



May 29, 2019

**REGIONAL MEMORANDUM**

No. 256, s. 2019




**USE OF ELECTRONIC SCHOOL REPORT CARD (e-SRC)**

**TO: SCHOOLS DIVISION SUPERINTENDENTS**

This Region

1. As part of the Department of Education's effort to continuously aid schools in delivering their mandates, the School Effectiveness Division (SED) of the Bureau of Human Resources and Organizational Development (BHROD) developed an e-SRC, SIP Styleguide and SIP Quality Assessment Tool which is now ready for use.
2. It is a common knowledge that the School Report Card is an advocacy tool which can be presented to different stakeholders for information and for possible support allocation.
3. The e-SRC shall be filled up by the school head with the help of the School Planning Team. Since it is developed to lessen the number of days spent by the school head, the software/program will provide the minimum analysis and interpretation.
4. The e-SRC will provide the minimum analysis and interpretation of the data inputted. It is also ready to be printed in booklet, brochure, or tarpaulin type. *Please download the e-SRC at [bit.ly/eSRCWorkshop](http://bit.ly/eSRCWorkshop).*
5. On the other hand, the SIP styleguide can be used if cycle 2 of the Enhanced-School Improvement Plan (E-SIP) is in progress. This does not apply to all E-SIPs crafted prior to its release.
6. Division SBM Coordinator is enjoined to facilitate the compliance of the e-SRC while the Division Planning Officer is responsible for the validation and verification of data before the final printing and reproduction.
7. It is expected that all schools will produce the e-SRC in hard copies on/or before the Opening of Classes as this may also be useful when monitoring team will visit the school.
8. For compliance

  
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