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

   To: All Public Elementary and Secondary School Heads

   Please comply with this memorandum following the stated timelines. This will be one of
   the requirements for the release of the MOOE.

   Submit soft and hardcopy to SDO SGOD-Planning and Research Unit on or before
   October 7, 2016 to be submitted to DepEd ROV and CO on October 10, 2016.

SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent
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) 633-53-97.

8. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
— Secretary

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
0086/September 20, 2016