



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
District SBM Coordinators
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

For the SDS:


MA. CESILIA S. MANAY
Chief Education Supervisor, SGOD
Officer In-Charge

SUBJECT: SUBMISSION OF ELECTRONIC SCHOOL REPORT CARD (E-SRC) FOR SY 2023-2024

DATE: September 19, 2024

1. Pursuant to DepEd Order No. 44 s. 2015 re: Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC) dated September 29, 2015, all schools are required for the preparation, communication, and reporting of School Report Card for School Year 2023-2024 utilizing the Electronic School Report Card (e-SRC) template which can be downloaded at <https://bit.ly/eSRCTool>.
2. Be advised that only the e-SRC template in Microsoft Excel file shall be submitted in the Schools Division Office through this link <https://tinyurl.com/2023-2024ESRC> not later than **September 27, 2024**.
3. Furthermore, the school shall present its SRC twice to internal and external stakeholders during the mid-year and year-end general assemblies. Schools are highly encouraged to disseminate the copies of the SRC to the general public through the State of

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the School Address (SOSA) or different means (e.g. bulletin boards, school website or school social media pages, and in school newsletters).

4. Expenses relative to the School Report Card (SRC) preparation, communication, reporting, and monitoring shall be charged to MOOE / local funds, subject to the usual accounting and auditing rules and regulations.

5. For further questions or clarifications, please contact Fretzie P. Alcantara, EdD - Senior Education Program Specialist – SMM&E/ Division SBM Coordinator at fretzie.alcantara@deped.gov.ph or at 09685346494

6. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-SMM&E-FA

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