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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)  
**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

07 April 2025

DIVISION MEMORANDUM  
No: *746*, 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  
Chief Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to the memorandum STR-250331-0910-PS from the Office of the Undersecretary for Strategic Management Ronald U. Mendoza, PhD., all school heads are instructed to follow the *Guidance And Clarifications On The School Form 10 For End-Of-School Year 2024-2025 And Reiteration Of Senior High School Status Tagging*. Attached is the memorandum for your reference.
2. These forms are intended to facilitate the accurate recording and reporting of learner information as part of the basic education system's data management requirements.
3. All forms and necessary guidelines are available for download through the following link: <https://bit.ly/SF10InterimForm>
4. For your information, guidance, and strict compliance.

By Authority of the OIC- Schools Division Superintendent:

**DELFIN A. BONDAD**  
OIC- Assistant Schools Division Superintendent  
Officer-in-Charge *[Signature]*




San Roque, Virac, Catanduanes  
052-8114036 / 09623505374  
catanduanes@depd.gov.ph  
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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,

Room 508, 5<sup>th</sup> 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](mailto:ps.emisd@deped.gov.ph).

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Room 508, 5<sup>th</sup> Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone No.: (02) 8638-1780;



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