



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**

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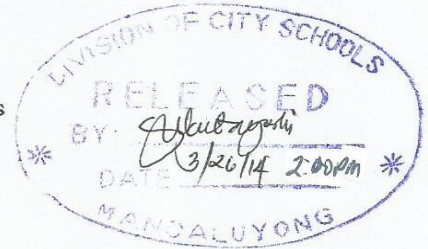


**MEMORANDUM**

TO: Asst. Schools Division Superintendent  
Education Program Supervisors/District Supervisor  
Principals, Public Elementary and Secondary Schools

Subject: **SUBMISSION OF SCHOOL REPORT CARD (SRC)**

Date: March 25, 2014




As an accountability measure, schools make use of the **School Report Card (SRC)** to inform parents and community of their accomplishments or performance in relation to targets at the end of the year. It is a key source of comprehensive information for parents and other education stakeholders about learners' achievement seen against performance standards through a simple and easily understood format.

In this connection, all schools are required to submit the **School Report Card (SRC) for SY 2013 - 2014** on or before **April 30, 2014**, following the attached suggested SRC format and survey.

Likewise, the SRC shall be reported to the parents on the first **Parents Assembly SY 2014 - 2015** and to be distributed to the GPTA, Barangay Officials, Faculty Club Officers and other major stakeholders of the school.

For guidance and compliance.

  
**EVANGELINE P. LADINES, CESO VI**  
Schools Division Superintendent

Attachment: Suggested Format of School Report Card (SRC)

I. Cover Page

School Name:

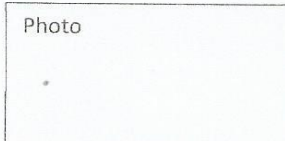
Address:

Telephone/Mobile Numbers:

Division:

Level of SBM Practice:

School Head



Name:

Email Address:

Telephone/Mobile Number:

II. Introduction

III. Vision

IV. Mission

V. Core Values:

VI. Flagship Program:

(National Program implemented by the school or unique program which the school is identified)

(Give a brief description of the program)

**Other Implemented Programs**

VII. Access

**A. Teaching Personnel**

	Number of Teacher		MA units		MA Graduate		Doctoral Units		Doctoral Graduate	
	f	%	f	%	f	%	f	%	f	%
Male										
Female										
Total										

- Teacher s with and without specialization (Elementary and Secondary)
- Teaching experience

**B. Non-Teaching**

- Principal; Staff; Nationally/locally funded personnel



Repetition rate

Graduation Rate

Failure Rate

- Pupil/Student Performance in National Test

National Standard	Pupil/Student Performance in the Subject Areas				
	English	Science	Math	Filipino	Araling Panlipunan
75%					

- Pupil/Student Performance in Division Test

Division Target	Pupil/Student Performance in the Subject Areas				
	English	Science	Math	Filipino	Araling Panlipunan
75%					

- Reading Level of Pupils/Student

Pupil	Percentage of pupils Per Reading Level		
	Frustration(f%)	Instructional (f%)	Independent (f%)
Male			
Female			
Total			

- Nutritional Status of pupils

Percentage of Pupil		
Below Normal	Normal	Above Normal

**X. Funds:**

Income	Source	Expenditure (How it was spent)	Balance

**XI. Outstanding Achievements During the year:**

**XII. Summary Report of Survey School Performance as Perceived by Teachers, Parents and Students**

(Client Satisfaction Survey)

**XIII. Strength and Weaknesses Identified in the Assessment of SBM Practice**

**XIV. Other information Considered Relevant**

**XV. Concluding Statement**

Note:

*Presentation of data should be interpreted meaningfully in the light of the set standards.  
Graphs or figures presentation are encouraged*

### Client Satisfaction Survey

A. SIP Monitoring and Evaluation Matrix - Parents' Perception on School Program and School Operation

Dimensions	Summary of Findings	Recommendation
1 Quality of Teaching		
2 Learning Outcomes		
3 Student Reporting		
4 General School Environment		
5 Customer Responsiveness		

B. SIP Monitoring and Evaluation Matrix –Teachers' Perception on School Program and School Operation

Teacher's Opinion/Dimensions	Summary of Findings	Recommendation
1. Clear Goal		
2. Decision Making		
3. Professional Development		
4. Discipline		
5. Feedback/Recognition		
6. Leadership		
7. Morale		
8. Openness/Sharing		
9. Professional Support		
10. Clear Role		
11. Standards		
12. Student Focus		

C. SIP Monitoring and Evaluation Matrix - Students' Perception on School Program and School Operation

School Climate Dimension	Summary of Findings	Recommendation
1 Attitude towards school		
2 Social Acceptance		
3 Student Incentives		
4 Curriculum Usefulness		
5 High Expectations		
6 Difficulty of Work		