



Department of Education
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY



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DIVISION MEMORANDUM

No. 150, s. of 2012

ISSUANCE OF FORM 137 OR PERMANENT SCHOOL RECORD

To: Education Program Supervisors
Public Schools District Supervisors
All Public Elementary and Secondary School Heads
This Division

1. This office is hereby reminding all school heads of Form **137-e/s** or **Elementary and Secondary School Permanent Record** that:
 - a. Upon the issuance of Form 137 or Permanent School Record, all needed data should be **filled up** for monitoring and follow up purposes.
 - b. The **Learning Reference Number (LRN)** of the pupils/students should be reflected in the upper right portion of Form 137.
 - c. DepEd Form 137-e/s or the Elementary/Secondary School Permanent Record (Palagiang Talaan sa Mataas/Mababang Paaralan) is a very important and confidential record in terms of specific data on academic as well as character building progress of the pupils/students from Grade 1 to VI for elementary and Grade 7 to 12 for secondary respectively. Furthermore, it contains information as to the pupils'/students' eligibility for admission to a particular grade/year at the end of every school year.
2. Immediate dissemination of and strict compliance with this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


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Administrative Officer V