



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

03 November 2021

DIVISION MEMORANDUM
No. 313, s. 2021

ORIENTATION-WORKSHOP ON SCHOOL REPORT CARD (SRC) AND CHILD-FRIENDLY SCHOOL SURVEY (CFSS)

To: All Schools Heads of Public Elementary and Secondary Schools
All Others Concerned

1. All public elementary and secondary school heads are hereby notified of the conduct of a one-day orientation workshop on the electronic school report card (eSRC) and the Child-Friendly School Survey (CFSS) to be held on November 16 and 17, 2021, at Davidson Hotel and Restaurant, Bulanao, Tabuk City, Kalinga.
 2. The objective of the activity is to come up with a commonality of presenting SRCs in terms of contents and styles among all public schools in our division and to generate at the end of the workshop an updated SRC as part of the annexes of the next cycle of School Improvement Plan (SIP), which will be the basis for the issuance of a certificate of participation. Secondly, to orient the participants on how to accomplish properly the CFSS.
 3. The participants of this activity are school heads, and to conform with existing health restrictions, the hereunder schedules shall be strictly followed.
- | Schedule | District | Participants | No. of Schools |
|-------------------|------------------------------|--------------|----------------|
| November 16, 2021 | ETD3, STD2, WTD2, STD3, ETD2 | School Heads | 54 |
| November 17, 2021 | WTD1, NTD1, STD1, NTD2, ETD1 | School Heads | 49 |
4. Participant school heads are required to bring with them the following during the activity:
 - a) Accomplished data matrix (complete),
 - b) Accomplished 2021 CFSS,
 - c) Laptop with charging/power cable, and
 - d) Extension wire.
 5. To facilitate the conduct of the workshop, attached are the complete SRC Data Matrix containing the required data in generating an SRC using the eSRC template, SRC Summary of Information to serve as a reference, and Program Matrix for your guidance. You may download the soft copy of these via <https://bit.ly/SRCMTRX> or scan the QR Code below to access the said files.
 6. Immediate dissemination of this memorandum is desired.



Scan this QR CODE

Encls: As stated

sgod/smme/aka/eSRC_Workshop.docx
November 03, 2021

ESTELA L. CARIÑO EdD, CESO III
Regional Director and Concurrent OIC
Office of the Schools Division Superintendent



Address: Bulanao Central School Compd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



eSRC ORIENTATION-WORKSHOP
 November 16 & 17, 2021 | Davidson Hotel & Restaurant
 Bulanao Norte, Tabuk City, Kalinga

PROGRAM MATRIX*

Time	Activity	Unit/Person Responsible
7:30-8:00	Arrival, Triage, and registration	Health & Nutrition Secretariat
8:01-8:30	Opening Program	Emcee: Federico C. Flores, SEPS
	Opening Remarks / Statement of Purpose / Overview of the Activity	Sally P. Feken Chief Education Supervisor-SGOD
	Message	Estela L. Carino EdD, CESO III Regional Director and Concurrent OIC Office of the Schools Division Superintendent
8:31-10:00	Presentation and Discussion of the SRC as a tool to present data to stakeholders	Efren D. Danag, PO III
10:01-10:30	Health Break and Open Forum	Moderator: Doodie Marie L. Duclan, EPS
10:31-11:20	Review of the Child-Friendly School Survey (CFSS)	Kenneth A. Atiwag / Doodie Marie L. Duclan
11:21-11:30	Open Forum	Moderator: Menchie P. Gamongan
11:31-12:00	Breakaway Workshop (per School)	Facilitators: -Maria Medea C. Vallejo -Harriet C. Buslig -Allan Galanza -Doodie Marie L. Duclan -Federico C. Flores Jr. -Frances D. Gacuya -Menchie P. Gamongan
12:01-12:59	Lunch	
1:00-2:00	Continuation of Breakaway Workshop	
2:01-4:45	Presentation of SRC outputs	
4:46-5:00	Setting of Agreements/Action Plan	Deewaii B. Bagayao, SEPS
	Closing Remarks	Feliciano Agsaoay Jr. OIC ASDS
	General Announcements (if any)	

*May subject to change due to evolving health protocols/quarantine classification

In-Charge of:

Photo Documentation – Allan Galanza

Health & Welfare – Health & Nutrition Section

Schedule	District
November 16, 2021	ETD3, STD2, WTD2, STD3, ETD2
November 17, 2021	WTD1, NTD1, STD1, NTD2, ETD1