



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024- 51

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

Subject : **Submission of Soft Copy of the School Report Card and
 Hard Copy of Narrative Report on the Dissemination of School
 Report Card (SRC) to Stakeholders**

Date : March 12, 2024

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 dissemination of 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 through the Division SBM Focal Person, EPS Cherrie Anne B. Bohol.

Please take note of the following schedules:

Activity	Deadline of Submission	
	Mid-year SRC	Year End SRC
Uploading of Soft Copy of School Report Card in the Link	April 5, 2024	July 19, 2024
Submission of the Hard Copy of the Narrative Report on the dissemination of the SRC to Stakeholders		
(Note: Do not attach the hard copy of SRC in the narrative report.)		



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
 Telephone Nos.: (082) 553-8375; (082) 553-8396



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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.

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 the information of and compliance with by all concerned.

Melanie P. Estacio
MELANIE P. ESTACIO
OIC- Schools Division Superintendent *3/12/24*

DepEd Schools Division of Digos City
RECORDS SECTION
RECEIVED
24-118936
DATE: MAR 13 2024 TIME: 4:44
BY: *[Signature]*

Enclosed: As stated.
SGOD/cab



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