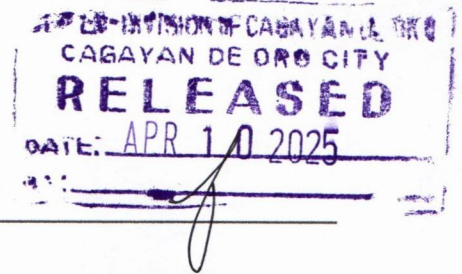




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

08 Apr 2025

DIVISION MEMORANDUM
No. 317 s.2025

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

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All Elementary and Secondary Public and Private School Heads
State/Local Universities and Colleges Head
All other concerned
This Division

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. Please be informed that those schools who have already finished preparing the School Form 10 (old) of their learners do not need to use the Revised School Form 10 for Grades 1, 4, and 7. However, they shall start using the Revised School Form 10 in School Year 2025-2026 and need to attach the previous School Form 10 (old) of their learners.
4. For information and ready reference, the Revised School Forms are already available in the Learner Information System (LIS).
5. Please see the attached **communication** for further information and guidance.
6. For any queries and clarifications, please contact **Rodel S. Megollas**, Planning Officer III, at **0920-978-0101**.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Republic of the Philippines
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Office of the Schools Division Superintendent

7. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
8. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: Memorandum STR-250331-0910-10-PS
To be indicated in the Perpetual Index
under the following subjects:

REVISED SCHOOL FORM 10

SHS TAGGING

DM007-SGOD-PR-RSM / DIVISION MEMORANDUM
April 08, 2025



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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,
BARM
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,



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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-



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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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