



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**



23 Jan 2025

**DIVISION MEMORANDUM**

No. 031, s. 2025

**SUBMISSION OF MIDYEAR SCHOOL REPORT CARD FOR SY 2024-2025**

**TO:** OIC – Asst. Schools Division Superintendent  
Chief Education Supervisors – SGOD & CID  
School Heads, Public Elementary, Secondary and Integrated Schools  
Public Elementary and Secondary Teachers  
All Others Concerned

1. Pursuant to DepEd Order No. 44, s. 2015, titled *Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)*, SDO Lucena City, through School Governance and Operations Division-School Management Monitoring and Evaluation Section, enjoins all schools to submit Midyear School Report Card for 2024-2025.
2. Schools shall submit an electronic copy of their School Report Card **on or before January 30, 2025**, at this link <https://tinyurl.com/SGOD-MIDSRC-01302025>
3. Please refer to Annex 11 SRC Summary of Information, Annex 12A SRC Template (Basic), and Annex 12B SRC Template (Advanced) of DO No. 44, s. 2015 for the complete parts of the School Report Card.

For uniformity, the arrangement of the contents of Midyear SRC are as follow:

**A. SCHOOL PROFILE**

- Enrollment
- Health and Nutrition Status
- Teachers' professional development
- Funding sources
- School awards and recognitions

**B. QUALITY**

- Literacy level - Percentage of Learners who are on Independent and Instructional Reading Level

**D. GOVERNANCE**

- Stakeholders' participation
- Status of Annual Implementation Plan (AIP)/ (CI) Projects
- Other stakeholders' accomplishments



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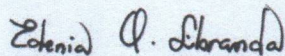


4. For further queries and clarification, you may contact School Management Monitoring and Evaluation - Pascual C. La Rosa Jr., SEPS, SMME and Karen Jane P. Montero, EPS – II, SMME at SGOD Telephone No. (042) 421-4161 Local 234.
5. Immediate dissemination of this Memorandum is desired.

**SUSAN DL. ORIBIANA**  
Schools Division Superintendent



For the Schools Division Superintendent



**EDENIA O. LIBRANDA**  
Chief Education Supervisor  
Officer-In-Charge  
Office of the Assistant Schools Division Superintendent

Date: Jan. 24, 2025