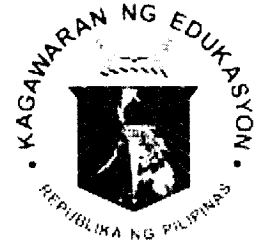


Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



November 29, 2016

**DIVISION MEMORANDUM**

No. 771 s., 2016

**PROVISION OF THE DEPED ELECTRONIC CLASS RECORD  
AND FORM 137 FOR SENIOR HIGH SCHOOL**

**TO: Assistant Superintendents  
Education Program Supervisors/Coordinators  
District Supervisors/OICs  
Senior High School Heads  
Senior High School Teachers  
All Others' Concerned**

1. Enclosed is DepED Order no. 69, S. 2016 dated November 22, 2016 entitled Provision of the DepED Electronic Class Record and Form 137 for Senior High School.
2. In this connection, Senior High School Heads are directed to let the SHS teachers use the ELECTRONIC CLASS RECORD AND FORM 137.
3. Senior High School Teachers can download it for free from the DepEd official website: [www.deped.gov.ph/resources/downloads](http://www.deped.gov.ph/resources/downloads) and from the Learner Information System (LIS) website: [www.lis.deped.gov.ph/help](http://www.lis.deped.gov.ph/help).
4. Strict compliance of this Memorandum is desired.

  
RHEA MAR A. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**

22 NOV 2016

DepEd O R D E R  
No. **69**, s. 2016

**PROVISION OF THE DEPED ELECTRONIC CLASS RECORD  
AND FORM 137 FOR SENIOR HIGH SCHOOL**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Regional Secretary, ARMM  
Schools Division Superintendents  
Senior High School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the **Electronic Class Record (ECR)** and **Form 137 for Senior High School (SHS)**, which are tools to manage and organize the learner's academic records. The ECR was designed to help subject teachers compute the grades of SHS learners per quarter and semester while the Form 137 contains the historical academic and co-curricular records of learners in SHS.
2. To ensure ease of use and lessen technical difficulties, the ECR and Form 137 were created using a basic spreadsheet file. SHS teachers can download it for free from the DepEd official website: [www.deped.gov.ph/resources/downloads](http://www.deped.gov.ph/resources/downloads) and from the Learner Information System (LIS) website: [www.lis.deped.gov.ph/help](http://www.lis.deped.gov.ph/help).
3. For questions and clarifications related to spreadsheet management using the customized format and formula for these electronic forms, SHS teachers may approach the *Division Information Technology Officer* or their designated *Information Communications Technology (ICT) Coordinator*. Both are expected to extend technical assistance, promote the use of the ECR for SHS, and guide schools in navigating the electronic copy of the Form 137 for SHS.
4. DepEd cautions teachers from individuals or groups who will try to sell electronic or print copies of these tools. Teachers may report such incident to the **Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED)** at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or at telephone no. (02) 633-5397. All concerned may contact the same office for feedback and suggestions on how to make the ECR and Form 137 better.
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference:

DepEd Memorandum No. 60, s. 2015

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

FORMS  
POLICY  
RATING  
RECORDS  
SCHOOLS  
SENIOR HIGH SCHOOL  
TEACHERS

R-MCR/DO-Provision of the DepEd Electronic Class Record.  
0836/November 14, 2016

# **THE ELECTRONIC CLASS RECORD AND FORM 137 FOR SENIOR HIGH SCHOOL**

## **I. Rationale**

The Department of Education began its implementation of Senior High School (SHS) this 2016 in line with Republic Act (R.A.) No. 10533, otherwise known as the *Enhanced Basic Education Act of 2013*. To further support its implementation in schools, the DepEd issues this policy on the Electronic Class Record (ECR) and Form 137 for SHS.

ECRs were already created for grades 1 to 10, which were released through DepEd Memorandum No. 60, s. 2015 *Provision of the DepEd Electronic Class Record Template*, but none was made yet for grades 11 and 12. This policy addresses that gap by releasing the ECR for SHS which DepEd has aligned with DepEd Order No. 8, s. 2016 *Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program*.

In the case of the Form 137, elementary and junior high schools have produced their own versions of the form. To improve on the current practice, DepEd issues an official standard Form 137 for SHS through this policy. This will make the content of the form consistent and will ensure the alignment of the content with the context and requirements of SHS.

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

This DepEd Order introduces the Electronic Class Record and Form 137 for SHS. It informs SHS teachers, School Heads, and other personnel handling learner's records of its availability and its features, which were uniquely designed for SHS. For the Form 137, the policy also discusses the procedures for authentication, as well as the request and transfer of the document.

## **III. Policy Statement**

This policy intends to release the official ECR and Form 137 for SHS. The ECR will greatly help SHS teachers in the computation and recording of grades while the Form 137 or the Learner's Permanent Record provides a standard template for the historical academic records of learners in SHS which they will use if they transfer schools, when they transition to the next grade level, and when they apply for jobs, scholarships, and further training after graduation.

## **IV. The Electronic Class Record (ECR) and Form 137 for SHS**

### **A. ECR for SHS**

The ECR provides SHS subject teachers an easy to use template to compute and record the grades of their students in line with DepEd Order No. 8, s. 2015 *Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program*.

While the ECR for SHS was based on the past versions released for grades 1 to 10 (DepEd Memorandum No. 60, s. 2015 *Provision of the DepEd Electronic Class Record Template*), additional features are included to fit the context and requirements of SHS:

- a. Teachers can choose from the dropdown list the track and semester

**Input Data Sheet for SHS E-Class Record**

**DepEd**

REGION:  DIVISION:  SCHOOL ID:  SCHOOL YEAR:

LEARNERS' NAMES:

GRADE & SECTION:  TEACHER:  SUBJECT:

SEMESTER:  TRACK: **Core Subject (All Tracks)**

Core Subject (All Tracks)  
Academic Track (except formers.ac)  
Work Immersion/ Culminating Activity (for Academic Track)  
TVL/ Sports/ Arts and Design Track

- b. Weights change accordingly when track is chosen

WRITTEN WORK (25%)										PERFORMANCE TASKS (50%)										QUARTERLY ASSESSMENT (25%)			Initial Grade	Quarterly Grade										
1	2	3	4	5	6	7	8	9	10	Total	PS	WS	1	2	3	4	5	6	7	8	9	10			Total	PS	WS							
10	10	10								30	100.00	25%	10	15	25												50	100.00	50%	50	100.00	25%		

WRITTEN WORK (20%)										PERFORMANCE TASKS (60%)										QUARTERLY ASSESSMENT (20%)			Initial Grade	Quarterly Grade											
1	2	3	4	5	6	7	8	9	10	Total	PS	WS	1	2	3	4	5	6	7	8	9	10			Total	PS	WS								
10	10	10								30	100.00	20%	10	15	25													50	100.00	60%	50	100.00	20%		

- c. The quarter automatically changes in the summary sheet when the teacher selects the semester

GRADE & SECTION:	GRADE 11 - MABAIT	SEMESTER:	1 <sup>ST</sup>
TEACHER:	JOSE L. BARBA JR.	SUBJECT:	
		TRACK:	TVL/ Sports/ Arts and Design Track
<b>FIRST QUARTER</b>	<b>SECOND QUARTER</b>	<b>FIRST SEMESTER FINAL GRADES</b>	<b>REMARK</b>

- d. A failed percentage score in any component (Written Work, Performance Tasks, Quarterly Assessment) is automatically highlighted until a student gets a passing score; while for a failed quarterly grade, the name and grade of the student are highlighted to alert the teacher so that appropriate measures can be done to help the student

LEARNERS' NAMES	WRITTEN WORK (25%)										PERFORMANCE TASKS (50%)										QUARTERLY ASSESSMENT (25%)			Initial Grade	Quarterly Grade										
	1	2	3	4	5	6	7	8	9	10	Total	PS	WS	1	2	3	4	5	6	7	8	9	10			Total	PS	WS							
HIGHEST POSSIBLE SCORE	10	10	10								30	100.00	25%	10	15	25																			
PERNO	5	7	5								17	56.67	14.17	10	12	22											45	84.00	42.00	34	68.00	17.00	75.17	63	
JUAN	10	3	7								20	66.67	21.67	5	9	14											23	46.00	23.00	20	40.00	12.50	63.17	16	
	5	0	0								10	33.33	13.33	0	10	10											27	54.00	27.00	20	40.00	12.50	52.83	15	
LOZANOS	7	5	10								22	73.33	23.33	8	12	20											45	90.00	45.00	41	82.00	20.50	84.53	90	

It is hoped that this tool will lessen the time spent by teachers in computing the grades of their students and will also be instrumental in ensuring the accuracy of the computations.

### B. Form 137 for SHS

Form 137 is known as the Learner's Permanent Record. It contains the learner's profile and the historical academic and co-curricular records. Form 137 is needed when a student transfers to another school, transitions to another grade level, or applies for a scholarship, job, or further studies/training much like a transcript of records. These were discussed in DepEd Order No. 54, s. 2016 *Guidelines on the Request and Transfer of Learner's School Records*.

Upon review and based on consultations with different SHS teachers and other stakeholders, this Form 137 was made simple by including only the essential

information needed for a learner's permanent record in SHS. Schools can choose to print it and fill it up manually or to use the form as an electronic copy.

**New features of the Form 137 for SHS**

- a. Only the official DepEd logo and seal are seen in the form. This means that one official form will be used for all DepEd SHS. This will provide consistency and will lessen the bulk of stapled forms when a student transfers to another school.

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION

**SENIOR HIGH SCHOOL STUDENT PERMANENT RECORD**

FOI

**ELIGIBILITY FOR SHS ENROLLMENT**

High School Completer\* Gen. Ave: \_\_\_\_\_  Jun or High School Completer Gen. Ave: \_\_\_\_\_  
Date of Graduation/Completion (M/MDD/YYYY): \_\_\_\_\_ Name of School: \_\_\_\_\_ School Address: \_\_\_\_\_

PEPT Passer\*\* Rating: \_\_\_\_\_  ALS A&E Passer\*\*\* Rating: \_\_\_\_\_  Others (Pls. Specify): \_\_\_\_\_  
Date of Examination/Assessment (M/MDD/YYYY): \_\_\_\_\_ Name and Address of Community Learning Center: \_\_\_\_\_

\*High School Completers are students who graduated from secondary school under the old curriculum  
\*\*PEPT - Philippine Educational Placement Test for JHS  
\*\*\*ALS A&E - Alternative Learning System Admission and Equivalency Test for JHS

- c. For each semester, the school, school ID, and track/strand are asked to show the history of transfers the learner has made.

**SCHOLASTIC RECORD**

SCHOOL: \_\_\_\_\_ SCH ID: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_ SY: \_\_\_\_\_ SEM: \_\_\_\_\_  
TRACK/STRAND: \_\_\_\_\_ SECTION: \_\_\_\_\_

- d. Teachers can include other subjects like the Citizenship Advancement Training (CAT) under the Learning Areas/Subjects column.

Indicate if Subject is CORE, APPLIED, or SPECIALIZED	LEARNING AREAS/SUBJECTS
Core	21st Century Literature from the Philippines and the World
Core	Contemporary Philippine Arts from the Regions
Other Subjects	Citizenship Advancement Training

- e. Instead of having a separate form for Remedial Class Marks (per DepEd Order No. 8, s. 2015), a table for Remedial Classes is already included in the form. **Note: Teachers should only fill up the Remedial Classes table if the learner already failed the subject for a semester and is taking remedial classes for it during the semestral or summer break.** Teachers should fill up the Remedial Classes table under the semester from which the learner failed the subject.

REMEDIAL CLASSES		Conducted from (M/MDD/YYYY): _____	to (M/MDD/YYYY): _____	SCHOOL: _____	SCHOOL ID: _____		
Indicate if Subject is CORE, APPLIED, or SPECIALIZED	SUBJECTS	SEM FINAL GRADE	REMEDIAL CLASS MARK	RECOMPUTED FINAL GRADE	ACTION TAKEN		

Name of Teacher/Adviser: \_\_\_\_\_ Signature: \_\_\_\_\_

- f. At the back of the form there is a space to clearly indicate the track/strand that the learner finished in SHS (in the form you will find "Track/Strand Accomplished").

- g. A space for the school seal is allotted for the schools to know where to place it when the form is certified.

Track/Strand Accomplished: \_\_\_\_\_ SHS General Average: \_\_\_\_\_  
 Awards/Honors Received: \_\_\_\_\_ Date of SHS Graduation (MM/DD/YYYY): \_\_\_\_\_  
 Certified by: \_\_\_\_\_ Place School Seal Here: \_\_\_\_\_  
 Signature of School Head over Printed Name \_\_\_\_\_ Date \_\_\_\_\_

- h. An annex is created for schools to have a quick reference guide of SHS subjects, including approved subject substitutions and other subjects. It is not necessary to print this and attach it to the form. Advisers can mark the checkboxes of subjects that the learner has passed. In the electronic copy, the checkbox is automatically marked when a learner passed the subject. This can aid in enrolment and in making sure that all required subjects are passed by the learner.

**ANNEX: LIST OF SUBJECTS TAKEN**

*Please check the subjects passed by the student*

**CORE SUBJECTS**

- Oral Communication
- Reading and Writing
- Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino
- Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik
- 21st Century Literature from the Philippines and the World
- Contemporary Philippine Arts from the Regions
- Media and Information Literacy
- General Mathematics
- Statistics and Probability
- Earth and Life Science\*
- Physical Science\*
- Personal Development/Pansariling Kaunlaran
- Understanding Culture, Society and Politics
- Introduction to the Philosophy of the Human Person/Pambungad sa Pilosopiya ng Tao
- Physical Education and Health (spread out in 4 semesters)

*\*STEM students will take these instead:*

- Earth Science
- Disaster Readiness and Risk Reduction

Subject substitutions, if any:

\_\_\_\_\_  
 \_\_\_\_\_

**APPLIED SUBJECTS**

- English for Academic and Professional Purposes

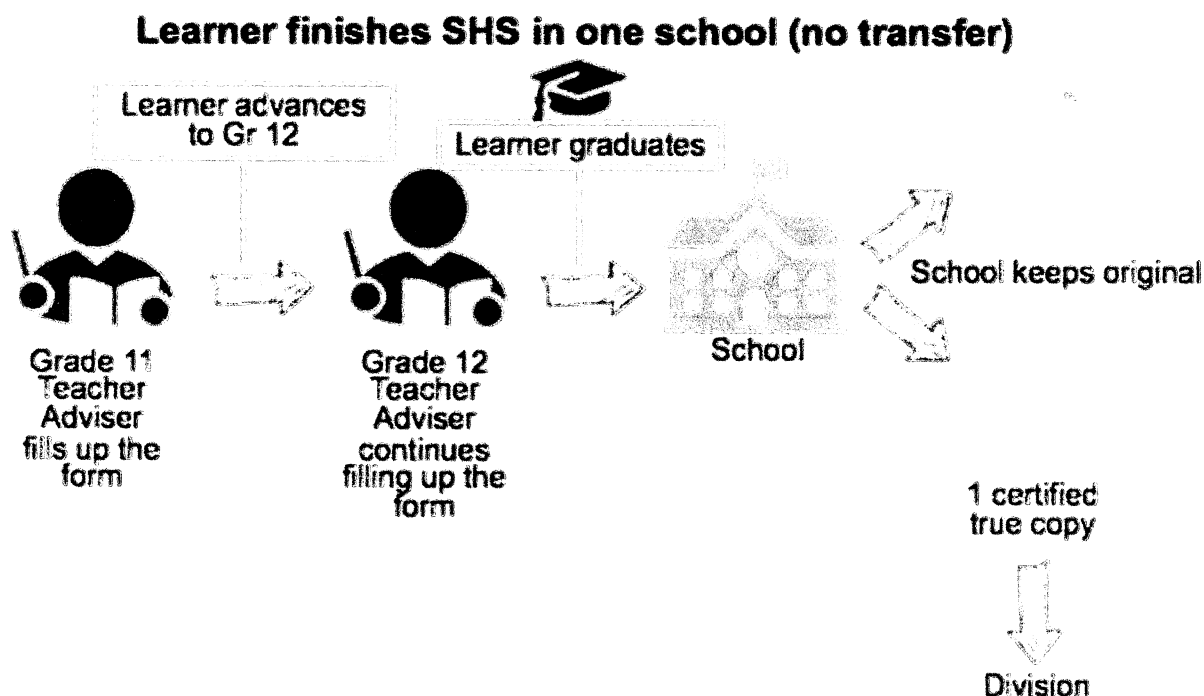
**Authenticating the Form 137**

Form 137 or a photocopy of the form is considered valid for all legal purposes (i.e. is a certified copy) provided that it bears the *seal of the school* and the *original signature in ink of the School Head*.

Since only one form will be used, any erasures or alterations made due to clerical errors should be validated by the School Head.

## Procedure for the Request and Transfer of Form 137 for SHS

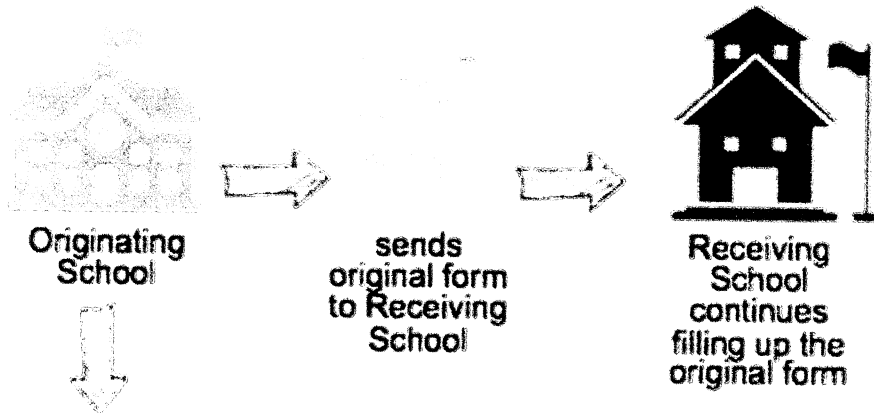
- a. If a learner continues his or her studies in the same school, the form will be passed from the Grade 11 adviser to the Grade 12 adviser. When a learner graduates, the school will keep the original copy of the form and will produce one (1) certified true copy to be given to the Division Office.



- b. If a learner transfers to another school, the guidelines found in DepEd Order No. 54, s. 2016 should be followed:
- the receiving school will enroll the learner through the LIS and the system will notify the originating school of the request for records of the transferee;
  - the originating school will create one (1) certified true copy of the form for their records and will send the original form to the receiving school through mail or courier. LIS should be updated by the originating school when the document has been sent; and
  - the receiving school will update the LIS when the document has been received and will then continue filling up the original form



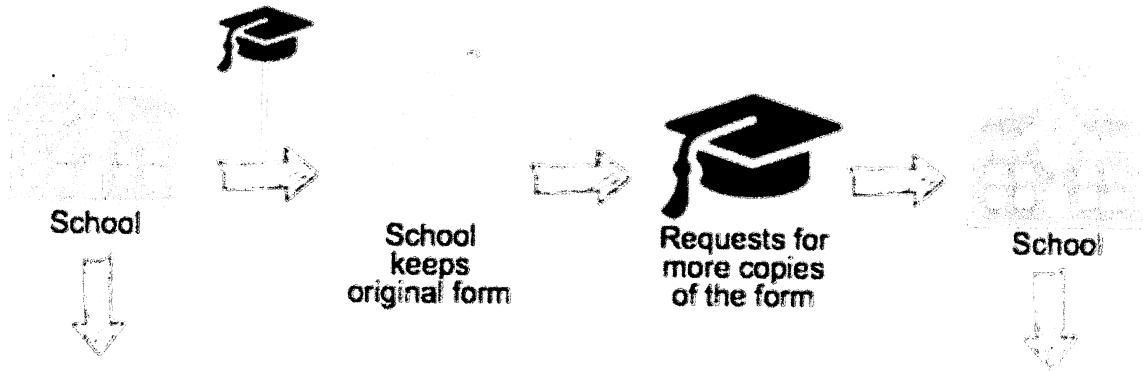
### Learner transfers to another school



1 certified true copy

- c. Upon graduation, the school will keep the original copy of the form. If a learner requests for additional copies of the form for his or her applications for jobs, scholarships, further education or training, the school may create certified true copies from the original form, making sure that each copy has the seal of the school and the signature in ink of the School Head.

### Learner graduates and requests for additional copies of the form



1 certified true copy

Gives certified true copy with school seal and School Head's signature

## **V. Monitoring and Evaluation**

For feedback and concerns about the ECR and Form 137 for SHS, schools may contact the School Effectiveness Division at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or 633-5397. However, for immediate concerns, schools may approach their designated Information Communications Technology (ICT) Coordinator or the Division Information Technology Officer.

Feedback and suggestions gathered will be used to review and improve on the ECRs and Form 137 for all grade levels.

## **VI. References**

DepEd Memorandum No. 60, s. 2015, "Provision of the DepEd Electronic Class Record Template"

DepEd Order No. 8, s. 2015, "Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program"

DepEd Order No. 54, s. 2016, "Guidelines on the Request and Transfer of Learner's School Records"