



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

March 16, 2026

DIVISION MEMORANDUM

No. 191 s. 2026

SCHOOLS AND DIVISION CHECKING OF SCHOOL FORMS

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Schools School Heads
All Others Concerned

1. In view of DepEd Order No. 11, s. 2018 titled *Guidelines on the Preparation and Checking of School Forms*, this Office announces the conduct of the **Schools and Division Checking of School Forms** from March 23-27, 2026 prior to the Moving Up, Recognition and Graduation Rites.
2. Schools are directed to use system-generated forms in both the preparation and checking of school forms to ensure consistency and reliability of learner data as they progress through the grade level. However, manual encoding of grades is still encouraged in succeeding grade levels after generating the School Form (SF) for Grade 1, and Grade 7.
3. For **Pilot implementers of Strengthened Senior High School, SY 2025-2026**, schools are advised to utilize the Modified **Electronic Class Record (ECR) and School Form 10**, formerly known as Form 137. User Guides, Frequently Asked Questions (FAQs) and Instructional Videos related to this can be accessed through bit.ly/SSHSGuide-ModifiedECRSF10 (currently unavailable and to be uploaded upon the release of the corresponding DepEd Memorandum). Meanwhile, SSHS teachers may download the modified **SF10 template** from the Learner Information System (LIS) Support Page through <https://support.lis.deped.gov.ph/support>.
4. Schools shall prioritize the checking of forms for **Kinder, Grades 1 and 6** for elementary and **Grades 7, 10, 11 and 12** for secondary levels. Other grade levels can be randomly checked before **March 30-31, 2026** or during the resumption to teachers' duties in May, following the mandatory one-month break.
5. Public Schools District Supervisors (PSDSs), identified as **Vice-chairs in the district levels** shall organize their committees for the conduct of the Division



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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Checking of School Forms. This activity shall be monitored by the Division Chiefs, Planning Officer, and other Education Supervisors.

6. Immediate dissemination of this Memorandum to all concerned is earnestly desired.

ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent

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