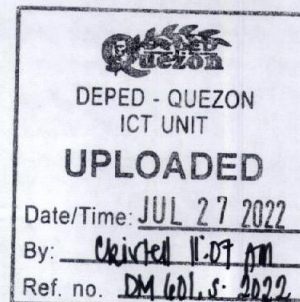




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



21 July 2022

DIVISION MEMORANDUM

DM No. 601, s. 2022

**SUBMISSION OF SCHOOL REPORT CARD (SRC) AND PROJECT MONITORING
REPORT FORM (PMRF), SY 2021-2022**

To: Assistant Schools Division Superintendents
Division Chiefs
Elementary and Secondary School Heads
School Planning Team Members
Project Team Members
All Others Concerned

1. **DepEd Order No. 44, s. 2015** requires the preparation of the **School Report Card (SRC)** and the **Project Monitoring Report Form (PMRF)** at the end of each school year.
2. As stated in the Order, the SRC is a tool for advocating and communicating the school situation, context, and performance to internal and external stakeholders, in order to further strengthen shared governance through increased understanding and stronger participation in making the school a better place to learn.
3. On the other hand, the PMRF is used to monitor the progress and accomplishments on school projects after each SY of the three-year cycle.
4. In connection with the above mandate, all **public elementary and secondary schools** are expected to submit a **PDF copy** of their **SRC and PMRF for SY 2021-2022** to the Schools Division Office (SDO) through the School Governance and Operations Division (SGOD) - School Management Monitoring and Evaluation (SMME) Section.
5. Be advised that only the **SRC Summary of Information** (Annex 11, SIP Guidebook) shall be forwarded to the SDO. The School Planning Team (SPT) and Project Management Teams (PMTs) may add other Performance Indicators based on programs and projects stated in their Enhanced-School Improvement Plan (E-SIP).

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

6. The Basic/Advanced SRC (Annex 12A/ Annex 12B) will be kept in the school/district for reference and information dissemination to stakeholders through the State of the School Address (SOSA).
7. For easy identification, please follow the suggested format on file naming:
 - a. **For the SRC:** Congressional District No._SRC2022_School Name_Name of District
Example: 1_SRC2022_Batangan NHS_General Nakar 2
 - b. **For the PMRF:** Congressional District No._PMRF2022_School Name_Name of District
Example: 1_PMRF2022_Langgas NHS_Infanta
8. Please submit the reports through tinyurl.com/QUEZONpmrfSRC2022 on or before **July 29, 2022**.
9. For strict compliance.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

smeord/mbmt07/21/2022

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph