



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023- 061

To : Assistant Schools Division Superintendent
SGOD & CID Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned

Subject : **Preparation and Dissemination of School Report Card (SRC)**

Date : February 20, 2023

In reference to DepEd Order No. 44, s. 2015 re, Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC), all public schools in this Division are hereby reminded of the preparation and dissemination of the SRC. The SRC is one of the core components of the School-Based Management (SBM) thrust of the Department of Education. It is prepared by the schools twice a year in a school year (SY) to further strengthen shared governance through increased awareness and stronger participation of the community and other stakeholders in making the school a better place for learning.

In line with this and in accordance with the component program **Performance Ko, I-report Ko** of SBM as stipulated in the Division Education Development Plan, school heads are directed to upload their School Report Card using the link bit.ly/src_digos. Anyone from the school teaching force may upload their SRC provided that she/he has DepEd email address.

Hard copy of the Narrative Report on the dissemination of the SRC to stakeholders with attached MOVs like captioned photo documentation, copy of the program, or other forms shall be submitted to the Division Office. Please take note of the following schedules:

Activity	Deadline of Submission	
	Mid-year SRC	Year End SRC
Uploading of School Report Card in the Link	March 17, 2023	July 28, 2023
Submission of the Hard Copy of the Narrative Report on the dissemination of the SRC to Stakeholders		

In preparation of the School Report Card, School Heads may refer to Annexes 11, 12A, and 12B of DepEd Order 44, s. 2015 titled Guidelines on the Enhanced School Improvement Planning Process and the School Report Card (SRC). The eSRC template and eSRC tutorial video can be accessed at this link bit.ly/eSRCTool.





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Hard copies of the SRC shall be placed in the School SBM Hub as evidence in support of the SBM Level of Practice of the school. SRC shall be used in advocating and communicating the school situation, context, and performance to stakeholders thus SRC shall be disseminated/distributed to encourage strengthened community involvement toward school improvement.

For information, guidance, and compliance.

CRISTY C. EPE
Schools Division Superintendent

2/20/23

Enclosed: As stated.
SGOD/cab

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED 28-98190
DATE: 21 FEB 2023 TIME: 2:55 pm
BY:





Republic of the Philippines
Department of Education

DepEd ORDER
No. **44**, s. 2015

29 SEP 2015

**GUIDELINES ON THE ENHANCED SCHOOL IMPROVEMENT PLANNING (SIP)
PROCESS AND THE SCHOOL REPORT CARD (SRC)**

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

1. Pursuant to Republic Act No. 9155 known as *Governance of Basic Education Act of 2001*, this policy aims to strengthen School-Based Management (SBM) by further devolving the governance of education to schools, empowering school teams and personnel, expanding community participation and involvement, and making the delivery of education services to the learners more responsive, efficient, and effective through an enhanced school planning and communication process.
2. The School Improvement Plan (SIP) is a roadmap that lays down specific interventions that a school, with the help of the community and other stakeholders, will undertake within a period of three consecutive school years. The implementation of development activities integral to it are in the school such as projects under the Continuous Improvement Program (CIP), the creation and mobilization of Learning Action Cells (LACs), and the preparation of the School Report Card (SRC). SIP seeks to provide those involved in school planning an evidence-based, systematic approach with the point of view of the learner as the starting point. Ultimately, it is envisioned to help schools reach the goal of providing access to quality education.
3. The SRC is a tool for advocating and communicating the school situation, context, and performance to internal and external stakeholders. Its objective is to increase the participation and involvement of the community and other stakeholders in making the school a better place for learning.
4. The **School Improvement Plan (SIP) Guidebook** is provided which details the procedure in preparing the enhanced SIP and SRC. The enclosed guidelines and the Guidebook shall serve as the official reference in the preparation and implementation of the SIP and SRC. Concerned offices, local government units (LGUs), and development partners are urged to conform to these guidelines as they implement projects and activities related to school planning in DepEd schools.
5. Schools shall begin a new SIP cycle using the enhanced planning process in these guidelines by January 2016 (the start of the SIP cycle). The regional offices (ROs) and schools division offices (SDOs) are expected to create support mechanisms for the schools and to orient them before January 2016. Schools are asked to begin using the SIP Guidebook to update their current Annual Improvement Plan (AIP) and to create the SRC.

6. The participation and involvement of the school head, teachers, and staff in the planning and implementation of the SIP and SRC may be included in the Results-Based Performance Management System (RPMS) as performance objectives under corresponding Key Result Areas. It can be incorporated in the Individual Performance Commitment and Review Form (IPCRF) of teachers and staff or in the Office Performance Commitment and Review Form (OPCRF) of the school head.

7. Planning and implementation of school improvement projects that address problems related to the teaching-learning processes should involve the members of the school's LACs. In the same way, activities of LACs should be aligned to the SIP or AIP. LAC members may also include reports of their activities in the SRC.

8. By virtue of this Order, this Department authorizes the conduct of activities related to the preparation and implementation of the SIP and SRC. Concerned offices and development partners should align their training programs and activities to these guidelines. The training design and learning package should be according to the training program standards set by the National Educators Academy of the Philippines (NEAP). The NEAP, through its ROs, is tasked to ensure the quality of these trainings.

9. All existing Orders and Memoranda inconsistent with this Order are rescinded. These guidelines shall remain in effect, unless sooner repealed, amended, or rescinded.

10. For more information and inquiries, all concerned may contact the **Chief, School Effectiveness Division-Bureau of Human Resource and Organizational Development-(SED-BHROD)**, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no.: (02) 633-7257 or through email address bhrod.sed@deped.gov.ph.

11. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.: As stated

Reference: DepEd Order No. 23, s. 2015

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

- POLICY
- PROGRAMS
- RULES AND REGULATIONS
- SCHOOLS

3 (of the previous SIP cycle) should be attached to this. For years 2 and 3, only the AIP needs to be passed to the SDO together with the accomplished Project Monitoring Report forms of the previous implementation plan.

SIP cycle	What needs to be passed to SDO
Year 1	SIP + AIP (Y1) + Project Monitoring Report Forms (Y3) + year-end SRC
Year 2	AIP (Y2) + Project Monitoring Report Forms (Y1) + year-end SRC
Year 3	AIP (Y3) + Project Monitoring Report Forms (Y2) + year-end SRC

**Note that the year-end SRC is also submitted each year to provide the SDO a summary of the progress of project implementation and the status of the school.*

These documents are expected to be collected no later than the **second week of May** to give sufficient time for the SDO to coach and mentor the schools before they launch their projects for the school year. Documents passed to the SDO are for their reference as they coach the schools and monitor the implementation of the SIP.

4. Monitoring

The SDO, through the School Governance and Operations Division (SGOD), shall have an independent monitoring and evaluation team to check the progress of the SIP and AIP in each school. They will conduct a summative evaluation of the SIP at the end of every cycle. Public Schools District Supervisors (PSDS), together with trained principals and teachers from model schools, shall serve as coaches to guide the schools in crafting and implementing the SIPs in their area.

The Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHRD-SED) in coordination with the Office of Planning Service (OPS) of the Central office shall monitor the progress of SIP implementation quarterly and evaluate the effectiveness of the enhanced process annually.

B. The School Report Card

The SRC is a report that provides stakeholders a snapshot of the school's current condition and performance. It is a tool for advocating and communicating the school situation, context, and performance to internal and external stakeholders to involve them in making the school a better place for learning.

The SRC is a comprehensive yet concise reporting tool. It has three parts: 1) school profile; 2) performance indicators measuring aspects of access, quality, and governance; and 3) status of school projects. In consideration of the unique needs and context of each school, other information aside from those indicated in these guidelines may be included according to what the school thinks is necessary to share to its stakeholders.

It must be emphasized that the SRC is not for planning and accountability; it is a communication and advocacy tool intended for internal and external stakeholders. Hence, while the information in the SRC are aligned with the indicators for the Performance-Based Bonus (PBB), the SRC itself shall not be used as basis for the PBB.

1. Creating the SRC

The school may refer to the School-Community Data Template, Enhanced Basic Education Information System (EBEIS), SBM reports, CI reports, the Child-friendly School Survey (CFSS) and other reports from the Project Teams and other stakeholders to create its SRC.

The School-Community Data Template in the SIP Guidebook is where most of the information are found. Codes to mark the data included in the SRC are found in the School-Community Data Template for easy reference of the school.

SRC information should be presented through graphs and charts with corresponding interpretations below to help the stakeholders understand these better. The interpretation should be written using the language most easily understood by the stakeholders. The chapter on Communicating to Stakeholders, as well as the SRC Summary of Information and the SRC Template found in the SIP Guidebook, provide a more detailed guide in creating the SRC.

The school may produce their SRC in the form of a booklet, brochure, or any form they want as long as the SRC is visually appealing and comprehensible and the minimum indicators are presented.

Once the SRC is prepared, it shall be signed by the School Head, Parents-Teachers Association (PTA) President, Student Body President, Teacher Representatives or Teacher Club President, and the School Governing Council Chair to ensure its ownership and accuracy.

2. Integration to SIP

As mentioned above, the SRC is not a planning tool. However, it is used in the school planning process to communicate the status of the school to the SPT, which should help them in the identification or review of the PIAs.

Project Teams may also utilize the SRC to encourage internal and external stakeholder participation in their activities and to inform the stakeholders, including the SPT and the SDO, of their project implementation status.

3. Reporting

At the minimum, the SRC shall be presented twice: during the mid-year (October) and year-end (March) general assemblies. The information to be reported for mid-year and year-end are listed in the SRC Summary of Information found in the SIP Guidebook. The schools are encouraged to disseminate copies of the SRC to the general public through different means (e.g., on bulletin boards, school website, and in school newsletters).

As mentioned, the school provides the SDO a copy of the year-end SRC for them to better determine the appropriate support and guidance they should give to the school.