



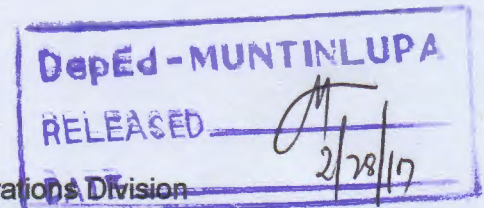
Republic of the Philippines  
Department of Education  
National Capital Region

## SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

February 24, 2017


### DIVISION MEMORANDUM

TO: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, School Governance and Operations Division  
Chief Education Supervisor, Curriculum Implementation Division  
Public Elementary and Secondary School Principals / OICs



### MONITORING ON THE SCHOOL REPORT CARD (SRC) PRESENTATION TO THE STAKEHOLDERS

1. In reference to **DepEd Memorandum No. 160, s. 2016** dated September 28, 2016 re: **Status of the Implementation of the School Report Card**, this Office assigns the following personnel to monitor the conduct of the above-mentioned school-based activity.
2. Attached are the Monitors assigned, checklist and DepEd Memorandum No. 160, s. 2016.
3. For information and compliance.

  
**MAURO C. DE GULAN, Ed. D.**  
Schools Division Superintendent



**MONITORING CHECKLIST  
SRC PRESENTATION TO THE STAKEHOLDERS**

Date: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Principal: \_\_\_\_\_ Assigned PSDS: \_\_\_\_\_

**A. Stakeholders' Participation.** *Please put check of the space provided below to indicate actual representation of the stakeholders.*

Sectors	(Yes) Represented	(No) Not Represented	Total No. of Representative/s
Teaching Personnel			
Non-Teaching Personnel			
LGU Representative/s			
PTA Representative/s			
SSG/SPG Representative/s			
Business Sector Rep.			
<i>Other sector, please specify below:</i>			

**B. As to the Content of the SRC Presentation.** *Please ensure that the nine (9) indicators are covered in the presentation.*

SRC Indicators	Evident	Not Evident	Reasons of not having indicated
1. Enrolment			
2. Health and nutritional status			
3. Learners materials			
4. Teachers' professional development			
5. Funding sources			
6. School awards and recognitions			
7. Number and rate of dropouts by cause			
8. Percentage of learners who completed the School Year (Promotion Rate)			
9. National Achievement Test (NAT) – by Mean Percentage Score (MPS)			
10. Literacy level			
11. School-Based Management Assessment Level			
12. Child-Friendly School Survey result			
13. Stakeholders' participation			
14. Learner-Teacher ratio			
15. Learner-Classroom ratio			
16. Learner-Toilet ratio			
17. Learner-Seat ratio			
18. Status of Continuous Improvement (CI) projects			
19. Other stakeholders' accomplishments			

**C. Program Organization and Timeliness.** *Please indicate in the space provided- Yes, No, and Needs Improvement.*

- The program started on time. \_\_\_\_\_
- The venue was good enough. \_\_\_\_\_
- The audio-visuals were good enough. \_\_\_\_\_
- The stakeholders were properly accommodated. \_\_\_\_\_
- An Exit Conference was organized. \_\_\_\_\_
- \*Please indicate other suggestion/s: \_\_\_\_\_

Name and Signature of the Monitor: \_\_\_\_\_





9/29/16 g:n

Republic of the Philippines  
**Department of Education**

28 SEP 2016

DepEd MEMORANDUM  
No. **160**, s. 2016

**STATUS OF IMPLEMENTATION OF THE SCHOOL REPORT CARD**

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**:

Activity	Date	
	October SRC	March 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 this link <a href="http://bit.ly/src_monitoring_form">bit.ly/src_monitoring_form</a>	October 7-14, 2016	March 7-11, 2017

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 [bhrod.sed@deped.gov.ph](mailto:bhrod.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 should 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.



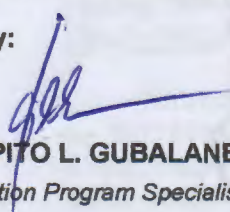
**ASSIGNED MONITORING PERSONNEL  
PRESENTATION OF SCHOOL'S REPORT CARD (SRC) TO STAKEHOLDERS**

NAME OF SCHOOLS	PROPOSED DATE	PROPOSED TIME	NAME OF MONITORS
Bayanan ES - Unit I	Friday, March 3, 2017	1:00 PM	Mr. Wilson F. Pascual
Tunasan ES	Saturday, March 4, 2017	7:00 AM	Mr. Eustaquio F. Escario
Bayanan ES Main	Tuesday, March 7, 2017	1:45 PM	Mr. Eustaquio F. Escario
Poblacion ES	Tuesday, March 7, 2017	6:00 AM	Dr. Armando N. Romero
Victoria Homes ES	Tuesday, March 7, 2017	2:00 PM	Dr. Armando N. Romero
Cupang ES Annex	Tuesday, March 7, 2017	7:30 AM	Mrs. Manuela M. Opalla
Buli ES	Wednesday, March 8, 2017	8:00 AM	Mr. Rolando S. Muldong
Muntinlupa Business HS - Main	Wednesday, March 8, 2017	7:30 PM	Mrs. Manuela M. Opalla
Muntinlupa ES	Thursday, March 9, 2017	3:00 PM	Dr. Ma. Theresa C. Dela Rosa
Bagong Silang ES	Thursday, March 9, 2017	8:00 AM	Mrs. Manuela M. Opalla
F. de Mesa ES	Friday, March 10, 2017	8:00 AM	Mr. Eustaquio F. Escario
Filinvest Alabang ES	Friday, March 10, 2017	1:00 PM	Mrs. Manuela M. Opalla
Itaas ES	Friday, March 10, 2017	2:00 PM	Dr. Armando N. Romero
Muntinlupa Science HS	Friday, March 10, 2017	7:00 AM	Dr. Ma. Theresa C. Dela Rosa
Pedro E. Diaz HS - Main	Friday, March 10, 2017	1:00 PM	Mr. Wilson F. Pascual
Alabang ES	Saturday, March 11, 2017	9:00 AM	Mr. Wilson F. Pascual
Sucacat ES Annex Zone 4	Saturday, March 11, 2017	9:00 AM	Dr. Ma. Theresa C. Dela Rosa
Muntinlupa NHS - NHA Annex	Saturday, March 11, 2017	8:00 AM	Dr. Armando N. Romero

**Noted:**


1. All schools shall upload the Annex 12 SRC to google drive ([https://drive.google.com/drive/u/1/folders/0B7fvMM\\_ut0GMSm41MnBFWTdkLW8](https://drive.google.com/drive/u/1/folders/0B7fvMM_ut0GMSm41MnBFWTdkLW8)) for online submission of the Monitoring and Evaluation Section to the DepEd Regional Office.
2. All schools which failed to submit the Proposed SRC Presentation Program of Activities on the specified deadline (**Division Unnumbered Memo 038-2017**) shall coordinate with thier respective Public School District Supervisors (PSDS) assigned to monitor.

**Prepared by:**




**ZOREN PEPITO L. GUBALANE, DPA**  
*Senior Education Program Specialist, SMME*

**Recommending approval:**



**NERISSA R. LOMEDA**  
*Chief Education Supervisor, SGOD*

**Appoved:**



**MAURO C. DE GULAN, Ed. D.**  
*Schools Division Superintendent*