



August 7, 2019

Division Memorandum  
No. 151 s. 2019

**ORIENTATION AND PLANNING WORKSHOP ON THE UTILIZATION OF ELECTRONIC SCHOOL REPORT CARD (eSRC) FOR SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief, Education Supervisors  
Education Program Supervisors  
School Head of Secondary Schools

1. The School Governance and Operations Division (SGOD), this office, will conduct an Orientation and Planning Workshop on the Utilization of Electronic School Report Card (eSRC) for Secondary Schools on **August-24, 2019 (Saturday), 8:30 a.m.** at the Division Conference Hall.
2. This activity aims to capacitate school heads, School SBM coordinators, and School ITOs on the use of eSRC for further advocacy, transparency, strengthening partnership, and increased community support on school programs, projects and activities.
3. Participants to this orientation workshop are School Heads/Secondary School SBM, Secondary School ITO trainers and facilitators.

**Trainers and Facilitators**

1. Edna B. Azcarraga, Ph.D, ESP- SGOD
  2. Emmanuel Lati, Division ITO
  3. Jocelyn Garbosa, School Head –Roxas NHS
  4. Benny Blancaver, School Head- Casanayan ES
  5. Ronald Deli, SEPS-Soc. Mob.
  6. Immaculada Amores, Ph.D., SEPS-HRTD
4. Registration starts at 8:00 A.M. of August 24, 2019. Each participant must bring a laptop, data on the 19 indicators in the School Report Card, and extension cord during the workshop.
  5. Participants from each school shall be charged registration fee of Php350.00 to cover expenses for snacks and lunch. Registration for trainers and facilitators shall be charged against the Division MOOE Fund. Registration and travel expenses of participants shall be chargeable against School MOOE fund subject to the usual accounting and auditing rules and regulations.
  6. Immediate and wide dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**NICASIO S. FRIO**

Assistant Schools Division Superintendent  
In-Charge of the Division

Encls: As stated

References: SBM Workplan 2019, Regional Memo No. 176, s. 2019

Allotment:

To be included in the Perpetual Index under the following subjects:

School Heads

SBM

Workshop

