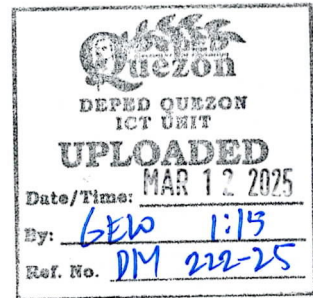




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 March 2025

DIVISION MEMORANDUM
DM No. 222, s. 2025

SUBMISSION OF SCHOOL REPORT CARD (SRC) AND PROJECT MONITORING REPORT FORM (PMRF), SY 2024 – 2025

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) 2024-2025.
2. To facilitate a smooth submission process, all concerned school heads are requested to observe the following guidelines:
 - a. Only the **SRC Summary of Information** (Annex 11, 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 outlined in their Enhanced-School Improvement Plan (E-SIP).
 - b. The **Basic/Advanced SRC (Annex 12A/Annex 12B)** shall be kept at the school or district level for reference and dissemination to stakeholders through the State of the School Address (SOA).
 - c. Please use the attached template for the PMRF. A soft copy of the template is available at tinyurl.com/PMRF2025.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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d. For easy identification, please follow the suggested file-naming format:

- **For the SRC:** Congressional District No.__SRC2024_School Name_Name of District


Example: 1_SRC2025_Talipan ES_Pagbilao 1

- **For the PMRF:** Congressional District No.__PMRF2024_School Name_Name of District

Example: 1_PMRF2024_Talipan ES_Pagbilao 1

e. The SRC and PMRF must be submitted online in **PDF copy** through this link: tinyurl.com/SRC-PMRFSubmit25 on or before **April 30, 2025**.

3. Strict compliance with this Memorandum is expected.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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smemgd3/11/2025

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