


February 26, 2021

**DIVISION MEMORANDUM**  
OSDS-SGOD-DM- 099 s. 2021

**SUBMISSION OF YEAR-END ISSUE OF THE SCHOOL REPORT CARD (SRC) FOR SCHOOL YEAR 2020-2021 AND ACCOMPLISHING THE SRC ONLINE FEEDBACK MONITORING FORM**

**To: Chief Education Supervisors, CID & SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
SGOD SMME Unit  
All Others concerned**

1. Pursuant to DepEd Order No. 44, s. 2015 entitled Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC) and DepEd Memorandum No. 16, s. 2016 entitled Status of Implementation of the School Report Card, **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 2020-2021 using the nineteen (19) indicators stated in the SRC Annex 11. (NOTE: Only those available indicators shall be captured.)** The SRC shall be used and presented during the scheduled virtual/face to face (following the minimum health standards) Stakeholder's/ Parent's Assembly. You can download the Electronic School Report Card using this link [bit.ly/eSRCTool](http://bit.ly/eSRCTool). **The three (3) School Years to be covered shall be SY 2020-2021, 2019-2020, and 2018-2019.**
2. School Heads are required to submit the hard copy in excel file format at the SDO-SGOD Office c/o the SMME Section. While 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** that will be sent through this email: [sarah.chiong@deped.gov.ph](mailto:sarah.chiong@deped.gov.ph). Do not use any other file format like JPEG, docx., xlsx., etc. File name shall have this format: **SRC (name of school).(district).(month).(year).file extension.** Example: **SRC CalataganES.ViracNorth.April.2021.pdf.** Files not using the required naming convention will not be accepted. **Deadline for submission is not later than March 31, 2021.**
3. 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).
4. **Report on compliance to the accomplished Online Feedback Monitoring Form shall be done by the respective school heads to the in-charged SEPS of SMME unit with this CP no. 09215650921.**
5. Public Schools District Supervisors (PSDS) and in-charge of the Districts shall monitor and provide technical assistance in the preparation of and submission of the SRC.
6. 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).
7. For guidance, immediate dissemination and compliance of all concerned.

  
**SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
Officer- In- Charge  
Office of the Schools Division Superintendent

