

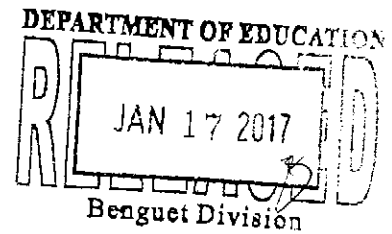


January 16, 2017

**DIVISION MEMORANDUM**

No. e11 s. 2017

**To: Public Schools District Supervisors  
 Public Elementary and Secondary Schools  
 All School ICT Coordinators**

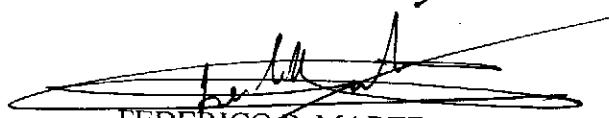


**Subject: FOLLOW-UP ON THE STATUS OF IMPLEMENTATION OF THE SCHOOL REPORT CARD**

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 Memorandum No. 160, s. 2016 re: Status of Implementation of the School Report Card, this office reminds all School Heads for both elementary and secondary levels regarding the second schedule for the status implementation of the school report card.

ACTIVITY	DATE
Preparation of School Report Card	February 15-28, 2017
Presentation of school report card in school assemblies	March 1-10, 2017
Submission of feedback on SRC using the link provided	On or before February 28, 2017

3. All school heads are required to submit their SRC report using Annex 12B or the Advanced SRC Template of DO 44, s.2015 entitled Guidelines on the Enhanced School Improvement Planning Process and the School Report Card (The School Improvement Plan (SIP) Guidebook).
4. The School ICT Coordinators are tasked to assist their school heads in uploading/submitting their school report cards to the link <http://deped.in/benguetfebSRC>.
5. The filename format of the School Report Card (SRC) for submission is Schoolname\_FebruarySRC. ( ex. PicoES\_FebruarySRC), non-compliance of the filename format will not be accepted.
6. Immediate dissemination and compliance of this Memorandum is desired.

  
**FEDERICO P. MARTIN, Ed.D., CESO VI**  
 Schools Division Superintendent