



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**

No. **240** s. 2026

15 APR 2026

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit and Section Heads  
Public and Private Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 394, s. 2026, 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.
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 (SF10) 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.
3. The modified ECR and SF 10 templates shall serve as the official instruments for Strengthened Senior High School pilot implementers to automate grade computation, reduce clerical errors, and minimize the time teachers spend on manual administrative tasks.
4. All public and private secondary schools of the Schools Division of the City of Batac implementing the Strengthened Senior High School shall abide by the provisions of the said memoranda.
5. Attached is Regional Memorandum No. 394, s. 2026 and DepEd Memorandum No. 020, s. 2026 for further reference.
6. For information and guidance.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: As stated  
Reference: Regional Memorandum No. 394, s. 2026; DepEd Memorandum 020, s. 2026  
To be included in the Perpetual Index  
Under the following subject:

ACTIVITIES

CURRICULUM

BASIC EDUCATION

CID/GBL/SSHS- SCHOOL FORMS  
2605119/26115/ April 14, 2026



Republic of the Philippines  
**Department of Education**  
REGION I

MAR 30 2026

BY: [Signature] TIME: 11:47  
**REGIONAL MEMORANDUM**  
No. 394, s. 2026

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

To: Schools Division Superintendents ) SDO Alaminos City, SDO Batac City,  
SDO Candon City, SDO Dagupan City, SDO Ilocos Sur, SDO La Union,  
SDO Pangasinan I, SDO Pangasinan II, SDO San Carlos City, SDO San Fernando  
City, SDO Urduyeta City, and SDO Vigan City

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.

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 Senior High School pilot implementers to automate grade computation, reduce clerical errors, and minimize the time teachers spend on manual administrative tasks.

3. To ensure alignment with the strengthened SHS curriculum, particularly the computation of final grades and other guidelines, please see the attached DepEd Memorandum for reference.

4. For inquiries, please contact BHROD-SED through email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or at telephone number (02) 8633-5397.

5. For information and guidance of all concerned.

*[Signature]*  
**ESTELA P. LEON-CARIÑO, EdD, CESO III**  
Director IV/Regional Director

Encl.: As stated  
References: None  
To be included in the Perpetual Index  
Under the following subject:

DATA

CLMD/jra/RM\_ECRandSF10  
March 26, 2026



Flores St., Catbangen, City of San Fernando, La Union  
Telephone Nos.: (072) 607-8137/682-2324  
DepEd Region I | [region1@deped.gov.ph](mailto:region1@deped.gov.ph)  
[www.depedregion1.com](http://www.depedregion1.com)

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Effectivity	11.18.2024	Page	1 of 1



- 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.

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:

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.

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.

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

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

DepEd MEMORANDUM No. 020, s. 2026

MAR 13 2026

Department of Education  
 Republic of the Philippines



RECEIVED  
 RECORDS SECTION REGIONAL OFFICE NO. 1  
 MAR 16 2026  
 BY: [Signature]  
 TIME: 7:52



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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

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](http://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;
  - b. **SSHSE-SF 10 v2026.xlsx** for the Modified SF 10 for SSHS;

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.**
  - 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.

**b. School Form 10 for Strengthened Senior High School**

- iii. Upon encoding grades for two or all four quarters, the tool automatically computes the final semester 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. 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](mailto: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