Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent

SDO TABUK CITY
RELEASED
Date: 10/28/24
By:
RECORDS UNIT

October 24, 2024

DIVISION MEMORANDUM
No. 93 , s. 2024

QUARTERLY LEARNERS' PERFORMANCE DATA GATHERING SYSTEM

To :   Public Schools District Supervisors
         All Public Elementary and Secondary School Heads
         All others Concerned

1. The School Division Office through the Curriculum Implementation Division (CID) and Information Technology Officer (ITO) developed a system to facilitate the submission and consolidation of the quarterly learner's performance. The system streamlined the process and will lessen the possibilities of errors in consolidating the data. The system can be downloaded through this link. https://tinyurl.com/sdotcqtrtemp.

2. The system will be used starting this school year including the results for the first quarter. The result for the 1st quarter is expected to be submitted before November 8, 2024. Uploading/Submission of the 2nd to 4th quarters school's report shall be done within two weeks every after the scheduled quarterly examination.

3. The instructions for preparing the report and submission is attached. For any inquiries contact the ITO, Allan Dumalsin or Emmanuel Ubuan with their CP# 09169118726 and 09950881107 respectively.

4. Immediate dissemination and compliance of this Memorandum is earnestly desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

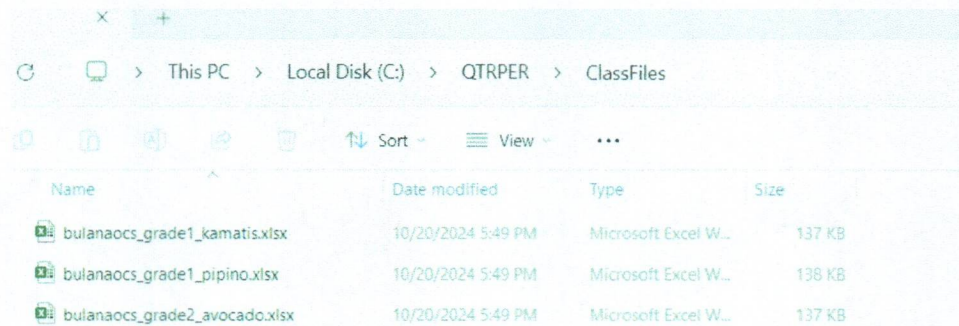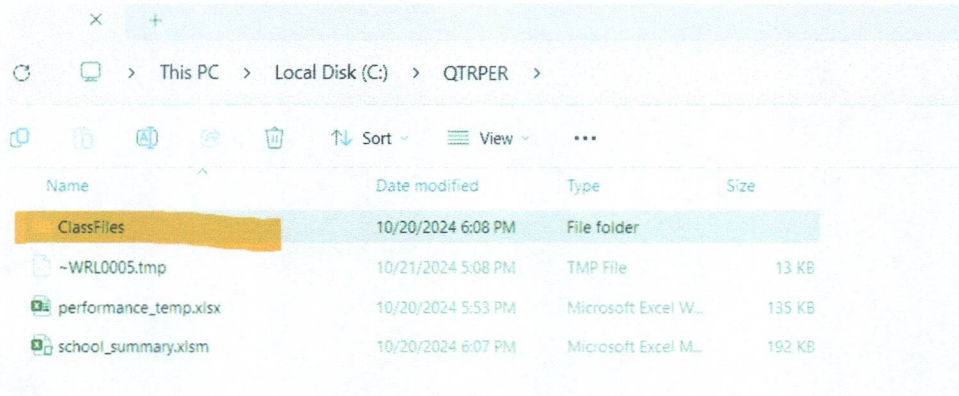# SDO TABUK CITY QUARTERLY PERFORMANCE SUBMISSION GUIDE

1. Extract and make a copy of the QTRPER folder in your Drive C. DO NOT RENAME OR DELETE FILES INSIDE IT, JUST LEAVE IT AS IS.

Name	Date modified	Type	Size
$GetCurrent	1/9/2024 8:11 PM	File folder	
FingerTec Backup	1/16/2024 2:59 PM	File folder	
PerfLogs	5/7/2022 1:24 PM	File folder	
Program Files	10/17/2024 8:25 AM	File folder	
Program Files (x86)	9/17/2024 9:25 AM	File folder	
ProgramData	7/1/2024 4:42 PM	File folder	
QTRPER	10/21/2024 5:08 PM	File folder	
Recovery	1/10/2024 11:21 AM	File folder	
Users	1/9/2024 7:59 PM	File folder	
Voiceover	7/1/2024 4:44 PM	File folder	
Windows	10/17/2024 8:25 AM	File folder	
xampp	1/29/2024 3:35 PM	File folder	
DumpStack.log	6/3/2024 8:20 AM	Text Document	12 KB

2. Open the QTRPER folder. Give a softcopy of the "performance_temp" to your class advisers since they will be the once who will fill it out

3. For CLASS ADVISERS. Fill out the forms correctly and DO NOT DELETE OR EDIT THE TEMPLATE. DO NOT DELETE OR ADD ROWS.

4. Once filled out. Save the Spreadsheet (rename the file following this format to avoid confusion *schoolname_grade_section*. Example: bulanaocs_grade2_avocado). After saving, send to your School Head for consolidation.

5. For SCHOOL HEADS. Once all the advisers submitted their files, paste it inside the "ClassFiles" folder

Name	Date modified	Type	Size
ClassFiles	10/20/2024 6:08 PM	File folder	
~WRL0005.tmp	10/21/2024 5:08 PM	TMP File	13 KB
performance_temp.xlsx	10/20/2024 5:53 PM	Microsoft Excel W...	135 KB
school_summary.xlsm	10/20/2024 6:07 PM	Microsoft Excel M...	192 KB

This PC > Local Disk (C:) > QTRPER > ClassFiles

| Name	Date modified	Type	Size
bulanaocs_grade1_kamatis.xlsx	10/20/2024 5:49 PM	Microsoft Excel W...	137 KB
bulanaocs_grade1_pipino.xlsx	10/20/2024 5:49 PM	Microsoft Excel W...	138 KB
bulanaocs_grade2_avocado.xlsx	10/20/2024 5:49 PM	Microsoft Excel W...	137 KB

6. Once all the files have been saved in the "ClassFiles" folder. Open the "school_summary" file then click on the "Enable Content" button to enable the Macro

This PC > Local Disk (C:) > QTRPER >

Name	Date modified	Type	Size
ClassFiles	10/21/2024 5:19 PM	File folder	
GUIDE.docx	10/21/2024 5:18 PM	Microsoft Word D...	165 KB
performance_temp.xlsx	10/20/2024 5:53 PM	Microsoft Excel W...	135 KB
school_summary.xlsm	10/20/2024 6:07 PM	Microsoft Excel M...	192 KB
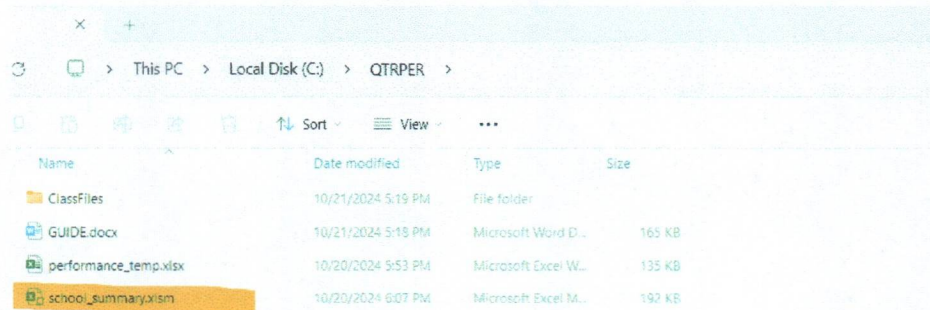
7. Again, DO NOT MAKE ANY MODIFICATION ON THE TEMPLATE. Just click the "CONSOLIDATE" button on the right side of the screen.
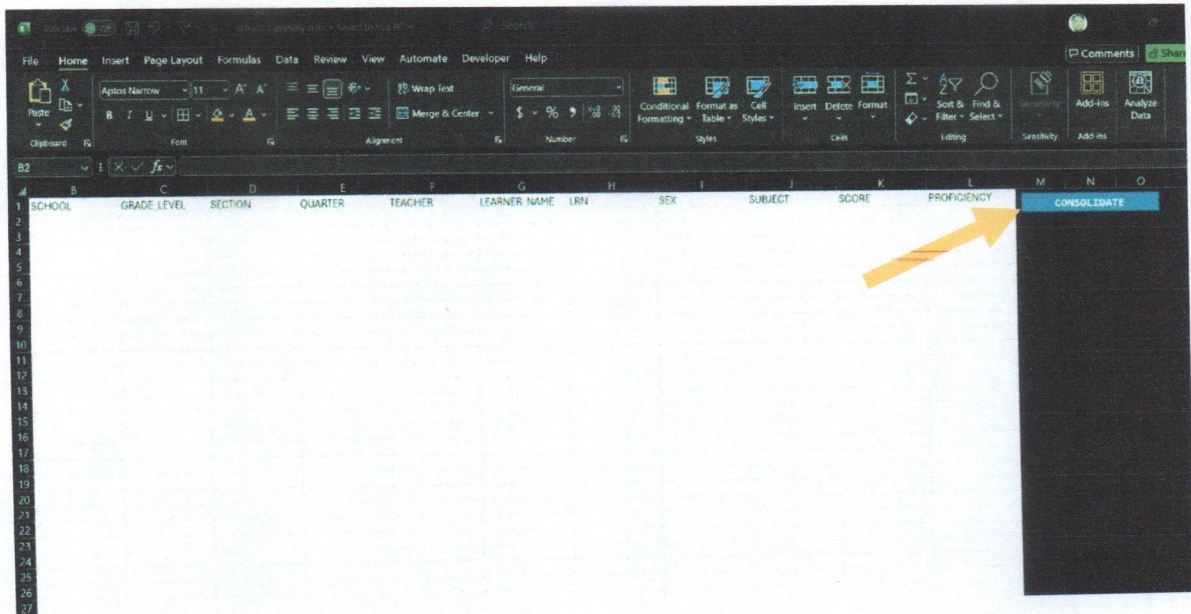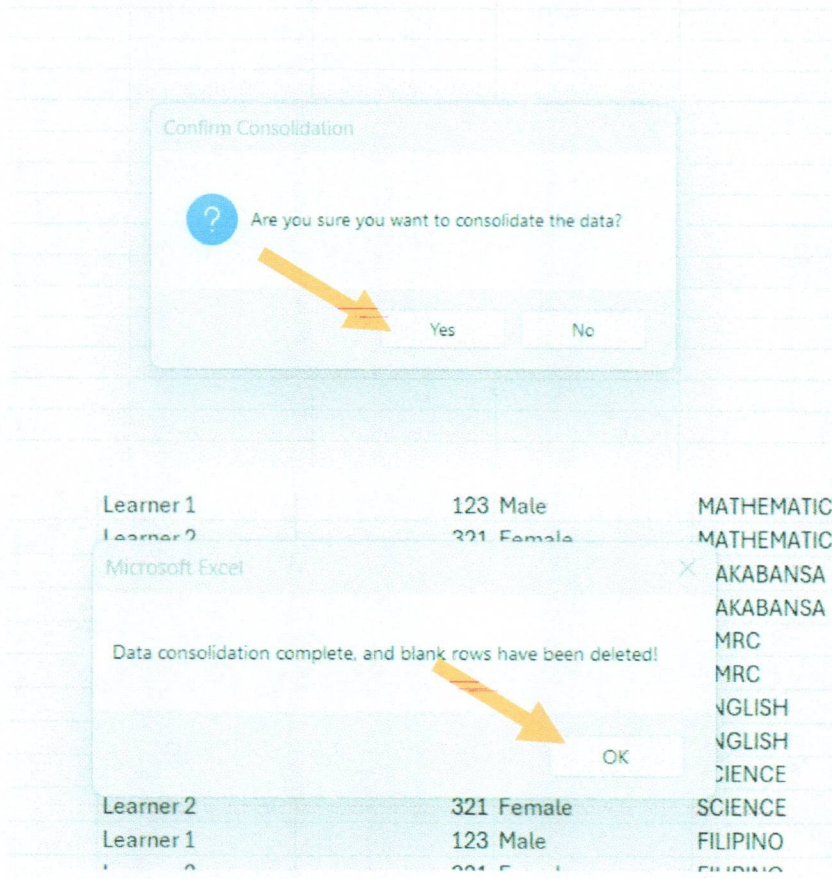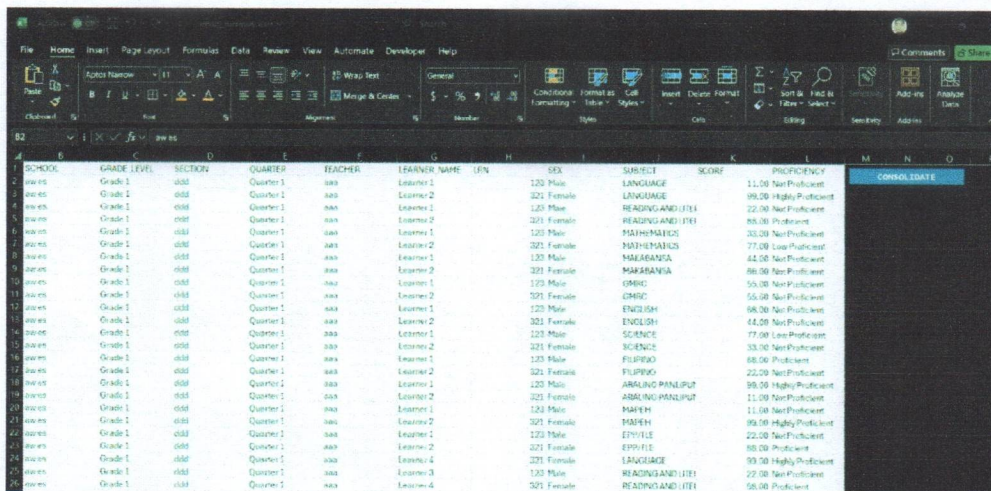
Just wait for it to finish consolidating. It may take several seconds or minutes depending on the number of files are being consolidated.

8. Once it has finished consolidating. DO NOT ALTER ANY DATA/ENTRIES. Proceed to saving the file (you can now rename the school_summary to the name of your school. Example: bulanaocs_qtrper)

9. Go to the link https://tinyurl.com/sdotcqtrper and upload ONLY the school_summary file which you just renamed. You are required to login, please use a GMAIL account and NOT A DEPED EMAIL

SDO Tabuk City School Quarterly Performance

asdumalsin@gmail.com Switch account

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.

* Indicates required question

School Name *

Your answer

Upload your file here *

Upload 1 supported file. Max 10 MS.

⬆ Add file

Submit   Clear form

Never submit passwords through Google Forms.

This content is neither created nor endorsed by Google. Report Abuse - Terms of Service - Privacy Policy