



Republic of the Philippines
Department of Education
Region X
LANAO DEL NORTE DIVISION
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod, Lanao del Norte



DIVISION MEMORANDUM

No. 053 s. 2022

To: Elementary and Secondary School Heads
All Others Concerned
This Division

From: **EDILBERTO L. OPLENARIA, CESO V**
Schools Division Superintendent

Subject: **SUBMISSION OF SCHOOL REPORT CARD (SRC) FOR SY 2021-2022**

Date: January 28, 2022

1. Per DepEd Order No. 44, s. 2015 titled Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC), this Office hereby directs all schools to submit the School Report Card (SRC) for SY 2021-2022 composed of 19 parts clearly defined in Enclosure No.1 of this Memorandum as a guide. Authorized persons who will validate and certify the accuracy of the reported data must be reflected at the last page of the SRC. See Enclosure No. 2 for the authorized signatures.
2. Elementary and Secondary School Heads must submit hard copies of the School Report Card for SY 2021-2022. Below is the schedule of submission:

FEB. 10, 2022

FOR MID YEAR SCHOOL REPORT CARD (September 2021- January 2022)

JUNE 3, 2022

FOR YEAR END SCHOOL REPORT CARD (February 2022 – June 2022)

3. School Heads are advised to submit and endorse the SRCs to the Division Office by District/Municipality and should follow strictly the deadline given.
4. Once the SRC is approved, school heads should disseminate the SRC during the recognition/graduation ceremony or to the public by posting it on the school bulletin boards or the school's website and other means of dissemination provided that minimum health protocols should be observed.
5. Monitoring on the SRC dissemination shall be done by the School Governance Operation Division (SGOD). Please refer to Enclosure No. 1 for the SRC checklist.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

School ID: _____

Name of School: _____

Address: _____

SCHOOL REPORT CARD CHECKLIST

School Head: _____

Contact Number: _____

Email Address: _____

School Profile	Description	Remarks	Period of Reporting	Data Presentation	Data Source/Forms	Please check	
						Complied	Not Complied
1. Enrolment	<ul style="list-style-type: none"> Total number of learners enrolled <ul style="list-style-type: none"> By gender Last 3 years 	Optional: <i>If the school has special programs, they can also present in a separate graph the enrolment number of the different types of learners by program (e.g. SPED, ADM, ALS, IPEd, ALIVE) of the current year – schools can show the total for</i>	Mid-year (BoSY data) Year-end (EoSY data)	Stacked bar graph by gender per year For types of learners, a pie graph can be used Year-End data can be a comparison with the Mid-Year data (line on bar graph)	SF-1: School Register; EBEIS		
2. Health and nutritional status	<ul style="list-style-type: none"> Number of learners who are severely wasted/wasted <ul style="list-style-type: none"> By gender For every key stage (K-3, 4-6, JHS, SHS) Current year 	<ul style="list-style-type: none"> No. of severely wasted or wasted 	Mid-year Year-end	Stacked bar graph by gender per key stage	Nutritional Status Report		
3. Learners materials	<ul style="list-style-type: none"> The count of shortages/excess learners materials per grade level based on what the students are using <i>plus, minus</i> the School Year <ul style="list-style-type: none"> Only subjects which have shortage/excess learners materials will be 		Year-end	Table per grade level that shows the number of shortage/excess learners materials (by subject)	SF-3: Books Issued and Returned; Physical Count of Inventories		

	listed per grade level						
4. Teachers' professional development*	<ul style="list-style-type: none"> Current year Number of teachers who attended training/further studies By kind/type of professional development (e.g. ICT, Further studies, INSET, LAC, etc) Current year 		Mid-Year end	Year-	Bar graph by kind/type of professional development	Accomplishment report of professional development	
5. Funding sources*	<ul style="list-style-type: none"> Funding amount and sources (MOOE, LGU, canteen, donors, etc.) Current year 		Mid-Year Year-end		Pie graph by funding source	Financial reports; Monthly liquidation reports	
6. School awards and recognitions	<ul style="list-style-type: none"> Top 3 awards/ recognition from award-giving bodies duly recognized by DepEd Listing by title, award-giving body, level (school, division, regional, national, international) Categorized into student, teacher, school head, and school awards Current year 		Mid-Year end	Year-	Table	Accomplishment report	
ACCESS							
7. Number and rate of Dropouts by Cause	<ul style="list-style-type: none"> Count and percentage of learners who do not finish a particular grade level. Look at the five (5) major causes of dropout in the school Last 3 years 		Year-end		Stacked bar graph by cause per year; *document effective practices percentage can be shown through a line graph over the bar graph	SF-4: Monthly Learner's Movement EBEIS and Attendance; SF-2: Daily Attendance Report of Learners;	
*Number of School Leavers							
*Repeaters							

8. Percentage of learners who completed the School Year (Promotion Rate/Graduation Rate)	<ul style="list-style-type: none"> Percentage of learners who completed the school year Number of promoted learners over number of total learners x 100 Per grade level Current year 		Year-end	Bar graph	EBEIS: Enrolment Data; SF - 6		
9. National Achievement Test (NAT) - by Mean Percentage Score (MPS)	<ul style="list-style-type: none"> Grades per subject Grade 6/10 results for schools Grade 3/8 results for schools Current year 	<ul style="list-style-type: none"> In the absence of NAT scores, school use the School Readiness Year-End Assessment (SReYA) in Elementary OR the grades of pupils in the highest grade level offering *Review on the result of the Pre-Test PL and Post-Test PL per Learning Areas 	Year-end	NAT Bar Graph Bar graph of grades of learners each subject per grade level *Determine Significant Improvement *Identify Key Practices	*Report from BEA *CMSS * Pre and Post Test Results		
Grades per Learning Area per grade level							
Pre-Test and Post Test Results of MPS per learning area							
10. Literacy level	<ul style="list-style-type: none"> Total number of the frustration, independent levels for Filipino (oral and silent) Should show pre and post test results If PHIL-IRI is used, 2-6 only Current year 	<ul style="list-style-type: none"> In the absence of a tool to measure literacy, schools can use PHIL-IRI results any existing tool to measure literacy 	Mid-Year Year-end	Bar graphs showing oral and silent reading results (one for English and Filipino)	Philippine Informal Reading Inventory (PHIL-IRI); McCall-Crab Reading Comprehension Examination or its equivalent		
GOVERNANCE							
11. School-Based Management Assessment Level	<ul style="list-style-type: none"> School level based on SBM Assessment 	<ul style="list-style-type: none"> Use SBM Assessment 	Year-end	SBM Level and its corresponding qualitative interpretation	SBM Assessment		

Child-Friendly School Survey result*	<ul style="list-style-type: none"> Survey to be accomplished by the School Planning Team Based on CFSS point system: <ul style="list-style-type: none"> 25-29 points: Child-Friendly School 30-34 points: Outstanding Child-Friendly School 35 and above points: Very Outstanding Child-Friendly School Current year 	<ul style="list-style-type: none"> Use Child-Friendly School Self-Assessment Guide 	Year-end	Points and status	Child-Friendly School Self-Assessment		
13. Stakeholders' participation*	<p>There will be two (2) data sets:</p> <ol style="list-style-type: none"> Percentage (number of attendees over those invited) of parents/guardians and other stakeholders who attend during: <ul style="list-style-type: none"> Co-curricular activities (Science month, Reading month, contests, etc.) Extra-curricular activities (Boy Scouts, Brigada Eskwela, sports fests, etc.) Meetings and Assemblies (SIP, CI, General PTA, etc.) Total contribution (in kind, man-hours, etc.) of stakeholders which are accounted <ul style="list-style-type: none"> Current year By reporting period (Mid-year and Year-end) 		Mid-Year Year-end	For percentage: stacked bar graph by activity (co-curricular, extra-curricular, meetings/assemblies) per stakeholder	Attendance sheets; DepEd order 18: School Calendar		

				For total contribution: stacked bar graph by type of contribution per reporting period, with total			
14. Learner- Teacher ratio	<ul style="list-style-type: none"> Comparison of the actual ratio of learners to teachers against the standard: <ul style="list-style-type: none"> Kinder (25:1) Grades 1 & 2 (40:1) Grades 3 to 10 (45:1) SHS (40:1) Per grade level Current year 	Year-end	Ratio per grade level shown as bar graph; Standard can be shown as line graph over the bar graph	SF-7: School Personnel Assignment List and Basic Profile; SF-1: School Register; EBEIS			
15. Learner- Classroom ratio	<ul style="list-style-type: none"> Comparison of the actual ratio of learners to classrooms against the standard: <ul style="list-style-type: none"> Kinder (25:1) Grades 1 & 2 (40:1) Grades 3 to 10 (45:1) SHS (40:1) Per grade level Current year 	Year-end	Ratio per grade level shown as bar graph; Standard can be shown as line graph over the bar graph	EBEIS: Facilities and Structures			
16. Learner- Toilet ratio	<ul style="list-style-type: none"> Comparison of the actual ratio of learners to functional toilets against standards (50:1) Total number By gender Current year 	Year-end	Line graph	EBEIS: Facilities and Structures			
17. Learner-Seat ratio	<ul style="list-style-type: none"> Comparison of the actual ratio of learners to seats against the standard (1:1) Total number Current year 	Year-end	Line graph	Consolidated Report on Desk/Armchairs for FS and SS; EBEIS			
Status of School Projects	Description	Remarks	Period of Reporting	Data Presentation	Data Source/Forms		
18. Status of Annual Implementation Plan (AIP)/Continuous Improvement (CI) Projects*	<ul style="list-style-type: none"> The progress of CI projects <ul style="list-style-type: none"> Data sets may differ Current year 	<ul style="list-style-type: none"> The school will decide which major projects to put in the recommendation is to report the top 3 priority projects Include the report baseline, and also the endline when applicable 	Mid - Year Year-end	Graphs may differ			

Other stakeholders' accomplishments*	<ul style="list-style-type: none"> • Reports done by other stakeholders on their initiatives/activities from the PIA/CI projects activities of the SGC, SPG/SSG etc.) • Data sets may differ on the stakeholders • Current year 	<ul style="list-style-type: none"> • The school may choose the top 3 stakeholder accomplishments/initiatives/activities 	Mid-Year Year-end	Graphs may differ			
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Others:

*Pictures of School, Teachers, Staff & Learners doing School Activities (at least 10 pictures with caption)		
* Observed at the last page of School Report Card the complete name and signatures of School Head, , PTA President, Student Body President, Teacher Representatives or Teacher Club President, the School Governing Council to ensure its ownership and accuracy.		
* Observed at the last page of School Report Card the name of validator/s and approving authority.		
* Date Accomplished of School Report Card		

Finding/s:	Recommendation/s:	Action (Please check)
19 parts of School Report Card are complied with complete and updated Data.	For Approval	
19 parts of School Report Card are complied but the data are not complete and not updated.	Returned for revision	
19 parts of School Report Card are not complied.	Returned for revision	

SIGNATORY:

Enclosure No. 2 to Division Memorandum No. ____ s. 2022

SCHOOL REPORT CARD (SRC) AUTHORIZED SIGNATURES

Certified Accurate:

School Head

Teacher Representative

PTCA President

Student Government President

School Governing Council

Validated by:

IVY T. JUMAWAN
Senior Education Program Specialist

LADY ANN L. CABAUG
Education Program Specialist II

Recommending Approval:

MARIA CARMELA T. ABLIN, EdD
Chief ES – SGOD

ROSEMARIE T. MACESAR, PhD
Assistant School Division Superintendent

Approved by:

EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent