SF10 / Form 137

Request Checklist — Learner Permanent Academic Record

SF10 = permanent cumulative record (formerly Form 137). SF9 = report card for one year. Transfers move school-to-school via LIS — parents do NOT hand-carry the original (DO 54, s. 2016).

Request by purpose

Purpose	Go to	Ask for
School transfer	Receiving school	School-to-school SF10 transfer via LIS
College / work / visa	Last school or SDO	Certified true copy / certification as specified
School closed	SDO with jurisdiction	Certification / record retrieval
Abroad	School / SDO + representative	Certified copy, then CAV / apostille
Errors in name / birthdate	School, then SDO	Correction of entry FIRST

Checklist

[ ] I have the learner's full name, LRN, schools attended, and school years ready.

[ ] I know whether I need SF10 (permanent record) or SF9 (report card).

[ ] For a transfer: I enrolled at the receiving school and it owns the SF10 request.

[ ] I asked for the exact document type (certified copy / certification / CAV), not "another original".

[ ] Any name or birthdate error is being corrected BEFORE certification.

[ ] I paid only through official channels and kept the official receipt.

Sources: DO No. 54, s. 2016; DO No. 03, s. 2018; BP Blg. 232. More guides at matatagcurriculums.com.