



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Cordillera Administrative Region  
 SCHOOLS DIVISION OFFICE OF BENGUET  
 Wangal, La Trinidad, Benguet 2601



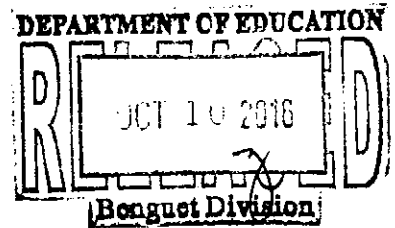
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October 7, 2016

**DIVISION MEMORANDUM**

No. 183 s. 2016

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



**Subject: 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 Order No. 23, s. 2016 entitled School Calendar for School Year 2016-2017, school heads or principals are constantly reminded of the following schedules for the **Status of Implementation of the SRC**:

| ACTIVITY  | Date                  |                      |
|---|-----------------------|----------------------|
|   | October SRC           | February SRC         |
| Preparation of SRC                                    | September 15-30, 2016 | February 15-28, 2017 |
| Presentation of SRC in School Assemblies              | October 1-14, 2016    | March 1-11, 2017     |
| Submission of feedback on SRC using the link provided | October 7-14, 2016    | March 7-11, 2017     |

3. All school heads are required to submit their SRC report, 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.
4. The Schools ICT Coordinators are tasked to assist their school heads in uploading/submitting their school SRC to the link <http://deped.in/benguetsrc>. It is strongly advised to log-in to their DepEd email account to be able to access the provided link.
5. The Filename format of School SRC for submission is *Schoolname\_OctoberSRC* (ex. TawangES\_OctoberSRC), non-compliance of the filename format will not be accepted.
6. School shall submit/upload to the link either of the following:
  - a. Scanned Cover Page of schools' SRCs; or
  - b. Word/PDF copy of schools SRCs.
7. Immediate dissemination and compliance of this Memorandum is desired.

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