



DIVISION OF MISAMIS ORIENTAL

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DIVISION MEMORANDUM

No. 034, s. 2018

**To: Public Schools District Supervisors/Districts In-Charge
 Elementary School Heads
 Secondary School Heads
 This Division**

From: RANDOLPH B. TORTOLA
 Schools Division Superintendent

**Subject: SUBMISSION OF SCHOOL REPORT CARD (SRC)
 AND SCHOOL LEARNING RESOURCE PLAN (SLRP)**

Date: JANUARY 15, 2018

1. Pursuant to DepEd Order No. 44, s. 2015; re: *Guidelines on the Enhanced School Improvement Plan (SIP) Process and the School Report Card (SRC)*; schools are encouraged to use the SIP Guidebook to update their current Annual Improvement Plan (AIP) and to create the SRC. DepEd Memo No. 160, s. 2016; re: *Status of Implementation of the School Report Card*; accentuated the need to prepare and report in school assemblies the SRC twice a year (October and March of the current school year).
2. With reference to Division Memo No. 258, s. 2017; re: *Submission of School Learning Resource Plan (SLRP)*; the crafting of the same is hereby directed and must be reflected in the AIP adjustment.
3. In view of the foregoing, this office required all elementary and secondary schools, to provide the division office electronic copies of the recent **School Report Card (SRC)** and **School Learning Resource Plan (SLRP)** not later than **March 2, 2018**.
4. To submit, log in using DepEd email or any Gmail account and upload the SRC in PDF file to <http://bit.ly/UploadMisOrSRC>. For SLRP, download first the Template at <http://bit.ly/MisOrSLRPlanTemplate>. Rename the (Excel) file as **2018SLRPlan_SchoolName_District** (e.g. **2018SLRPlan_ManticaoCS_Manticao.xlsx**). Fill up the needed information. Log in using DepEd email or any Gmail account and upload the same to <http://bit.ly/UploadMisOrSLRP>.
5. For information, guidance and strict compliance.

RBT/cbm

