



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

No. 249, 2023

**MID-YEAR AND YEAR-END SCHOOL REPORT CARD (SRC)
PRESENTATION TO THE STAKEHOLDERS**

To: OIC-Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
All Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. With reference to DepEd Order No. 44, s. 2015, titled, "Guidelines on the Enhanced School Improvement Process and the School Report Card", public schools are required to present the SRC to stakeholders during the mid-year (October) and year-end (March) school assemblies. However, due to some adjustments in the School Calendar, schools may adjust and move the activities to January and June, respectively.

2. As a way of keeping this notable practice, all public schools are required to schedule and conduct the above-captioned activity with components as follows:

- A. School Performance
- B. School Resources
- C. Assessments/Tests
- D. Best or Notable Practices
- E. School Awards and Recognition
- F. Other relevant reports

3. The schools, through its SBM Coordinators, shall provide the School Management Monitoring and Evaluation (SMME) Unit copies of approved SRC Program of Activity and SRC Report containing the prescribed indicators.

4. Attached with this Memorandum are the following enclosures for reference:

- Program of Activity Template
- Monitoring Checklist
- SRC Report Sample Template (Refer to SIP Form No. 12)



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

(02) 805-9935, (02) 805 - 9940

sdomuntinlupa@gmail.com



5. For information and strict compliance of all concerned.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Enclosure: As stated

References: As stated

To be indicated in the Perpetual Index
under the following subjects:

REPORTS

PROGRAMS

PROJECTS

ZPLG / DM / MID-YEAR AND YEAR-END SCHOOL REPORT CARD (SRC) PRESENTATION TO THE STAKEHOLDERS
249 / October 20, 2023

NUM-2023-249

**PROGRAM OF ACTIVITIES ON THE PRESENTATION OF SCHOOL
REPORT CARD (SRC) TO THE STAKEHOLDERS**

Name of School: _____

Proposed Date: _____ Venue: _____ Time: _____

Expected Stakeholders/Sector to Attend: _____

PROGRAM OF ACTIVITIES

Time	Activities	Personnel Responsible
	A. Preliminary . National Anthem . Prayer . Muntinlupa March	
	B. Acknowledgement of Internal and External Stakeholders	
	C. Statement of Purpose	
	D. Welcome Remarks	
	E. State of the School Address (SOSA-SRC Presentation)- By the School Principal	
	F. Intermission	
	G. Inspirational Message – Assigned Public Schools District Supervisor	
	H. Closing Remarks	

Prepared by: _____

Approved: _____

SCHOOL HEAD/PRINCIPAL

SCHOOL REPORT CARD (SRC) PRESENTATION TO THE STAKEHOLDERS

MONITORING CHECKLIST

Name of School: _____ Date: _____

School Head/Principal: _____

Assigned PSDS: _____

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

Stakeholders	Expected No. of Attendees	Actual No. of Attendees
Teaching Personnel		
Non-Teaching Personnel		
LGU Representative/s		
PTA Representative/s		
SSG/SPG Representatives		
School Governance Council (SGC)		
Business Sector Representative/s		
Are members of the School Planning Team (SPT) present? ☐ yes ☐ no		
Other sector, please specify below:		
1.		
2.		

B. As to the Content of the SRC Presentation. Please ensure that the nineteen (20) indicators are at least covered in the presentation.

SRC 19-Indicators	Evident	Not Evident	Remarks
1. Enrolment			
2. Health and Nutritional Status			
3. Learners Materials			
4. Teachers' Professional Development			
5. Funding Sources			
6. School Awards and Recognition			
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) Project			
19. Stakeholders' Accomplishment			
20. *School Governance Council (SGC) Functionality			

C. Program Organization and Timeliness. Please check the appropriate box.

- The Program started on time ☐ Yes ☐ No ☐ Needs Improvement
- The Program ended on time ☐ Yes ☐ No ☐ Needs Improvement
- The venue was good enough ☐ Yes ☐ No ☐ Needs Improvement

4. The audio-visuals were good enough. ☐ Yes ☐ No ☐ Needs Improvement
5. The stakeholders were properly accommodated ☐ Yes ☐ No ☐ Needs Improvement
6. A Post Conference was organized by the TWG. ☐ Yes ☐ No ☐ Needs improvement
7. Remarks/Suggestion/s: _____

Name and Signature of the Monitor: _____ Date: _____

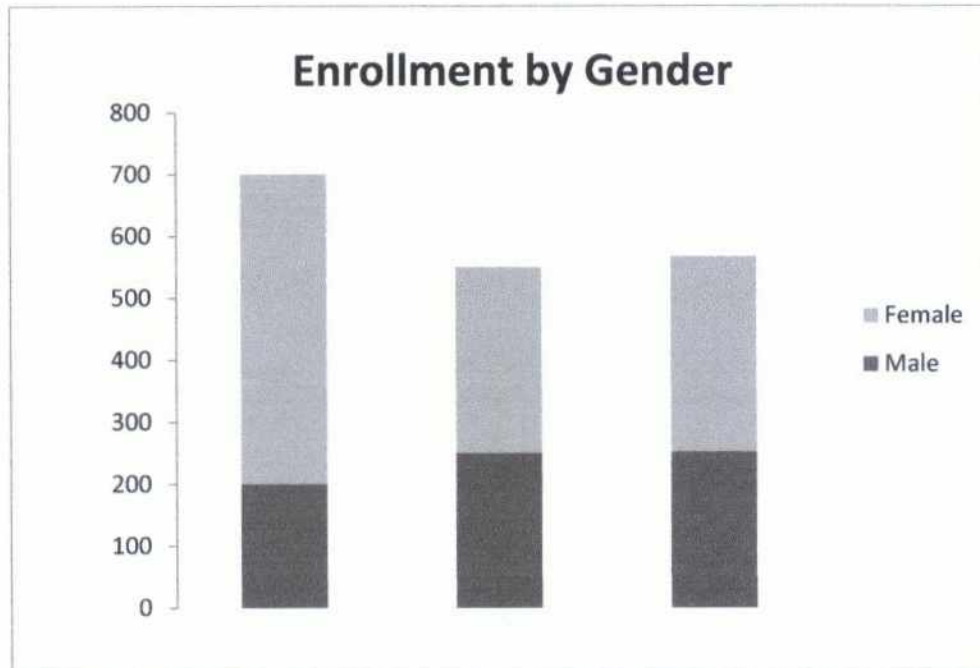
Name of School:
Address:
School Head:
Contact Number:
Email Address:

School ID:

Insert Picture of Learners doing school activities

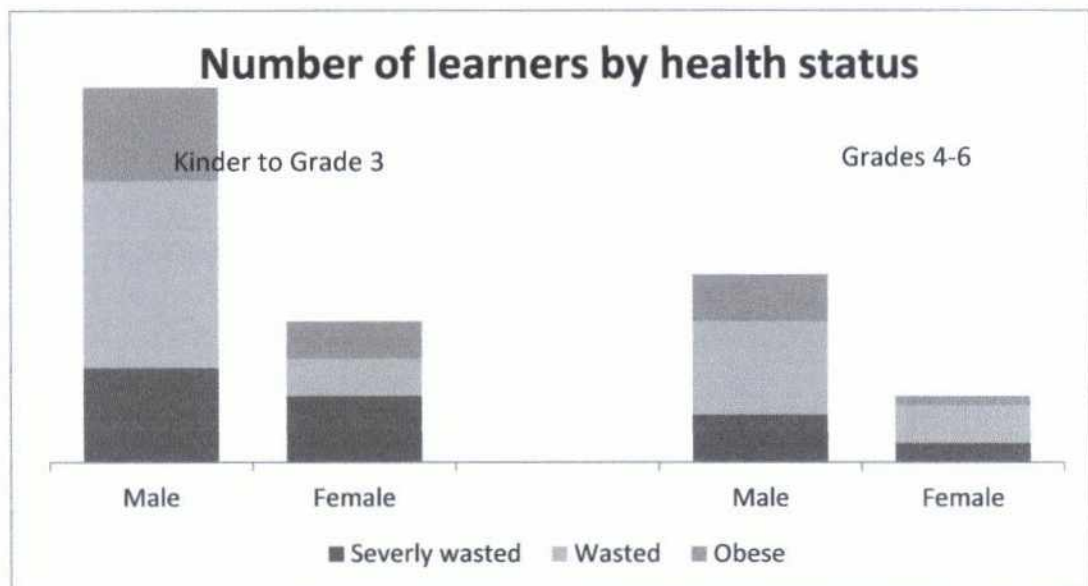
School Profile

1. Enrollment



Write interpretation of the data.

2. Health and nutritional status



Write interpretation of the data.

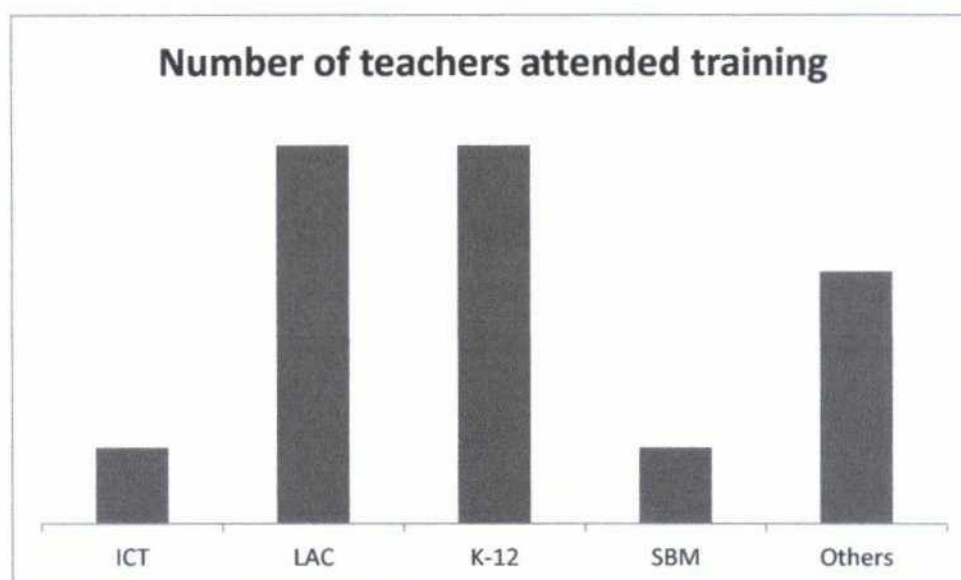
3. Learners materials

		Excess	Shortage
Textbook	Subject		
	English 3		
	Mathematics 5		
	Science 6		

		Number
Library	Books	
	Tables	
	Chairs	
Computer	Computers	
Science Equipment*		

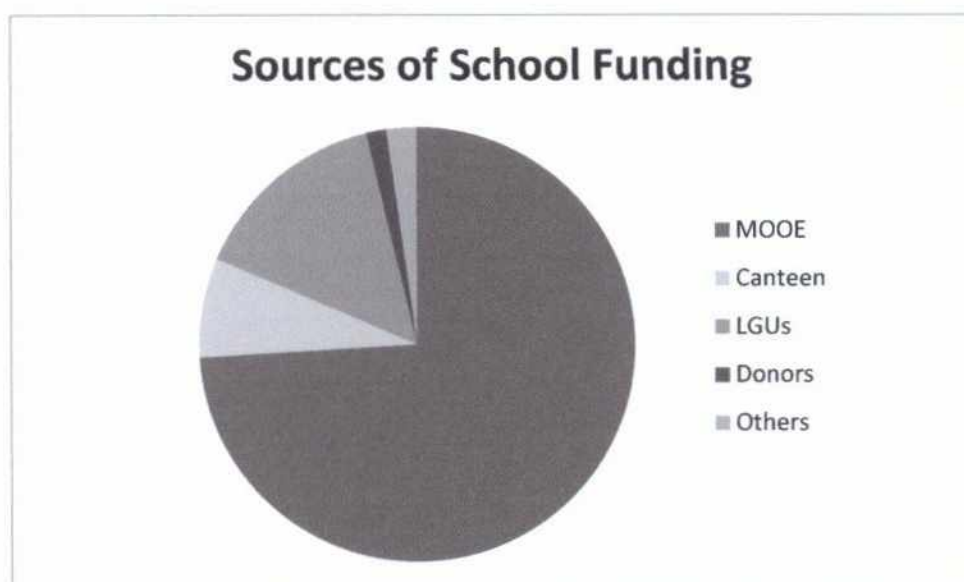
**Please enumerate existing science equipment in school.*

4. Teachers' professional development



Write interpretation of the data.

5. Funding sources



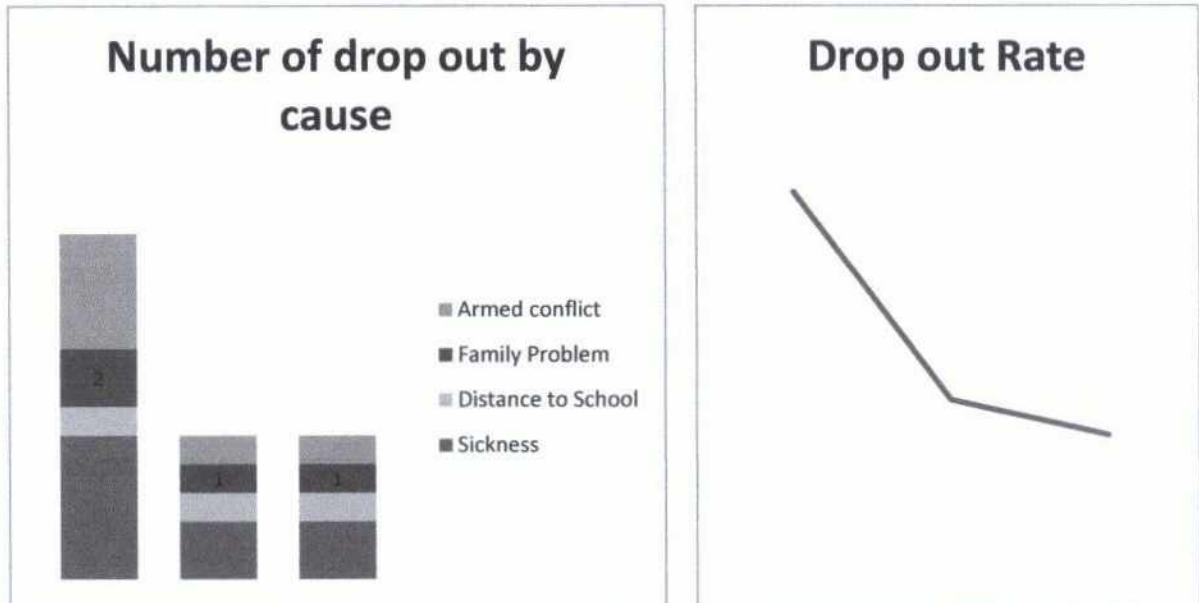
Write interpretation of the data.

6. School awards and recognitions

Title of Award	Award Giving Body	Level (International, National, Region, Division or School level)	Category of Awardee (Student, Teacher, School Head, School)
Best Performing School			
Over-all Champion in Sports Contest			
Hall of Famer Brigada Eskwela Awardee			

Performance Indicators**Access**

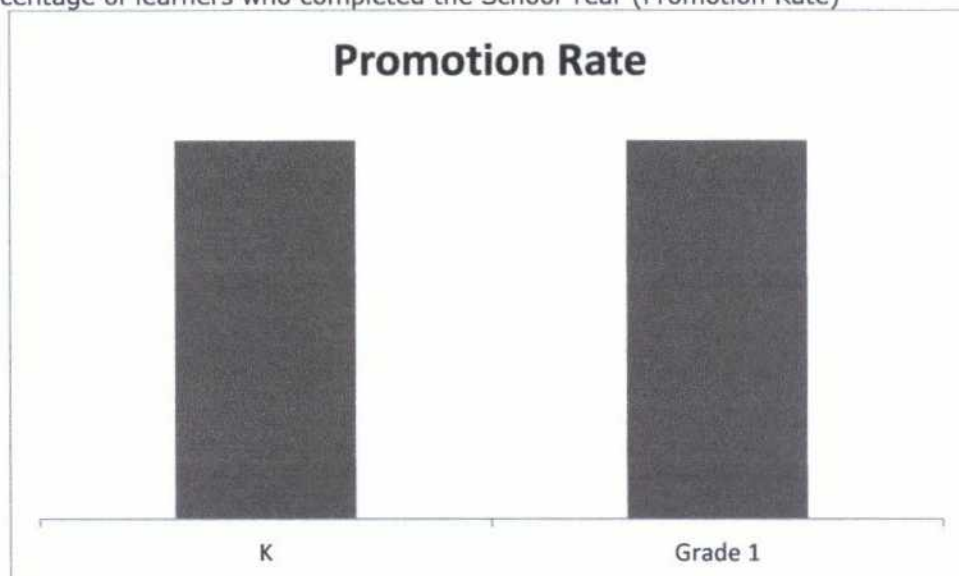
7. Number and rate of dropouts by cause



Write interpretation of the data.

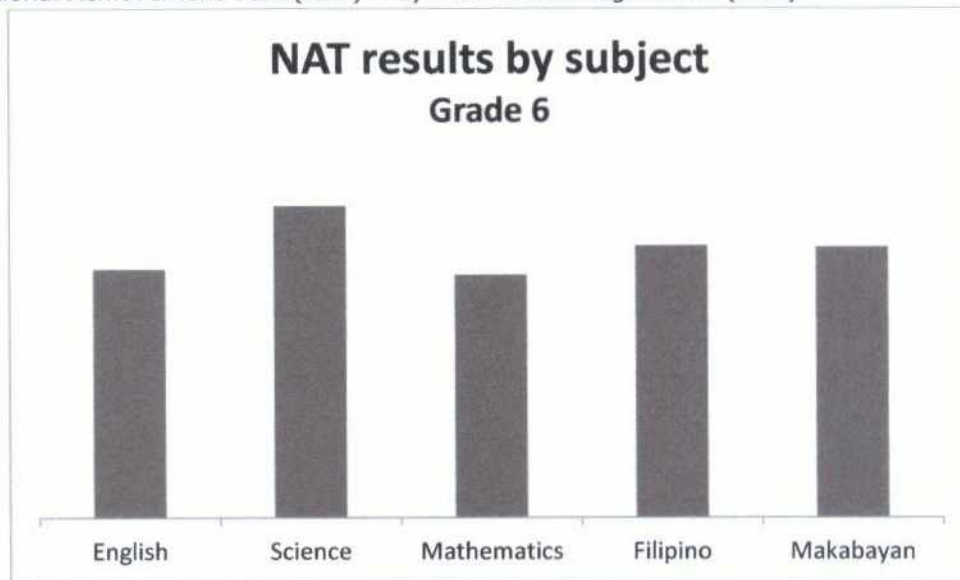
Quality

8. Percentage of learners who completed the School Year (Promotion Rate)



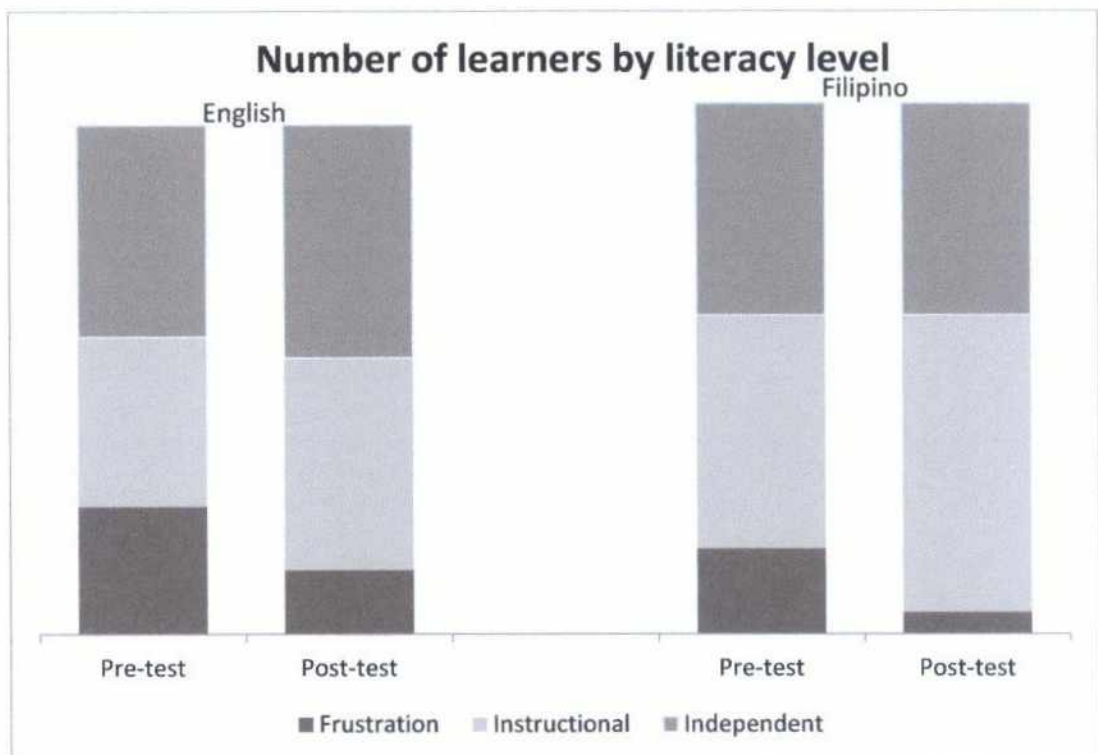
Write interpretation of the data.

9. National Achievement Test (NAT) – by Mean Percentage Score (MPS)



Write interpretation of the data.

10. Literacy level



Write interpretation of the data.

Governance

11. School-Based Management Assessment Level

SBM Level

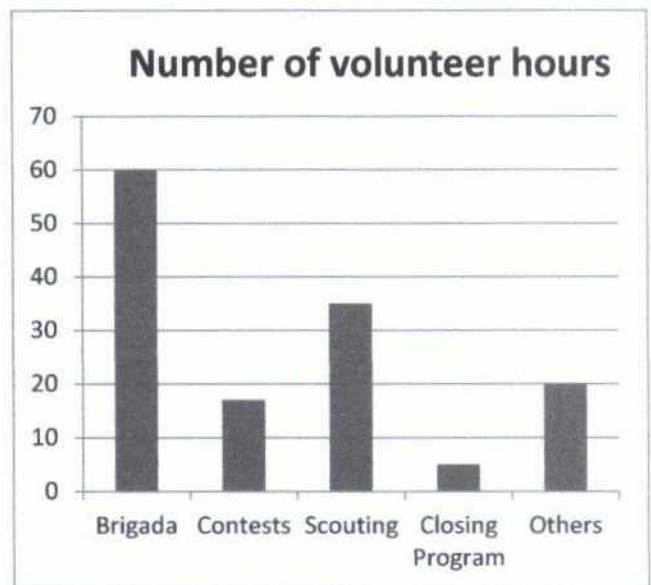
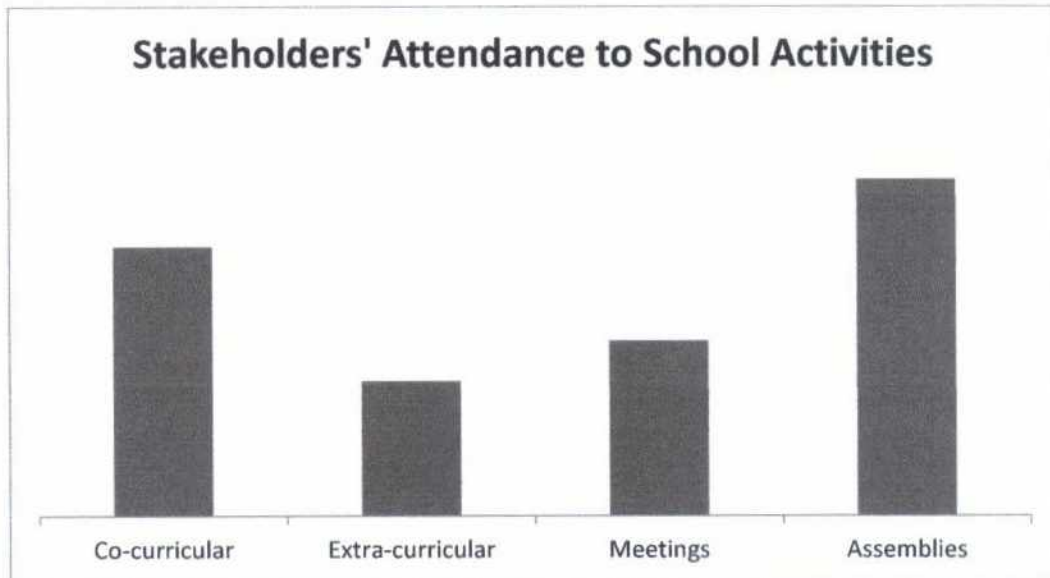
Qualitative Interpretation:

12. Child-Friendly School Survey result

CFSS Points:

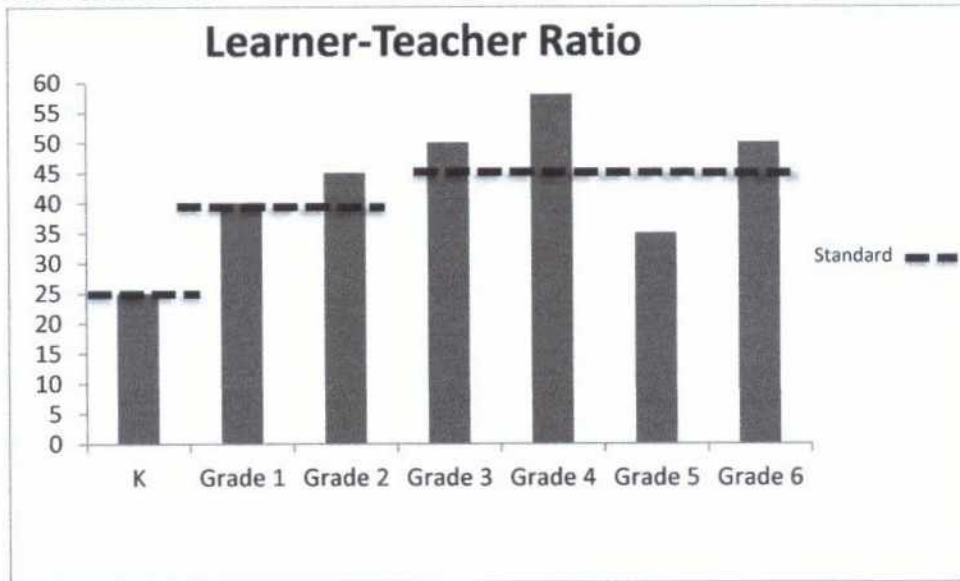
Qualitative Interpretation:

13. Stakeholders' participation



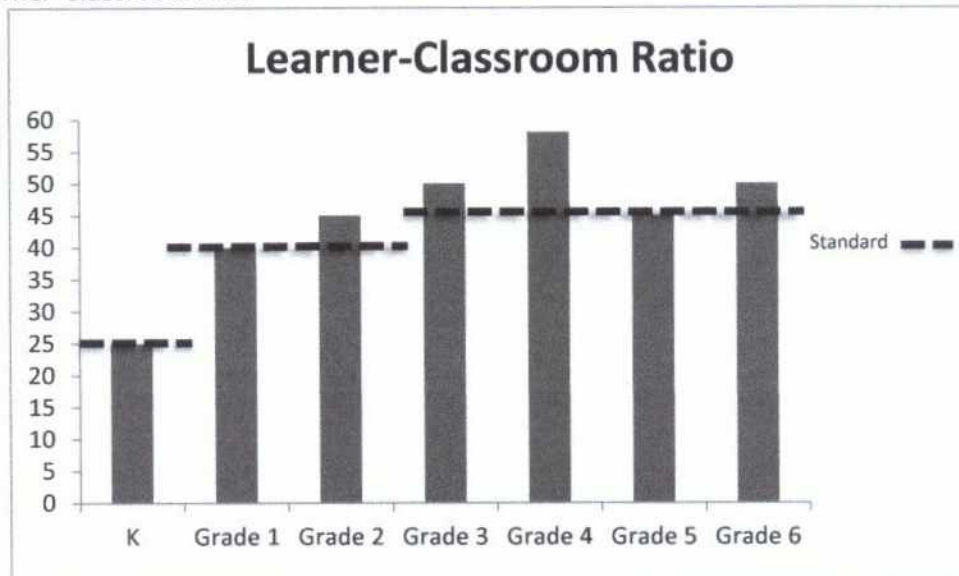
Write interpretation of the data.

14. Learner-Teacher ratio



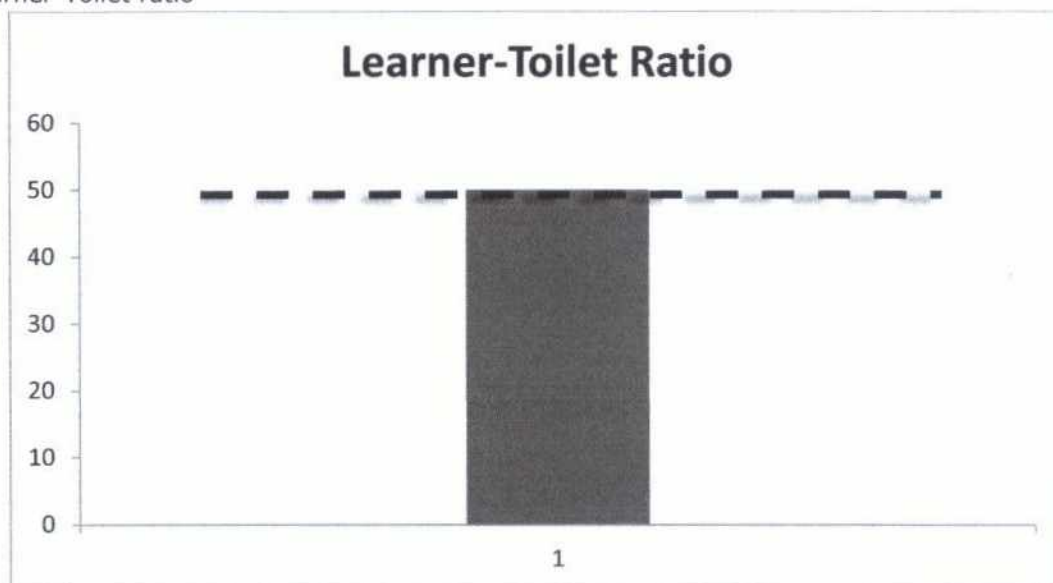
Write interpretation of the data.

15. Learner-Classroom ratio



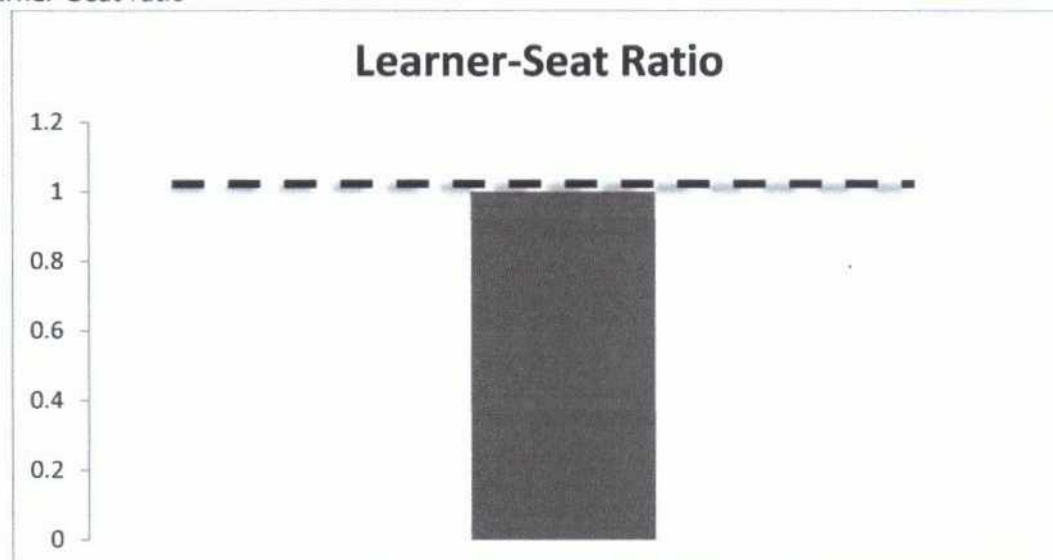
Write interpretation of the data.

16. Learner-Toilet ratio



Write interpretation of the data.

17. Learner-Seat ratio



Write Interpretation of the data.

Status of School Projects

18. Status of Continuous Improvement (CI) projects

*Presentation of Tables or Graphs depends on the School

Write interpretation of the data.

19. Other stakeholders' accomplishments

*Presentation of Targets or Graphs depends on the School

Write interpretation of the data

20. *School Governance Council (SGC) Functionality

- ☐ Organized and Highly Functional
- ☐ Organized and Moderately Functional
- ☐ Organized but Not Functional
- ☐ Not organized

Certified Accurate:

School Head

Teacher Representative

PTCA President

Student Government President

SGC President