



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Province of Bohol
TAGBILARAN CITY DIVISION
City of Tagbilaran



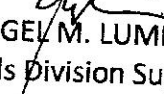
DIVISION MEMORANDUM
No. 137 s. 2015

June 30, 2015

PROVISION OF e-CLASS RECORD TEMPLATE

TO: All Public Elementary and Secondary School Principals
All School Consultants

1. In line with the implementation of DepEd Order No. 8, s. 2015 entitled *Policy Guidelines On Classroom Assessment: for the K to 12 Basic Education Program*, the Department of Education (DepEd) provides an **Electronic Class Record Template** free for use by all public school teachers beginning School Year (SY) 2015-2016. This electronic template allows for computation of grades consistent with the abovementioned DepEd Order.
2. To ensure sustainability and to minimize technical difficulty, the design was simplified using basic features in a spreadsheet / excel file. Teachers can download this file from the DepEd official website : www.deped.gov.ph/ressources/e-class-record-template and from the Learner Information System: (LIS) website: www.lis.deped.gov.ph/help.
3. The Division ICT Coordinator/school ICT Coordinators are tasked to help the teachers and other school personnel and extend technical assistance to promote the use of this Electronic Class Record.
4. To maximize usage, Principals should monitor the use of this e-class record by all his/her teachers.
5. School consultants are advised to do the same during monitoring and observation activity
6. For your compliance.


Dr. EVANGEL M. LUMINARIAS, CESO V
Schools Division Superintendent

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

Teachers

School Principals

School ICT Coordinators

School Consultants