



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-



EMISD) through telephone numbers (02) 8635-3958/8637-6204 or email at ps.emisd@deped.gov.ph.



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