



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

April 7, 2025

DIVISION MEMORANDUM

No. 264, s. 2025

**UPDATES ON THE USE OF SCHOOL FORMS, STATUS OF LIS,
AND NEWLY RELEASED TEMPLATE FOR SF10**

To: Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Please be informed of the following updates regarding the use of school forms and the current status of the Learner Information System (LIS):

a. New Template for SF10:

The Central Office has recently released a new template for School Form 10 (SF10) in line with the ongoing curriculum implementation. A sample of the new SF10 template is attached herewith for reference. However, to avoid duplication of work, the use of the old SF10 template is still allowed as per the advice of the Central Office. Schools may use the old template for the current school year, and the newly released format may be adopted starting next school year.

<https://tinyurl.com/NewSF102024-2025>



b. Status of LIS and SF5 Requirement:

Due to the temporary unavailability of the Learner Information System (LIS) and the absence of an official update from the Central Office regarding the generation of School Form 5 (SF5), the division shall not require SF5 as a mandatory form in checking the correctness and completeness of learners' documents. This applies particularly to the scheduled checking for Kinder, Grade 6, Grade 10, and Grade 12.



c. Form Checking Schedule:

As indicated in Division Memorandum No. 224, s. 2025, the checking of forms will proceed on April 10–11, 2025 for the specified grade levels mentioned above.



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2. All schools are enjoined to disseminate this information to all concerned personnel and to comply accordingly. Further instructions or changes will be communicated once updates from the Central Office are received.
3. For guidance and compliance.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent


Encl.: As stated

