



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-642

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

Subject : **SUBMISSION OF THE SCHOOL REPORT CARD (SRC) AND
NARRATIVE REPORT ON THE DISSEMINATION OF SRC TO
STAKEHOLDERS FOR SY 2024-2025**

Date : October 8, 2025

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) and DepEd Order No. 012, s. 2025 re: Multi-Year Implementing Guidelines on the School Calendar and Activities, **all public schools** in this Division are hereby reminded to disseminate 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 <https://tinyurl.com/DgosSRCmidyear2025>.

In preparation of the SRC, 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**.

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.

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 also be uploaded in the said link, too.



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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Please take note of the following schedules:

Activity	Deadline of Submission	
	Mid-year SRC	Year End SRC
Uploading Soft Copy of School Report Card and Soft Copy of the Narrative Report in the Link	December 5, 2025	May 8, 2026

The hard copy of the SRC will be kept in the school for reference and information dissemination to stakeholders.

There is **no need to submit hard copies of the SRC and narrative report** on the dissemination of SRC to the Schools Division Office.

The Division SBM Focal Person, Cherrie Anne B. Bohol is hereby directed to monitor the dissemination and submission of SRC.

For the information of and compliance with by all concerned.

For and in the absence of the
Schools Division Superintendent

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent

DepEd Schools Division Office - Digos City
Officer-In-Charge

RECORDS SECTION

RELEASED

DATE: OCT 13 2025 TIME: 9:40am

BY: _____

Enclosed: As stated.
SGOD/cab



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