



Republic of the Philippines  
 Department of Education  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
 Digos City



**DIVISION MEMORANDUM**

No. 563, s. 2016

**TO :** Public Schools District Supervisors  
 All Public Elementary School Principals/Head Teachers/SICs  
 All Public Secondary School Principals  
 OICs of Secondary Annexes and Extension Classes  
 Head of Digos City Senior High School Stand Alone

**FROM :** **DEE D. SILVA, DPA, CESO VI** *gwt*  
 Schools Division Superintendent

**SUBJECT :** MONITORING OF THE IMPLEMENTATION OF THE SCHOOL REPORT CARD (SRC)

**DATE :** October 3, 2016

1. The field is hereby reminded of the following schedules for the Status of Implementation of the School Report Card as stipulated in DepEd Order No. 23, s.2016 entitled *School Calendar for School Year 2016-2017*, to wit:

Activity	Date	
	October SRC	March SRC
Preparation of SRC	September 15-30, 2016	February 15-28, 2016
Presentation of SRC in School Assemblies	October 1-14, 2016	March 1-11, 2016
Submission of Feedback on SRC using this link <a href="http://bit.ly/src_monitoring_form">bit.ly/src_monitoring_form</a>	October 7-14, 2016	March 7-11, 2016

2. In compliance with the recently issued DepEd Memorandum No. 160, s. 2016 entitled *Status of Implementation of the School Report Card*, each of the schools is hereby directed to upload its School Report Card using the link [bit.ly/src\\_digos](http://bit.ly/src_digos) on or before **October 9, 2016**. In preparation of the School Report Card, School Heads may refer to Annexes 11, 12A and 12 B of DepEd Order No. 44, s.2015 entitled *Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)*. Anyone from the school teaching force may upload their SRC provided that he/she has a DepEd email address.

3. Immediate action on this memorandum is enjoined.

DepEd Schools Division of Digos

**RELEASED**  
 Date: OCT 03 2016 Time: 5:11 PM  
 By: *[Signature]*



Republic of the Philippines  
**Department of Education**

28 SEP 2016

DepEd MEMORANDUM  
 No. **160**, s. 2016

**STATUS OF IMPLEMENTATION OF THE SCHOOL REPORT CARD**

To: Regional Directors  
 Schools Division Superintendents  
 Public Elementary and Secondary Schools Heads  
 All Others Concerned

1. The School Report Card (SRC) is one of the core components of the School-Based Management thrust of the Department of Education (DepEd). The SRC is prepared by the schools twice a year in a school year (SY) to further strengthen shared governance through the increased awareness and stronger participation of the community and other stakeholders in making the school a better place for learning.

2. In line with this and in accordance to DepEd Order No. 23, s. 2016 entitled *School Calendar for School Year 2016-2017*, all schools division superintendents are advised to constantly remind all school heads or principals of the following schedules for the **Status of Implementation of the SRC**:

Activity	Date	
	October SRC	March SRC
Preparation of SRC	September 15-30, 2016	February 15-28, 2017
Presentation of SRC in School Assemblies	October 1-14, 2016	March 1-11, 2017
Submission of Feedback on SRC using this link <a href="http://bit.ly/src_monitoring_form">bit.ly/src_monitoring_form</a>	October 7-14, 2016	March 7-11, 2017

3. Moreover, the Schools Governance and Operations Division (SGOD) shall accomplish the SRC Monitoring Sheet provided in the enclosure to help in monitoring the current status of SRC implementation in schools. This should be sent in Excel format through email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) on or before **October 10, 2016**.

4. To facilitate the monitoring of the SRC implementation in schools, the schools division offices shall assign their respective focal person in Information and Communications Technology to make a Google Drive or a Dropbox folder organized by school year, wherein they should upload either of the following:

- a. Scanned Cover Page of schools' SRCs; or
- b. Word/PDF copy of schools SRCs.

5. The link to these scanned or Word/PDF copies must be written in Column 4 (Google Drive/Dropbox link containing the SRCs of the Schools) of the SRC Monitoring Sheet. All concerned must refer to Annex 11 (SRC Summary Report of Information) of DO 44, s. 2015 entitled *Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)*, in filling out Column 5 (Number of SRC Data Present). There must be a minimum of 19 SRC data needed in the SRC.

6. The SGOD must provide technical assistance to schools in developing their SRCs especially to those having trouble in developing their SRCs, if the minimum 19 SRC data are not present or if the schools have not started yet the development of the SRC.
7. For more information, all concerned may contact **Ms. Marian Efondo**, Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED), Department of Education (DepEd) Central Office, 4<sup>th</sup> Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 633- 53-97.
8. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:  
As stated

References:  
DepEd Order: (Nos. 44, s. 2015 and 23, s. 2016)

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

PERFORMANCE  
PROGRAMS  
PROJECTS  
REPORT  
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SCHOOL DEVELOPMENT

