



**DIVISION MEMORANDUM**

No. 56 S. 2018

TO : School Heads  
School ICT Persons

FROM : *for: Socorro V. Dela Rosa*  
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

**RELEASED**

DepEd, Division of Catanduanes

RECORDS SECTION

Date MAR 01 2018

Time: 2:00 P.M.

Initial/Signature: Jnt

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](mailto: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 *Oct* 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.