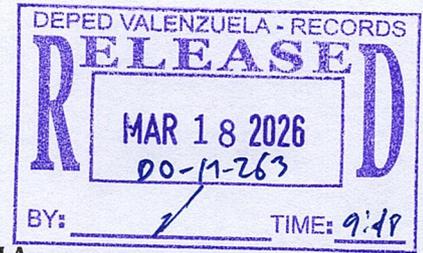


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 0263 s. 2026

**MODIFIED ELECTRONIC CLASS RECORD AND SCHOOL FORM 10 FOR
STRENGTHENED SENIOR HIGH SCHOOL PILOT IMPLEMENTERS
IN SCHOOL YEAR 2025-2026**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Public and Private Secondary School Principals
All Others Concerned

1. This is in reference to the attached DepEd Memorandum No. 020, s.2026 dated March 13, 2026 from Wilfredo E. Cabral, Undersecretary, Human Resource and Organizational Development and Infrastructure, Department of Education, regarding the above-captioned subject for information and appropriate action.
2. Immediate dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated
References: none
To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION

SENIOR HIGH SCHOOL

POLICY

CID/ELL/DM - MODIFIED ELECTRONIC CLASS RECORD AND SCHOOL FORM 10 FOR STRENGTHENED SENIOR HIGH SCHOOL PILOT IMPLEMENTERS IN SCHOOL YEAR 2025-2026

_____/March 17, 2026



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LEVEL II ACCREDITED





Republic of the Philippines
Department of Education



MAR 13 2026

DepEd MEMORANDUM
No. **020**, s. 2026

**MODIFIED ELECTRONIC CLASS RECORD AND SCHOOL FORM 10
FOR STRENGTHENED SENIOR HIGH SCHOOL PILOT
IMPLEMENTERS IN SCHOOL YEAR 2025-2026**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Secondary School Heads
Attached Agencies
All Others Concerned

1. The Department of Education (DepEd), through DepEd Memorandum No. 48, s. 2025 titled, Pilot Implementation of the Strengthened Senior High School Curriculum for Grade 11 in School Year 2025-2026, introduced the Strengthened Senior High School (SHS) curriculum to enhance learner employability through a more responsive, specialized, and industry-aligned program framework. The reform rationalizes the existing curriculum by reducing the 15 core subjects to five and restructuring the previous four tracks into two: Academic and Technical Professional (TechPro). This shift necessitates substantial recalibration of subject offerings, grading systems, and related academic and administrative processes.
2. In support of the implementation of the Strengthened SHS curriculum, the Department has modified the existing Electronic Class Record (ECR) and the School Form 10 (SF 10) or Learner's Permanent Record for SHS issued through DepEd Order No. 69, s. 2016, titled Provision of the DepEd Electronic Class Record and Form 137 for Senior High School. The modified ECR and SF 10 templates shall serve as the official instruments for Strengthened SHS pilot implementers to automate grade computation, reduce clerical errors, and minimize the time teachers spend on manual administrative tasks.
3. While the general process for accomplishing these forms remains unchanged, the following are the modifications made to the ECR and SF 10 for SHS to ensure alignment with the Strengthened SHS curriculum, particularly the computation of final grades:

a. Electronic Class Record for Strengthened Senior High School

- i. The data input process has been redesigned to be more user-friendly, with subject-level automation to minimize manual entry.
- ii. Teachers shall use one ECR for all quarters or both semesters for each core or elective subject.

- iii. Upon encoding grades for two or all four quarters, the tool automatically computes the final semestral grade or final annual grade, as applicable to the subject.
- iv. An **instructions** section has been added to provide technical guidance and assistance to users.
- v. The sheets previously titled **Semestral Grades** have been renamed **Summary Grade Sheets**.

b. School Form 10 for Strengthened Senior High School

- i. A Summary of Final Grades per Grade Level section is provided as the official reference for learner academic performance.
- ii. The general average per semester is removed across all grade levels.
- iii. The Final Grade reflected in the Summary of Final Grades shall serve as the basis for academic records and evaluation.
- iv. For Core subjects, the tool automatically computes the Final Grade based on the results of the four quarters.
- v. Any recomputed grades resulting from remediation shall be incorporated in the Final Grade of the corresponding subject.
- vi. Ten additional slots are allocated to Electives and Special Curricular Programs/Institutional subjects.

4. The modified ECR and SF 10 templates shall be used **exclusively, until further notice, by Strengthened SHS teachers in SSHS Pilot Schools**. Senior High School teachers who are not teaching subjects under the Strengthened SHS curriculum shall continue using the existing ECR and SF 10 (formerly Form 137) for their SHS classes.

5. Strengthened SHS teachers may download the modified ECR and SF 10 templates from the **Learner Information System Support Page** at <https://support.lis.deped.gov/support>. User guides and other reference materials are available at bit.ly/SSHSGuide-ModifiedECRSF10. To ensure that Strengthened SHS teachers are using the correct files, the official filenames of the modified templates are as follows:

- a. **SSHSE-Class Record v2026.xlsx** for the Modified ECR for SSHS;
and
- b. **SSHSSF 10 v2026.xlsx** for the Modified SF 10 for SSHS.

6. To ensure the proper implementation of this Memorandum, the concerned functional Divisions in the regional office (RO) and schools division office (SDO) shall be expected to provide guidance, technical assistance, and promote the use of the modified ECR and SF 10 templates. Specifically, the following shall be undertaken:

- a. The RO-Curriculum and Learning Management Division (CLMD) and the SDO-Curriculum Implementation Division, particularly the Public Schools District Supervisors (PSDS), shall be responsible for providing consistent guidance on the Strengthened SHS curriculum and grade computation; and

- b. The RO- and SDO-Information and Communications Technology Service shall provide technical support on form management, navigation, and embedded formulas in the modified electronic templates.
7. The Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) shall conduct an orientation for the abovementioned RO and SDO functional divisions and offices to ensure the effective transfer of knowledge and uniform understanding of the modified ECR and SF 10 templates. Further details on the orientation, including the schedule and modalities, shall be issued separately.
8. As the modified ECR and SF 10 are not for sale, DepEd cautions teachers from individuals or groups who will try to sell electronic or print copies of these tools. These incidents may be reported to the **BHROD-SED** through email at bhrod.sed@deped.gov.ph or at telephone number (02) 8633-5397.
9. All concerned may contact the same office for feedback and suggestions on how to improve the ECR and SF 10 for SSHS.
10. Immediate dissemination of this Memorandum is desired.



By Authority of the Secretary:


WILFREDO E. CABRAL
Undersecretary

Human Resource and Organizational
Development and Infrastructure

References:

- DepEd Order (No. 69, s. 2016)
DepEd Memorandum No. 48, s. 2025

To be indicated in the Perpetual Index
under the following subjects:

FORMS
POLICY
RATING
RECORDS
SCHOOLS
SENIOR HIGH SCHOOL
TEACHERS