



Republic of the Philippines  
**Department of Education**

15 JUN 2015

DepEd MEMORANDUM  
No. **60**, s. 2015

**PROVISION OF THE DEPED ELECTRONIC CLASS RECORD TEMPLATE**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

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 official electronic version, developed by teachers and other personnel who volunteered their time and talent, 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 file. Teachers can download this file from the DepEd official website: [www.deped.gov.ph/resources/downloads.eclass-record-templates](http://www.deped.gov.ph/resources/downloads.eclass-record-templates) and from the Learner Information System (LIS) website: [www.lis.deped.gov.ph/help](http://www.lis.deped.gov.ph/help).
3. The Division Information Technology Officer or designated Information Communication Technology (ICT) Coordinator is encouraged to conduct an orientation for school personnel and extend technical assistance to promote the use of this Electronic Class Record.
4. This Department is currently developing modules to link this with current school forms and the LIS. Updates will be disseminated in subsequent Memorandum.
5. For more information or clarification, all concerned may email **Mr. Jonathan F. Diche**, User Support-ICT Service at [jonathan.diche@deped.gov.ph](mailto:jonathan.diche@deped.gov.ph) or **Mr. Ariel C. Tandingan**, Education Management Information System (EMIS) Division, Planning Service (PS) at [ariel.tandingan@deped.gov.ph](mailto:ariel.tandingan@deped.gov.ph).
6. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary



Reference:

DepEd Order: (No. 8, s. 2015)

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

INFORMATION TECHNOLOGY  
RATING  
RECORD  
PUPILS  
SCHOOLS  
STUDENTS  
TEACHERS

SMA, DM Provision of the DepEd Electronic Class Record Template  
03432-June 10, 2015