



Republic of the Philippines  
Department of Education  
Region V - Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES



June 20, 2022

DIVISION MEMORANDUM  
OSDS-SGOD-DM- 303, s. 2022

**SUBMISSION OF YEAR-END ISSUE OF THE SCHOOL REPORT CARD (SRC) FOR SCHOOL YEAR 2021-2022 AND ACCOMPLISHING THE SRC ONLINE FEEDBACK MONITORING FORM**

To: Chief Education Supervisors- CID and SGOD  
Public Schools District Supervisors/In-charge of District  
Public Elementary and Secondary School Heads  
SGOD Planning and Research Unit (PRS)  
SGOD School Management, Monitoring and Evaluation (SMME)  
All Others Concerned

1. Pursuant to DM-HROD-2022-0034 titled New Implementation Arrangement for the DO 44, s. 2015 (Guidelines on the Enhanced School Improvement Planning Process and School Report Card) with subsequent Memorandum OUCOS-PS-2022-027 on the Implementation Arrangement for DepEd Order No. 44, s. 2015, this **Office reminds all Public Elementary and Secondary Schools on the submission of the Year-End issue of the School Report Card (SRC) for School Year 2021- 2022 using the nineteen (19) indicators stated in the SRC Annex 11.**
2. The SRC shall be reported and presented during the scheduled virtual/face to face (following the minimum health standards) Stakeholders'/Parents' Assembly or State of the School Address.
3. The Electronic School Report Card (eSRC) can be downloaded thru this link **[bit.ly/eSRCTool](https://bit.ly/eSRCTool)**. The three (3) School Years shall be SY 2019-2020, 2020-2021 and 2021-2022.
4. Hard copy of the SRC is no longer a requirement. For the soft copy, **use only Microsoft Publisher to layout the SRC flyer. When completed, the Publisher file must be converted to PDF file using the "Save As" function and it is only the PDF file (flyer format) that will be sent through this email: [sarah.chiong@deped.gov.ph](mailto:sarah.chiong@deped.gov.ph). Do not use**



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**any other file format like JPEG, docx., xlsx., etc. File name shall have this format: District. School name. SRC2022.pdf. Deadline for submission is not later than July 15, 2022.**

5. For purposes of monitoring by the Central Office, School Heads shall accomplish the SRC Online Feedback Monitoring Form by going to this URL link [bit.ly/src\\_monitoring\\_form](http://bit.ly/src_monitoring_form).
6. Compliance to the accomplished Online Feedback Monitoring Form shall be reported to the SMME SEPS through this CP no. 09215650921.
7. Public Schools District Supervisors/In-charge of Districts shall monitor and provide technical assistance in the preparation and submission of the SRC.
8. For more information, all concerned may contact Sarah S. Chiong, SEPS-SMME at mobile no. 09215650921 or at email add [sarah.chiong@deped.gov.ph](mailto:sarah.chiong@deped.gov.ph).
9. For guidance, immediate dissemination and compliance of all concerned.

**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

SSC-SEPS-SMME  
School Report Card  
06/20/2022



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