



Republic of the Philippines
Department of Education
 REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
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Office of the Schools Division
 Superintendent

March 25, 2026

DIVISION MEMORANDUM
 NO. **190**, s. 2026

**DISSEMINATION OF DEPED CENTRAL OFFICE UNNUMBERED MEMORANDUM
 ON THE GUIDANCE AND CLARIFICATIONS ON SCHOOL FORM 10 (SF10) FOR
 END OF SCHOOL YEAR (EOSY) 2024-2025 AND REITERATION OF REPORTING
 PROTOCOLS**

To: Assistant Schools Division Superintendent
 Chiefs of SGOD and CID
 Public Schools District Supervisors/Districts in charge
 Public and Private School Heads and Teachers
 All Others Concerned

1. This Memorandum is issued to disseminate the attached National Memorandum (STR-250331-0910-PS) regarding the updated **School Form 10 (Learner Permanent Record)**. These guidelines remain **fully applicable for the current School Year** to ensure consistency in reporting learner progress under the phased implementation of the **MATATAG Curriculum**.

2. To maintain the integrity of learner records while transitioning between curricula, all School Heads and Class Advisers shall adhere to the following:

- a. **Official Status of SF10:** The revised School Form 10, as provided in the attached annexes, is considered the **official record** for the affected grade levels.
- b. **Validation and Checking:** These forms shall be subjected to formal checking and validation by the **School Checking Committee (SCC)** to ensure accuracy before EOSY finalization.
- c. **Handling Curriculum Transitions:**
 - o Advisers are **not required to re-write** previous grades from the old K-12 curriculum into the new form.
 - o The old SF10 must be **securely attached** to the revised SF10.
 - o A specific note must be entered in the "Remarks" column of the old SF10 stating: *"See attached revised School Form 10 with learning areas based on DO 10, s. 2024"*

3. For schools that have already initiated the "covering up" or overlapping portion of the SF10 to reflect MATATAG learning areas as per earlier division advisories, you are instructed to **continue with this process** to maintain consistency in your current batch of records.

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	February 18, 2026	Page	1 of 2



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4. The following terminology changes are now reflected in the Learner Information System (LIS):
- **Attendance Status:** "No Longer Participating in Learning Activities" (NLPA) is reverted to "**No Longer in School**" (NLS).
 - **Learner Status:** The term "death" has been updated to "**deceased**".
 - **Senior High School (SHS):** Schools must strictly follow the definitions for "Complete," "Incomplete," "Regular," and "Irregular" status as defined in the attached guidelines.
5. Public Schools District Supervisors (PSDS) and School Heads are directed to ensure that all teachers are fully oriented on these clarifications to avoid discrepancies during the end-of-year checking of forms.
6. For any further clarifications, please coordinate with the Curriculum and Implementation Division (CID) and Schools Governance and Operations Division (SGOD).
7. Immediate and wide dissemination of this Memorandum is desired.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

Encl.:
As stated

Reference:
STR-250331-0910-PS

To be indicated in the perpetual index under the ff. subjects:

POLICY	SCHOOL FORM 10	LEARNERS
MATATAG	RECORDS	

ZS-DM-SGOD-P&R-2026-03-098-0
GCC20260325

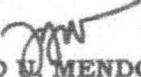


Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR STRATEGIC MANAGEMENT
(POLICY, PLANNING, AND MONITORING & EVALUATION)

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 W. 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,

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**
 - (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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Learner Permanent Academic Record for Elementary School (SF10-ES)

(Formerly Form 137)

LEARNER'S PERSONAL INFORMATION

LAST NAME: _____ FIRST NAME: _____ NAME EXTN. (Jr, III) _____ 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						

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						
General Average						

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

