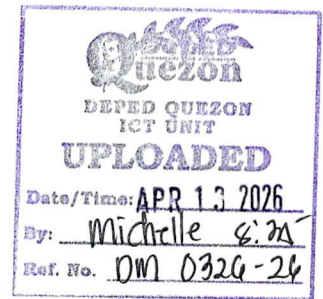




Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



07 April 2026

**DIVISION MEMORANDUM**

No. 0326, s. 2026

**SUBMISSION OF SCHOOL REPORT CARD (SRC) AND PROJECT MONITORING REPORT FORM (PMRF), SY 2025 – 2026**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In compliance with **DepEd Order No. 44, s. 2015**, which mandates the preparation and submission of the **School Report Card (SRC)** and **Project Monitoring Report Form (PMRF)** at the end of each school year, this Office, through the School Governance and Operations Division – School Management Monitoring and Evaluation (SGOD-SMME) Section, advises all public elementary and secondary schools to submit the required reports for **School Year (SY) 2025–2026**.
2. To facilitate a smooth and orderly submission process, all concerned school heads are requested to observe the following guidelines:
  - a. Only the **SRC Summary of Information (Annex 11 of the SIP Guidebook)** shall be submitted to the Schools Division Office (SDO). The School Planning Team (SPT) and Project Management Teams (PMTs) may include additional performance indicators aligned with the programs and projects reflected in their Enhanced School Improvement Plan (E-SIP).
  - b. The **Basic/Advanced SRC (Annexes 12A and 12B)** shall be retained at the school or district level for reference and dissemination to stakeholders during the conduct of the State of the School Address (SOA).
  - c. Please use the attached template for the **Project Monitoring Report Form (PMRF)**. A soft copy of the template may be accessed through this link: **[tinyurl.com/PMRFTemp26](https://tinyurl.com/PMRFTemp26)**.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Contact No.s: (042) 784-0366 | (042) 784-0164 |  
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- d. For easy identification and consolidation of files, please follow the prescribed file-naming format below:

**For the SRC:**

Congressional District No.\_SRC2026\_School Name\_Name of District

**Example:** 1\_SRC2026\_Talipan ES\_Pagbilao 1

**For the PMRF:**

Congressional District No.\_PMRF2026\_School Name\_Name of District

**Example:** 1\_PMRF2026\_Talipan ES\_Pagbilao 1

- e. The accomplished **SRC and PMRF** shall be submitted online as PDF files through this link: **[tinyurl.com/SRC-PMRFSubmit26](https://tinyurl.com/SRC-PMRFSubmit26)**, on or before **May 29, 2026**.

3. Immediate and strict compliance with this Memorandum is directed.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

smemgd04/07/2026

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Enclosure to DM No. 0126, s. 2026

**PROJECT MONITORING REPORT FORM (PMRF)**

SY \_\_\_\_\_  
 (School Name Here)  
 (District Name Here)

School ID: \_\_\_\_\_  
 Scheduled Dates of Monitoring (Inclusive Months):  
 Mid-Year: \_\_\_\_\_  
 Year-End: \_\_\_\_\_

Name of Project (PAPs aligned with BEDP 2030 Pillars & EMs)	Project Objectives & Targets (Please quantify)	Date of Monitoring (Specific date conducted)	Accomplishments/ Status to Date (Input what have been accomplished based on targets)	Issues/ Problems/ Challenges	Recommendations	Signature of SPT and Project Team Leader
<b>I. ACCESS</b>						
		Mid-year: Year-end:				Mid-year: Year-end:
		Mid-year: Year-end:				Mid-year: Year-end:
		Mid-year: Year-end:				Mid-year: Year-end:

DEPEDQUEZON-TM-SDS-04-025-003



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	Year-end:			Year-end:
<b>II. EQUITY</b>				
	Mid-year:			Mid-year:
	Year-end:			Year-end:
	Mid-year:			Mid-year:
	Year-end:			Year-end:
	Mid-year:			Mid-year:
	Year-end:			Year-end:
<b>III. QUALITY</b>				
	Mid-year:			Mid-year:
	Year-end:			Year-end:
	Mid-year:			Mid-year:
	Year-end:			Year-end:
	Mid-year:			Mid-year:
	Year-end:			Year-end:
<b>IV. RESILIENCY &amp; WELL-BEING</b>				
	Mid-year:			Mid-year:

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	Year-end:			Year-end:
	Mid-year:			Mid-year:
	Year-end:			Year-end:
	Mid-year:			Mid-year:
	Year-end:			Year-end:
<b>V. ENABLING MECHANISMS</b>				
	Mid-year:			Mid-year:
	Year-end:			Year-end:
	Mid-year:			Mid-year:
	Year-end:			Year-end:
	Mid-year:			Mid-year:
	Year-end:			Year-end:

(Add more rows as needed.)

Prepared: \_\_\_\_\_  
School Head

Noted: \_\_\_\_\_  
Public Schools District Supervisor

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