



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF ILIGAN CITY**



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**DIVISION MEMORANDUM**


**No. 200, s. 2016**

To: District Supervisors/In-charge  
Heads, Public Elementary & Secondary Schools  
All Others Concerned

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

Date: October 6, 2016

1. Pursuant to DepEd Memorandum No. 161, s. 2016, re: *Status of the Implementation of the School Report Card*, this Office is requesting all public elementary and secondary schools to submit online their School Report Card (SRC) on or before October 11, 2016.
2. To better facilitate the submission, school heads or school ICT Coordinators are advised to follow the steps enumerated below:
  - A. Log in to your gmail account (create gmail account for those who do not have one/you may use your DepEd email account).
  - B. Once log in, open new a new tab of your browser and type in the appropriate link below and enter.  
  
**For elementary:                    [tinyurl.com/srcignes](http://tinyurl.com/srcignes)**  
**For secondary:                    [tinyurl.com/srcignsec](http://tinyurl.com/srcignsec)**
  - C. Upload file or drag your "SRC" file from your computer drive. File name should be your school name. Click on "New" and choose "upload file" and browse your SRC file.
  - D. Once upload completed, right click your uploaded file and click "Get shareable link."
  - E. Open new tab of your browser and type in the url "[tinyurl.com/srcign](http://tinyurl.com/srcign)", then "enter".
  - F. Supply necessary data and paste your copied "shareable link" of your file uploaded.
  - G. Click on submit.
3. Schools shall only upload the new School Report Card containing 19 indicators as specified in DepEd Order 44, s. 2015 in either MS Word or PDF copy. Cover page must be included indicating the basic details of the school. If you need assistance, please feel free to see our Division ITO Engr. Cesar D. Bastida.
4. Immediate dissemination of this Memorandum is desired.

  
**RANDOLPH B. TORTOLA, CESO VI**  
Schools Division Superintendent

RDN/SGOD2016