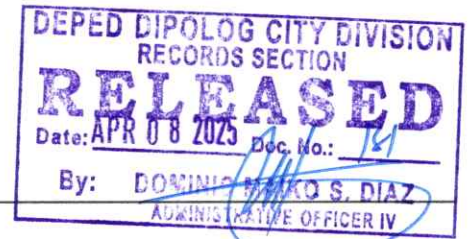




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



April 7, 2025

DIVISION MEMORANDUM

No. 181, s. 2025

TO: Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

**GUIDANCE AND CLARIFICATIONS ON THE SCHOOL FORM 10 (SF10) FOR
END OF SCHOOL YEAR (EOSY) 2024-2025**

1. Pursuant to a Memorandum No. STR250331-0910-PS issued by the Office of the Undersecretary for Strategic Management, and in line with the Department's ongoing efforts to streamline school forms in accordance with updated policies and the evolving K to 10 and Senior High School curricula, the following guidance and clarifications on the use of School Form 10 (SF10) for the end of School Year 2024–2025 are hereby issued:

I. Adoption of Revised School Form 10 (SF10)

Pending the comprehensive revision of all School Forms, all schools are hereby directed to adopt the revised SF10 versions attached to this Memorandum, as detailed below:

Annex I – SF10 for Grade 1
Annex II – SF10 for Grade 4
Annex III – SF10 for Grade 7

Schools must ensure strict adherence to these templates and refer to applicable DepEd policies for their proper implementation.

II. Guidelines for Grade 4 Class Advisers

For Grade 4 advisers managing learners who completed Grades 1 to 3 under the previous K to 12 Basic Education Curriculum (Old), the following procedures shall be observed:

1. No Need to Re-Encode Previous Grades

Grade 4 advisers are *not* required to re-enter grades from previous levels into the revised SF10. Instead, they must attach the old SF10 (used for Grades 1–3) to the newly issued revised SF10 for Grade 4.



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2. Proper Annotation in Old SF10

In the old SF10, within the sections designated for Grades 4 to 6, the following remark must be written in the “Remarks” column:

“See attached revised School Form 10 with learning areas based on DO 10, s. 2024.”

3. Availability of Revised SF10 for Download

The revised SF10 for Grade 4 is available for download via the Learner Information System (LIS). This version includes pre-filled remarks for Grades 1, 2, and 3, indicating: *“Under old curriculum. See attached old School Form 10 with learning areas based on DO 21, s. 2019.”*

2. Schools that have already completed the preparation of the old School Form 10 (SF10) for their learners are not required to use the revised SF10 for Grades 1, 4, and 7 for School Year 2024–2025. However, beginning School Year 2025–2026, all schools shall use the revised SF10 and must attach the previously accomplished (old) SF10 of the learners accordingly.

3. For guidance and strict compliance.

MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent