

Enclosure 2

Data Element Description

Name and Code :School Form 10 Learner's Permanent Academic Record for Elementary (SF10-ES)

Person Responsible :Class Adviser

Schedule : End of School Year or as needed

	Data Element	Description
1	Last Name	Learner's last name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
2	First Name	Learner's first name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
3	Name Extension	Learner's extension name(if any) as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
4	Middle Name	Learner's middle name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
5	Birthdate	Date of birth of the learner as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
6	LRN	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
7	Sex	Learner's biological category based on reproductive function, either Male or Female, as reflected in the NSO/PSA-issued birth certificate or any relevant document
8	Credential Presented for Grade 1	Documentary requirement submitted as proof of eligibility to enroll in Grade 1 as prescribed by DepEd, which may be the Kinder Progress Report, ECCD Checklist, and/or Kindergarten Certificate of Completion
9	Other Credential Presented	Documentary requirement submitted as proof of eligibility to enroll in a specific grade level (if applicable) as prescribed by DepEd
10	Classified as Grade	Learner's Grade Level for the particular school year indicated
11	School Name	Official name of the school as registered in DepEd and LIS/EBEIS where the learner attended or completed the particular grade level

12	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS where the learner attended or completed the particular grade level
13	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
14	Division	Name of the Schools Division Office where the school is located as created by DepEd, supervised by a Schools Division Superintendent
15	Region	The Regional Office headed by a Regional Director that oversees the operation of the School Division Office where the school is situated
16	Name of Adviser/Teacher	Name of the learner's Class Adviser
17	Signature	Signature of the learner's Class Adviser
18	Quarterly Rating	Numerical rating of the learner's academic performance computed by the subject teacher for each learning area
19	Final Rating	Average of the quarterly rating of the learner's academic performance for each learning area
20	Remarks	Additional information on the learner's status or particular condition
21	General Average	Average of the final rating of the learner's academic performance in all learning areas for a given school year reported as a whole number following DO No. 8, s. 2015
22	Remedial Classes	Remediation classes taken by a learner who did not meet expectations or obtained a rating below 75% in at most two (2) learning areas as specified in page 8 of DO No. 8, s. 2015
23	Learning Areas	These are subject areas taught across the K to 12 Curriculum. Learning Areas marked with asterisks (*) are to be indicated only for Madrasah Education Program implementing schools.
24	Certification	Attestation of the School Head that the learner is eligible for admission to a particular grade level, indicating the School Name, School ID, Division, Last School Year Attended, and the Date. This shall be accomplished when the learner is eligible for promotion to Grade 7 and shall move up to the Junior High School or when the learner shall transfer out to another school.
25	School Seal	Official school dry seal which shall be affixed to the Certification box

26	School Head	Name and signature of School Head
27	Date	Date of signing of the School head during the completion or release of SF10-ES

GUIDELINES IN THE PREPARATION OF SF10-ES

SF10-ES standardizes the permanent record of learners in elementary schools. The form was revised to include only necessary and permanent data elements classified into two broad categories, namely, the Learner's Personal Information and the Learner's Academic Progress and Achievement across the grade levels in the elementary level.

The Learner's Personal Information shall be accomplished first in the upper part of the form. For uniformity, only the official DepEd logo and seal are to be printed in the SF10-ES. However, it is recommended that the school dry seal be affixed in the certification box which shall be accomplished when the learner completes the requirements in Grade 6 and is eligible for promotion to Junior High School or if the learner shall transfer out to another school.

The School Name shall be indicated on each table for every grade level along with the School ID. All learning areas in the K to 12 Curriculum are indicated in the table and sorted in the same order as the SF9-ES (formerly Form 138 or the Learner's Report Card). There are more than six (6) tables provided in the SF10-ES to accommodate the filling out of reports for cases of learners no longer in school or retained in a particular grade level. Additional pages may be prepared if needed.

If a particular learning area shall not be taught for a particular grade level, e.g. EPP/TLE in Grade 2, then the quarterly ratings for this subject must be left blank. Ratings for Music, Arts, Physical Education, and Health must also be indicated. The rating for MAPEH shall be the average of the ratings for the said learning areas. Learning areas marked with asterisks (*) are subjects from the Arabic Language and Islamic Values Education (ALIVE) Program taken up in schools implementing the Madrasah Education Program (MEP) per DO No. 51, s. 2004. If the school is not an MEP implementer, these learning areas must be left blank. The Final General Average shall be the sum of all final ratings of all learning areas divided by the total number of learning areas in the grade level (excluding the ALIVE subjects) per DO No. 8, s. 2015.

The section on remedial classes shall record the subjects in which the learner did not meet expectations with the final rating indicated, the relevant dates during which the remedial classes were conducted, as well as the remedial class mark and the recomputed final grade. The Certificate of Recomputed Final Grade duly noted by the School Head should also be attached to the learner's SF10-ES.

The certification shall be accomplished when the learner has completed the requirements of Grade 6 and is eligible for promotion to Junior High School or when the learner shall transfer to another school (additional page or certification may be printed in case of multiple transfers). The School Name and School ID of the school where the learner is coming from should be indicated. This shall be signed by the School Head and the School Dry Seal should be affixed to make the SF10-ES authentic and official.

Given that SF10-ES shall be printed using ordinary legal size bond paper, commercial printing that will result in unnecessary expenses is hereby discouraged.