



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

July 30, 2025

DIVISION MEMORANDUM
No. 503, s. 2025

REITERATION ON THE REQUEST AND TRANSFER OF LEARNERS' SCHOOL RECORDS

TO: Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors
Public and Private Secondary and Elementary School Heads
All Others Concerned

1. This office reiterates the following salient features of **DepEd Order 54, s. 2016**, titled, **Guidelines on the Request and Transfer of Learners' School Records**:
 - Receiving schools shall secure all Permanent Records of all incoming learners before the end of first grading period. For transferred-in learners during the SY, it shall be secured **30 days from the first day of school attendance**.
 - School-to-School Transfer of School Form 10 (Form 137), Learners/parents/guardians are not allowed to hand-carry the Permanent Records for confidentiality and security.
 - In case of unavailability of SF10/Form 137 due to circumstances beyond our control, the Report on Promotions (School Form 5) can be used as substitute.
 - 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**.
 - Confirmation of transfers in the LIS by the originating school shall also be done within 30 days from the date of first attendance.
2. For more information and guidance, please refer to DepEd Order 54, s. 2016.
3. Immediate and strict compliance to this memorandum is desired. Thank you.


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