DIVISION MEMORANDUM
No. 5

TO : School Heads
    School ICT Persons

FROM : SOCORRO V. DELA ROSA, CESO VI
       Schools Division Superintendent

SUBJECT : GUIDELINES ON THE SUBMISSION OF SOFT COPIES OF THE SCHOOL REPORT CARD

DATE : MARCH 1, 2018

To facilitate the submission of soft copies of the SRC and to have a consistent format, the following guidelines shall be adopted:

1. Use only Microsoft Publisher to layout the SRC flyer;
2. All the needed data including the 19 indicators must be in one flyer only;
3. Do not prepare and submit Annex 11 separately anymore;
4. When completed, your Publisher file must be converted to PDF file using the “Save As” function;
5. It is only the PDF file that you will send through e-mail;
6. The PDF file will be sent to achilles.alberto@deped.gov.ph;
7. Do not use any other file format like JPEG, docx, xlsx, etc.;
8. File name shall have this format: SRC (name of school).(district).(Feb/Oct).(year).file extension. For example: SRC MagnesiaES.ViracSouth.Feb.2018.pdf for February reporting period
   Or SRC MagnesiaES.ViracSouth.Oct.2018.pdf for October reporting period
9. Files larger than 3MB will not be accepted or deemed not submitted;
10. Files not using the required naming convention will not be accepted or deemed not submitted.

This new guidelines shall take effect starting on the February 2018 SRC reporting period.