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
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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>October SRC</th>
<th>March SRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation of SRC in School Assemblies</td>
<td>October 1-14, 2016</td>
<td>March 1-11, 2016</td>
</tr>
<tr>
<td>Submission of Feedback on SRC using this link</td>
<td>October 7-14, 2016</td>
<td>March 7-11, 2016</td>
</tr>
<tr>
<td>bit.ly/src_monitoring_form</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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 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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>October SRC</th>
<th>Date</th>
<th>March SRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of SRC</td>
<td>September 15-30, 2016</td>
<td>February 15-28, 2017</td>
<td></td>
</tr>
<tr>
<td>Presentation of SRC in School Assemblies</td>
<td>October 1-14, 2016</td>
<td>March 1-11, 2017</td>
<td></td>
</tr>
<tr>
<td>Submission of Feedback on SRC using this link bit.ly/src_monitoring_form</td>
<td>October 7-14, 2016</td>
<td>March 7-11, 2017</td>
<td></td>
</tr>
</tbody>
</table>

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 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.

DepEd Complex, Meralco Avenue, Pasig City 1600
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, 4th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 533-53-97.

8. Immediate dissemination of this Memorandum is desired.

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
SCHOOLS
SCHOOL DEVELOPMENT

APA/R-DM- Status of Implementation of the School Report Card
0686/September 20, 2016
 SRC Monitoring Sheet

<table>
<thead>
<tr>
<th>Division</th>
<th>School ID</th>
<th>School Name</th>
<th>Google Drive/Dropbox link containing the SRCs of the Schools</th>
<th>Number of SRC Data Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Pasig</td>
<td>000000</td>
<td>DepEd Elementary School</td>
<td><a href="https://drive.google.com/a/deped.gov.ph/file/d/1j-RO2D7by0kXf698BBeqW00VWf6Bva0zlyr/view">https://drive.google.com/a/deped.gov.ph/file/d/1j-RO2D7by0kXf698BBeqW00VWf6Bva0zlyr/view</a></td>
<td>19</td>
</tr>
</tbody>
</table>

(Kindly see Annex 11 of DO 46 s. 2015 for reference)