"> Follow DepEd Order No. 2, s. 2019. Place documentary stamp and school seal on the left side above the Principal's name (see Annex 2).
HRG tool	Long	<ul style="list-style-type: none"> Accuracy of learner names Proper and fair assignment of descriptive ratings
Certificate of Recomputed Final Grade	A4	<ul style="list-style-type: none"> For Grades 1-10: Applicable to learners who did not meet expectations in at most two learning areas (Conditionally Promoted) in accordance with DepEd Order No. 8, s. 2015 For Grades 11-12 Learners who fail a unit/set of competencies must be immediately given remedial classes and must pass the required summative assessments Ensure that the certificate reflects the following: <ul style="list-style-type: none"> -Learner information -Learning area -Final grade -Remedial class mark -Recomputed final grade Subject to Schools Division Superintendent (SDS) signature



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Republic of the Philippines
Department of Education

MAR 13 2026

DepEd MEMORANDUM

No. **020**, s. 2026

2023-1570 E 497

**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

- 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



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: _____

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						

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		

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

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

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)						
Makabansa						
*Arabic Language						
*Islamic Values Education						
General Average						

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

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



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Kagawaran ng Edukasyon
Department of Education

REHIYON I
REGION I

SANGAY NG LUNGSOD VIGAN
DIVISION OF VIGAN CITY

VIGAN CENTRAL SCHOOL

Pinatutunayan nito na si
This certifies that

CORA A. AQUINO

Learner Reference Number (LRN): xxxxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda
has satisfactorily completed the requirements for Elementary Curriculum as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkaloban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Lungsod ng Vigan, Pilipinas nitong ika-30 ng Marso 2026.
Signed in Vigan City, Philippines on the 30th day of March 2026.

DOCUMENTARY STAMP

DRY SEAL

ANA A. CASTOR
Punongguro
Principal

VILMA D. EDA, CESO V
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

