



Division Memorandum

No. 248-s. 2019

**TO:** Public Schools District Supervisor/In-charge  
All School Heads

**FROM:**  **MARILOU B. DEDUMO, Ph. D., CESO V**  
Schools Division Superintendent

**DATE:** May 30, 2019

**SUBJECT: USE OF ELECTRONIC SCHOOL REPORT CARD (E-SRC)**

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1. As part of the Department of Education's effort to continuously aid schools in delivering their mandates, the School Effectiveness Division (SED) of the Bureau of Human Resources and Organizational Development (BHROD) developed an e-SRC, SIP Styleguide and SIP Quality Assessment Tool which is now ready for use.
  2. It is common knowledge that the School Report Card is an advocacy tool which can be presented to different stakeholders for information and for possible support allocation.
  3. The e-SRC shall be filled up by the school head with the help of the School Planning Team. Since it is developed to lessen the number of the days spent by the school head, the software/program will provide the minimum analysis and interpretation.
  4. The e-SRC will provide the minimum analysis and interpretation of the data inputted. It is also ready to printed in booklet, brochure, or tarpaulin type. Please download the e-SRC at <https://tinyurl.com/ESchoolReportCard>
  5. On the other hand, the SIP styleguide can be used if the cycle 2 of the E-SIP is in progress. This does not apply to all E-SIPs crafted prior to its release.
  6. It is expected that all schools will produce the e-SRC in hard copies on June 3, 2019, as this may also be useful when monitoring team will visit the school.
  7. For your compliance.