



Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

January 14, 2025

**DIVISION MEMORANDUM**

No. 035, s. 2025

**SUBMISSION OF THE SCHOOL REPORT CARD (SRC) FOR SCHOOL YEAR 2024-2025**

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
 CHIEF, CID & CONCURRENT OIC-ASDS  
 CHIEF, SCHOOL GOVERNANCE & OPERATIONS DIVISION  
 EDUCATION PROGRAM SUPERVISORS  
 PUBLIC SCHOOLS DISTRICT SUPERVISORS  
 SCHOOL HEADS OF PUBLIC, PRIVATE & SUCs  
 All Others Concerned

1. This Office through the Planning & Research Section of the SGOD respectfully informs all schools on the submission of the School Report Card (SRC) as per DO 44, s. 2015.
2. As an integral component of the Data Management, Filing, Generation, and Reporting of the status of the implementation of the different PPAs in the school, likewise we are closely be guided of the milestones we capture as we utilized our Key Performance Indicators for targeting and accomplishing.
3. The Schedule of the Submission of this reportorial shall be set by Semester to wit:

Deadline	Reportorial Cut -Off
BOSY-SRC January 20, 2024	July 2024-December 2024
EOSY-SRC June 13, 2025	January 2025- June 2025

4. Submission shall be facilitated thru two (2) ways:
  - Electronic Copy Submissions to the Planning Office thru email: [angelo.alcaraz@deped.gov.ph](mailto:angelo.alcaraz@deped.gov.ph)
  - Printed Copy to SGOD through EPS-PAPs (Dr. Delilah M. Delos Santos)
5. This compliance is our steadfast support to the successful implementation of the ARTA or the Policy on "Ease of Doing Business & Efficient Government Services Delivery", to our Defined Processes committed in our Prime HRM Level II Accreditation, and commitment in the operationalization of the One DepEd, One QMS.
6. For inquiries and clarifications kindly connect through ANGELO V. ALCARAZ LPT, MPA, 09675081925 or you may visit at the SGOD Office.
7. Expenses incurred relative to the conduct of these activities shall be charged to School MOOE/Local Fund subject to procurement, accounting, and auditing rules and regulations.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.

*Sherlita A. Palma*  
**SHERLITA A. PALMA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 Office -In-Charge  
 Office of the Schools Division Superintendent

Enclosures: None  
 Reference: DP 44, s. 2015  
 To be indicated in the Perpetual Index under the following subjects:

DATA MANAGEMENT      SCHOOL REPORT CARD      PRIME-HRM      ONE DEPED, ONE QMS



**RELEASED**