



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



**MEMORANDUM**

**TO: Public Schools District Supervisors  
Elementary & Secondary School Heads**

**FROM: NYMPHA D. GUEMO**  
Asst. Schools Division Superintendent  
Officer-In-Charge

**SUBJECT: USE OF ELECTRONIC CLASS RECORD TEMPLATE**

**DATE: June 22, 2015**

**RELEASED**  
DepEd-Division of Catanduanes  
**RECORDS SECTION**  
Date: JUN 22 2015  
Time: 1:45 pm  
By: [Signature]

In connection with the **DepEd Memorandum No. 60, s. 2015 Re: Provision of the DepEd Electronic Class Record Template** you are hereby informed and advised to disseminate this to your teachers to be used by them beginning School Year 2015-2016. Teachers can download the said template from the following websites:

- a) DepEd Official Website: [www.deped.gov.ph/resources/downloads/eclass-record-templates](http://www.deped.gov.ph/resources/downloads/eclass-record-templates)
- b) Learner Information System (LIS) website: [www.lis.deped.gov.ph/help](http://www.lis.deped.gov.ph/help)
- c) DepEd SDO website : [www.depedrovcatanduanes](http://www.depedrovcatanduanes)

For technical assistance, please feel free to contact **Ms. Jennifer B. Metica, Information Technology Officer-I** or email us at SDO official email address: [catanduanesdiv15@gmail.com](mailto:catanduanesdiv15@gmail.com) for more information and clarifications.

For your information, guidance and compliance.