RELEASED

October 6, 2016

Division Memo No. 316 s. 2016

SUBMISSION OF IMPLEMENTATION OF THE SCHOOL REPORT CARD

To: CID & SGOD Chiefs
Public Schools District Supervisors
School Heads

1. The School Report Card (SRC) is one of the core components of the School-Based Management thrust of the Department Of Education (DepEd). The SRC is prepared by the schools twice a year in a school year (SY) to further strengthen shared governance through the increased awareness and stronger participation of the community and other stakeholders in making the school a better place for learning.

2. In line with this and in accordance to DepEd Order No. 23 s. 2016 entitled School Calendar for School Year 2016-2017, all schools are advised to submit their SRC and SRC summary of information in word or pdf format to depedbaguiocity@gmail.com on or before October 7, 2016.

3. Attached is a sample format of SRC summary of information for your perusal.

4. Immediate dissemination of this memorandum is desired.

ATTY. AUGUSTIN P. LABAN III
OIC-Schools Division Superintendent
FOR THE OIC - SCHOOLS DIVISON SUPERINTENDENT

ELMA D. DONAAL, EDD
Chief, School Governance
and Operations Division

School Profile	Description	Remarks	Period of Reporting	Data Presentation	Data Source/Forms

1. Enrolment	• Total number of learners enrolled
	  ○ By gender
	  ○ Last 3 years
		• **Optional:**
		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 each type of learner
			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	• Number of learners who are severely wasted/wasted • By gender • For every key stage • (K-3, 4-6, JHS, SHS) • Current year	• No. of severely wasted or wasted	Mid-year Year-end	Stacked bar graph by gender per key stage	Nutritional Status Report
3. Learners materials*	• The count of shortages/excess learners materials per grade level based on what the students are using during the School Year • Only subjects which have shortage/excess learners materials will be listed per grade level • Current year		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

4. Teachers' professional development*	• 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 Year-end	Bar graph by kind/type of professional development	Accomplishment report
5. Funding sources*	• 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*	• 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 Year-end	Table	Accomplishment report

*Data not found in the EBEIS

Performance Indicators	Description	Remarks	Period of Reporting	Data Presentation	Data Source/Forms
ACCESS					
7. Number and rate of dropouts by cause	• Count and percentage of learners who do not finish a particular grade level. (It does not capture learners who finish a grade level but do not enrol in the next grade level the following school year) • Look at the five (5) major causes of dropout in the school • Last 3 years		Year-end	Stacked bar graph by cause per year; percentage can be shown through a line graph over the bar graph	SF-4: Monthly Learner's Movement and Attendance; SF-2: Daily Attendance Report of Learners; EBEIS
QUALITY					
8. Percentage of learners who completed the School Year (Promotion Rate)	• 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: Summarized Report on Promotion and Level of Proficiency
9. National Achievement Test (NAT) – by Mean Percentage Score (MPS)	• MPS per subject • Grade 6/10 results for complete schools • Grade 3/8 results for incomplete schools • Current year	• In the absence of NAT scores, school can use the School Readiness Year-End Assessment (SReYA) in Elementary OR the general average of pupils in the highest grade level offering	Year-end	Bar graph by MPS of each subject	Report from NETRC
10. Literacy level	• Total number of learners who are in the frustration, instructional, and independent levels for English and Filipino (oral and silent reading) • Should show pre and post test results • If PHIL-IRI is used, will cover grades 2-6 only • Current year	• In the absence of a tool to measure literacy, schools can use PHIL-IRI results or 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	• School level based on SBM Assessment	• Use SBM Assessment	Year-end	SBM Level and its corresponding qualitative interpretation	SBM Assessment

12. Child-Friendly School Survey result*	• Survey to be accomplished by the School Planning Team
	• Based on CFSS point system:
	  o 25-29 points: Child-Friendly School
	  o 30-34 points: Outstanding Child-Friendly School
	  o 35 and above points: Very Outstanding Child-Friendly School
	• Current year
		• Use Child-Friendly School Self-Assessment Guide	Year-end	Points and status	Child-Friendly School Self-Assessment

13. Stakeholders' participation*	There will be two (2) data sets:
	1. Percentage (number of attendees over those invited) of parents/guardians and other stakeholders who attend during:
	  o Co-curricular activities (Science month, Reading month, contests, etc.)
	  o Extra-curricular activities (Boy Scouts, Brigada Eskwela, sports fests, etc.)
	  o Meetings and Assemblies (SIP, CI, General PTA, etc.)
	  • Current year
	2. Total contribution (in kind, man-hours, etc.) of stakeholders which are accounted
	  • 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
				
				For total contribution: stacked bar graph by type of contribution per reporting period, with total
					Attendance sheets; DepEd order 18: School Calendar

14. Learner-Teacher ratio	• Comparison of the actual ratio of learners to teachers against the standard:
	  o Kinder (25:1)
	  o Grades 1 & 2 (40:1)
	  o Grades 3 to 10 (45:1)
	  o 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	• Comparison of the actual ratio of learners to classrooms against the standard:
	  o Kinder (25:1)
	  o Grades 1 & 2 (40:1)
	  o Grades 3 to 10 (45:1)
	  o 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	• 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	• 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 ES and SS; EBEIS

Note: CFS – Child-Friendly School (The Child-Friendly School Assessment was made by UNICEF. The concept for establishing a Child-Friendly School System (CFSS) in the Philippines was introduced in 1999 and is currently being reviewed so it can be utilized/integrated in school planning, monitoring and evaluation).
  SF – School Forms
*Data not found in the 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*	• The progress of CI projects • Data sets may differ depending on what the school wants to present • Current year	• The school will decide which major projects to put in the SRC but our recommendation is to report the top 3 priority projects • Include the report on baseline, and also the endline when applicable	Mid-year Year-end	Graphs may differ	
19. Other stakeholders' accomplishments*	• Reports done by other stakeholders on their initiatives/activities independent from the PIA/CI projects (e.g. activities of the SGC, SPG/SSG, etc.) • Data sets may differ depending on the initiatives/activities of the stakeholders • Current year	• The school may choose the top 3 stakeholder accomplishments/initiatives/activities	Mid-year Year-end	Graphs may differ	

*Data not found in the EBEIS