



July 15, 2016

**DIVISION MEMORANDUM**

No. 372, s. 2016

**GUIDELINES ON THE REQUEST AND TRANSFER OF LEARNER'S SCHOOL RECORDS**

**TO :** Assistant Superintendents  
Chief Education Program Supervisors  
Education Program Supervisors/Coordinators  
District Supervisors/OICs  
Public and Private Elementary & Secondary School Heads  
All Other Concerned

1. Attached is DepEd Order No. 54, s. 2016, entitled, **GUIDELINES ON THE REQUEST AND TRANSFER OF LEARNER'S SCHOOL RECORDS**, for your reference and guidance.
2. All DepEd Orders and other related issuances, rules and regulations, and provisions, which are inconsistent with this policy, are hereby repealed, rescinded, or modified accordingly.
3. Wide dissemination of and strict compliance with this Memorandum is directed.

  
**RHEA MARA. ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent

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Republic of the Philippines  
**Department of Education**

DepEd ORDER  
No. 54, s. 2016

30 JUN 2016

**GUIDELINES ON THE REQUEST AND TRANSFER  
OF LEARNER'S SCHOOL RECORDS**

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

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Transfer of Learners' School Records**, which establishes standard processes and protocols on the request, and release of learners' Form 137 (Permanent Record) and Form 138 (Report Card) in all public schools nationwide.
2. This policy aims to ensure the smooth and efficient requesting and releasing of learners' school records without inconveniencing the learners and parents.
3. All DepEd Orders and other related issuances, rules and regulations, and provisions, which are inconsistent with this policy, are hereby repealed, rescinded, or modified accordingly.
4. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.:  
As stated

References:  
DepEd Order: Nos. 8 and 1, s. 2015; 65, s. 2010

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

BUREAUS AND OFFICES  
LEARNERS  
POLICY  
RECORDS

SCHOOLS  
STRAND: Strategic Management  
TRANSFER

Ne'/DO Guidelines on the Request and Transfer of Learners' School Records  
0458, June 29, 2016

## **Guidelines on the Request and Transfer of Learners' School Records**

### **I. Rationale**

There are two basic school records that show the learner's profile and academic and extra-curricular standings: Form 137, known as the Permanent Record, which contains the learner's profile and historical academic record, and Form 138 or the Report Card which shows the academic performance of a learner in a given school year. DepEd Order No. 8, s. 2015, the Classroom Assessment Policy, provided the guidelines on the information to be included in Forms 137 and 138.

Form 138 is issued to Grades 1 to 10 learners every end of the grading period while Grades 11 to 12 will receive it every end semester. At the end of the school year, Form 138 is a required document for a learner enrolling to the next grade level as it also indicates the learner's promotional status. On the other hand, school authorities request for the release of Form 137 of Grades 1 to 12 learners who transfer to another school or transition from elementary to secondary.

In the absence of definitive protocols, the process of requesting and releasing of official school records of learners varies per school. This policy shall establish the processes to be adopted by the school in managing the learner's school documents when learners enroll, transfer schools, and request pertinent documents for other relevant purposes.

### **II. Scope of the Policy**

This Order aims to establish standard processes and protocols in the request and release of learners' Form 137 (Permanent Record) and Form 138 (Report Card) in all schools and Schools Division Offices (SDOs) nationwide.

### **III. Definition of Terms**

1. **Form 137 (Permanent Record)** – permanent school learner record showing the historical academic and co-curricular record of the learner
2. **Form 138 (Report Card)** – document showing the academic performance of a learner in a given school year
3. **Receiving School** – the school requesting for the permanent records of a transferring learner
4. **Originating School** – the school releasing the permanent records of a transferring learner

### **IV. Policy Statement**

The Department hereby establishes the standard processes and protocols in requesting and releasing of learner's school records. This mechanism adheres to the DepEd's vision, mission and core values and subscribes to the principles of:

- a. Free, quality basic education;
- b. Transparency and accountability;
- c. Accessibility and timely release of learners' school records; and
- d. Security and confidentiality of learners' records.

**V. Guidelines on Learner's School Records**

This policy outlines the standard protocols in the transfer of learners' school records. This policy details the processes in requesting the permanent school records (Form 137) for an efficient transfer of documents without inconveniencing the parents or the learners.

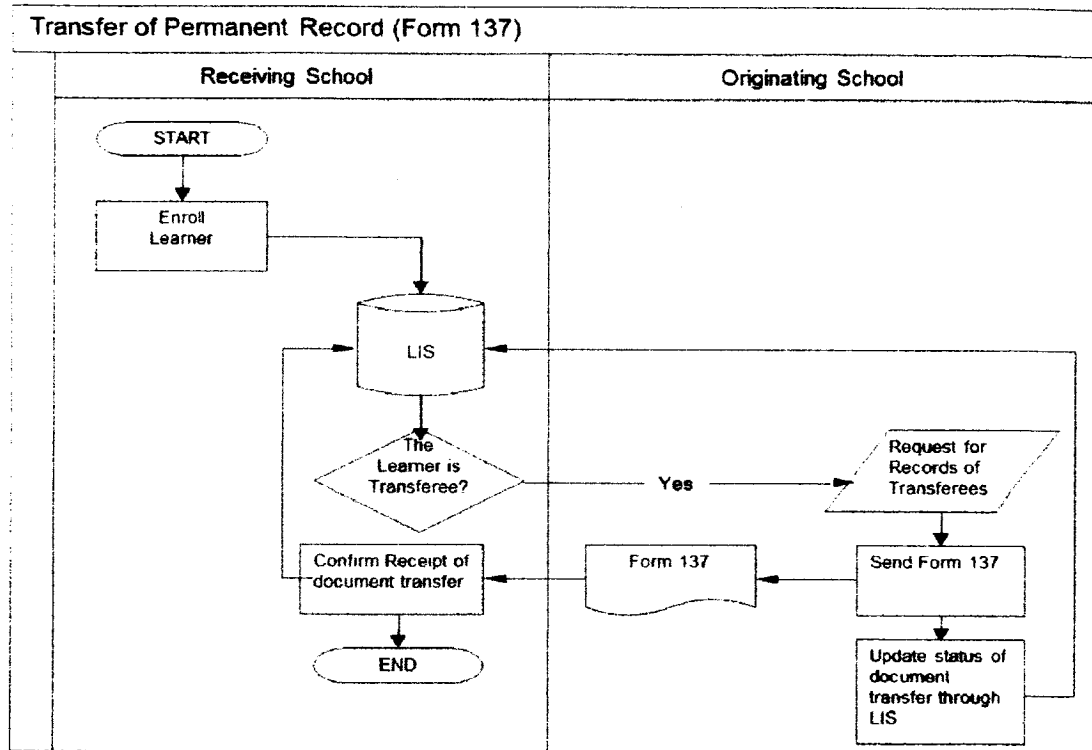
To ensure the efficient release and transfer of learners' school records, the following shall be observed:

- a. The transfer of records of learners must be made easy and quick without encumbering the learners and parents. However, this should not compromise the confidentiality and security of school records.
- b. Receiving schools shall secure all Permanent Records (Form 137) of all incoming learners before the end of first grading period. For transferred-in learners during the school year, transfer of documents shall be secured thirty days (30) from the first day of school attendance.
- c. Learners and/or their parents or guardian are not allowed to hand-carry the Permanent Records (Form 137) to the receiving school.
- d. In case of unavailability of Form 137 due to circumstances beyond our control, the Report on Promotions (School Form 5) can be used as substitute, which is available at the Schools Division Office (SDO).
- e. The Learner Information System (LIS) shall be used as platform in the request and release of learner school records; hence the transaction shall strictly be between the receiving and originating schools only.

The following procedures must be followed to facilitate the request and release process:

**A. School-to-School Transfer of Form 137**

The bulk of transactions on transfer of learner's school record normally happen during enrolment period and after the opening of classes. To facilitate the smooth and quick transfer of records, the flowchart below describes the process of request and release of learners' Form 137 between the receiving school and originating school;

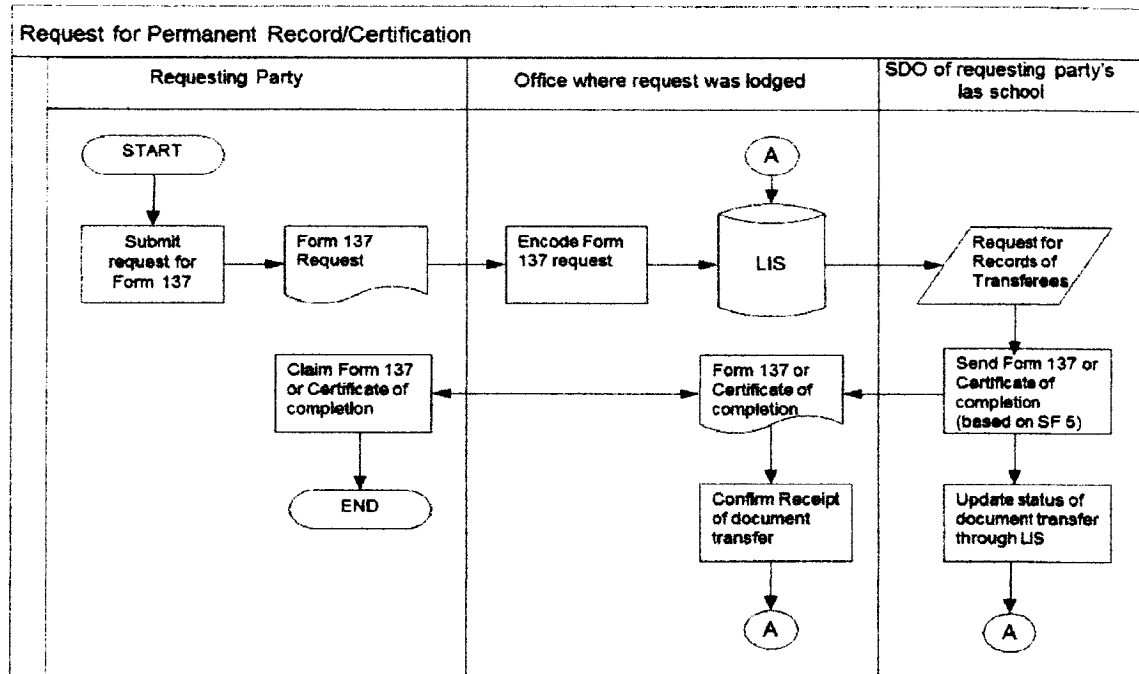


**Figure 1: School to school transfer of Form 137**

- The receiving school should enroll all its learners through the LIS. The correct learner record with the corresponding Learner Reference Number (LRN) will be provided upon enrolment in the LIS.
- The historical record of the learner will show that the learner is a transferee from another school. The system will notify the originating school of the request for records of the transferee through the dashboard. The receiving schools' address and contact details will also be provided to the originating school.
- The registrar of the originating school shall prepare the requested Form 137 and send the records via mail or courier. The originating school shall update the LIS with the date when the document has been sent.
- The receiving school shall update the LIS with the date when the document has been received.
- If a month passed after the LIS notification has been made, no document is received, the receiving school shall click "*follow up maturing request*" to alert the originating school.
- If no document is received after the first grading period, the receiving school shall immediately inform the SGOD for appropriate action.
- For learners transferring-out in the middle of the school year, the receiving school shall update the LIS which will notify the originating school for the transfer of records. If thirty (30) days have passed after the LIS notification has been made and no document has been received, the receiving school shall immediately inform the SGOD for appropriate action.

## B. Request for Form 137 and Other School Documents

In cases where the requesting party needs his/her Form 137 and other school documents for other purposes such as but not limited to transfer to a school in another country or application for a scholarship, the flowchart below shows the basic steps in requesting, preparing, and releasing of the requested learner records or certification, whichever is applicable:



**Figure 2:** Request of permanent record / certification through the SDO

- This transaction allows the requesting party to lodge the request for Form 137 or certificate of completion or non-completion to the nearest SDO to their current address.
- The SDO, through the SGOD where the request was lodged, shall enter in the LIS the details of learner whose record is being requested. The requesting party can provide his/her LRN or the name of the last school the requesting party attended.
- The SDO of requesting party's last school shall automatically be notified regarding the request. They shall obtain the Form 137 from the school last attended or prepare the Certificate of Completion or Non-completion based on the School Form 5 records in the SDO and sends the requested document to the SDO where the request was lodged.
- The requesting party shall claim the document from the SDO where the request was lodged.

## **VI. Other Provisions**

In relation to the release and issuance of Forms 138 and 137, this policy shall also reiterate the provision under DepEd Order No. 41, s. 2012 stating that **“in no case shall non-payment of voluntary school contributions on membership fees be made a basis for non-admission, non-promotion, or non-issuance of clearance to a student by the school concerned.”**

The incurred cost of requesting, processing, and releasing of learner school records shall be charged against the SDO MOOE for transactions under B.2 or school funds, such as school MOOE, canteen funds, PTA, alumni funds, and other sources subject to the usual accounting and auditing rules and regulations.

Any school or SDO which failed to immediately act on the request upon receipt within the prescribed duration shall be dealt with accordingly.

## **VII. Monitoring & Evaluation**

Strict compliance of this policy shall be monitored by the school head. Monitoring of the requests lodged through the SDO shall be monitored by the SGOD.

In the regional level, the Field Technical Assistance Division (FTAD) will monitor the compliance of schools and divisions with this policy. The School Effectiveness Division (SED) at the Central Office will evaluate the quality of the service provided. Subsequent review and revision of this policy will be conducted with the Policy Research and Development Division (PRD-PS), if necessary.

## **VIII. References**

- DepEd Order No. 8, s. 2015
- DepEd Order No. 1, s. 2015
- DepEd Order No. 65, s. 2010

## **IX. Effectivity**

This policy shall remain in force and effect, unless sooner repealed, amended, or rescinded.