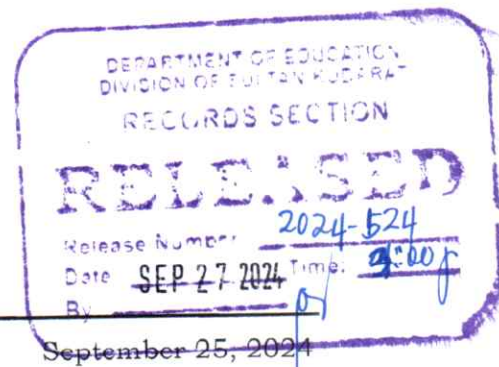




Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
DIVISION OF SULTAN KUDARAT



DIVISION MEMORANDUM  
SGOD-PRS No. **178**, s. 2024

**ON-SITE MONITORING AND EVALUATION OF PRIVATE EDUCATION INSTITUTIONS (PEIs)**

**TO:** Assistant Schools Division Superintendent  
Chiefs of Functional Divisions  
Members of the Division Ocular Inspection Team  
All School Administrators of Private Education Institutions (PEIs)  
All Others Concerned  
This Division

1. Pursuant to Regional Memorandum QAD-2024-025 titled On-Site Monitoring and Evaluation of Private Education Institutions (PEIs), the Division Ocular Inspection Team (OIT) shall conduct an **On-Site Monitoring and Evaluation to all Private Education Institutions (PEIs)** within the division effective **September 2024 to May 2025**.

2. The 3-day Monitoring and Evaluation shall be conducted every third week of the month effective September 2024 to May 2025. The Division Ocular Inspection Team (OIT) shall be composed of the following personnel:

Position / Designation	Person Responsible
EPS from CID	Ronald F. Ramirez
Legal Officer	Ruby Lapidez
SEPS for SMME	Mark Carlo D. Buyao
Engineer	Virgil Glenn D. Vego
Private School In-Charge	Rodrigo O. Viduya

3. Enclosed is Regional Memorandum QAD-2024-025 for the specific details of the activity including the Monitoring and Technical Assistance Tool.

4. Should you have further queries and concerns, please communicate with, **Rodrigo O. Viduya**, Senior Education Program Specialist, through 0919-291-4829 or email [rodrigo.viduya@deped.gov.ph](mailto:rodrigo.viduya@deped.gov.ph)

ROV/SGOD-PRS/DM-ON-SITE MONITORING AND EVALUATION OF PRIVATE EDUCATION INSTITUTIONS (PEIs) /DSK-SGOD-DivMemo-v3r0.0e02.15.21/SEPTEMBER 25, 2024



Address: Kenram, Isulan, Sultan Kudarat  
Telephone No.: (064) 471 1007  
Website: <https://depedsultankudarat.org>  
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DIVISION OF SULTAN KUDARAT

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5. Widest dissemination and compliance of this Memorandum is desired.

**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Enclosure: *As stated*

References: *As stated*

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

**PRIVATE SCHOOLS**

**MONITORING & EVALUATION**

**GR/GP**

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ROV/SGOD-PRS/DM-ON-SITE MONITORING AND EVALUATION OF PRIVATE EDUCATION  
INSTITUTIONS (PEIs) /DSK-SGOD-DivMemo-v3r0.0e02.15.21/SEPTEMBER 25, 2024

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**Department of Education**  
SOCCSKSARGEN REGION

02 Aug 2024

REGIONAL MEMORANDUM  
QAD-2024-025

**ON-SITE MONITORING AND EVALUATION OF PRIVATE EDUCATION  
INSTITUTIONS (PEIs)**

To: Schools Division Superintendents  
School Heads of Private Education Institutions  
All Region and Division Personnel Concerned

1. Pursuant to Region Memorandum QAD-2024-021 titled **Timeline Adjustments for Application and On-Site Validation For Government Permit Renewal and Recognition of Private Education Institutions** and to ensure conformity to basic education curriculum and its standard requirements, the **Region and Division Ocular Inspection Team (OIT)** shall conduct an **On-Site Monitoring and Evaluation** to all identified **Private Education Institutions with Elementary and Junior High School offerings** effective **September 2024 to May 2025**.

2. The main objective of the on-site inspection is to monitor and evaluate the extent of the PEI's adherence to the prescribed basic education curriculum particularly the standards of the MATATAG and 2016 K to 12 curricula notwithstanding the requirements set in operating private schools. Specifically, it shall attain the enabling objectives; to wit:

- 2.a Determine the observance and alignment to DepEd Order 10, s. 2024: Policy Guidelines on the Implementation of The MATATAG Curriculum;
- 2.b Ascertain the strict compliance with the Manual of Regulations for Private Schools in Basic Education (DO 88, s. 2010) and other existing relevant regulatory and statutory requirements in maintaining its conformity and suitability to offer quality basic education for the learners; and
- 2.c To provide technical assistance to PEIs with identified issues and concerns for adjustments and observance.

3. The 3-day Monitoring and Evaluation shall be conducted every third week of every month effective September 2024 to May 2024. The **Region and Division Ocular Inspection Team (OIT)** shall be composed of the following personnel with corresponding tasks and responsibilities:

Person Responsible	Tasks and Responsibilities
RO EPS for Private School/SDO in charge of private schools	Validates the veracity, and conformance to standards and requirements contained in the DepEd Order 88 s. 2010, region memo issuances and its succeeding issuance revisions.
RO EPS assigned in Curriculum and Learning Management Division/SDO	Verifies the conformity and alignment of curriculum offerings of the private schools with the K to 12 and MATATAG curriculum



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EPS from Curriculum Implementation Division	requirements and standards for Kindergarten, Grades 1, 4 and 7
SDO SEPS for SMME	As the process owner at the division level, receives and validates the correctness, completeness and adherence of submitted application documents with the standards and requirements of DepEd Order 88 s. 2010; region memo issuances and its succeeding issuance revisions Prepares endorsement to be forwarded to the Regional Office for document evaluation and onsite/virtual inspection by the OIT
Engineer from the RO or SDO/Division Physical Facilities Coordinator (DPFC)	Ensures the adherence of the private school with the education physical facilities standards and requirements as prescribed by existing laws and guidelines to ascertain a conducive learning environment and well-being of the learners
Legal Officer from the RO and/or SDO	Take charge of verifying the authenticity and validity of the legal requirements prescribed

4. There shall be two teams from the Regional Office to be deployed with specific division assignment. A total of ten PEIs shall be monitored by each team for three days on-site inspections.

Team	Person Responsible	Division
<b>Team A</b>	Norman S. Valeroso, EPS – Team Leader Michael A. Poblador, EPS Louella D. Jabido, EPS Leonardo B. Mission, EPS Regine Vingno – Legal Assistant II	Cotabato Province Kidapawan City Sultan Kudarat Tacurong City Koronadal City
<b>Team B</b>	Grace Patrice M. Mondragon, EPS – Team Leader Nathaniel B. Bangoc, EPS Cynthia G. Diaz, EPS Herald Barnuevo, Special Investigator III	South Cotabato General Santos City Sarangani

5. To discuss the scope and process steps to be used including the outputs for submission, an Online Pre-Deployment Orientation shall be administered to all the members of the Region and Division On-Site Inspection Team on September 12, 2024, at 1:00 o'clock in the afternoon via the MS Teams. The meeting link shall be sent through the member's DepEd email address.

6. The team shall adopt the Document-Observation-Discussion (D-O-D) process steps during the onsite M&E. The team leader together with the school head of the PEI shall commence activity with a 15-minute Opening Meeting to discuss the objectives of the activity, the documented information to be requested from the PEIs, its scope and to introduce the members of the team.

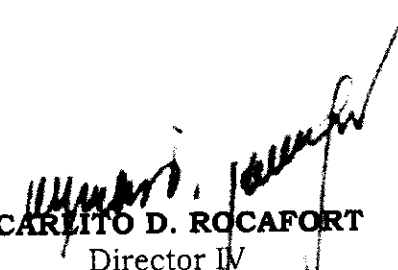
7. The team members shall be deployed in accordance with their specific area of focus and shall do the D-O-D process for one-hour and a half. Likewise, Closing



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Meeting shall be organized to discuss the results of the M&E and agree on actions to be taken by the PEIs and concerned monitors.

8. A separate Regional Inspection Team (RIT) with different composition for the Senior High School concerns shall be reorganized through a separate issuance.
9. Enclosed is the Monitoring and Evaluation and Technical Assistance Tool for ready reference.
10. Transportation and other related expenses of the inspection team members shall be chargeable from their respective local funds, subject to the existing accounting and auditing rules and regulations.
11. For the information and compliance of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

Enclosure: As stated  
Reference: PEAC Invitation  
Allotment: None  
To be indicated in the Perpetual Index  
under the following subjects:

EVALUATION  
PRIVATE EDUCATION

KHL/QAD/RM-ON-SITE MONITORING AND EVALUATION OF PRIVATE EDUCATION INSTITUTIONS (PEIs)  
032/August 1, 2024



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*Enclosure to Regional Memorandum QAD-2024-025: Monitoring and Evaluation Tool*

**Monitoring and Technical Assistance Tool**

Name of SDO: \_\_\_\_\_ Date of Monitoring: \_\_\_\_\_

Name of School: \_\_\_\_\_ School ID: \_\_\_\_\_ District: \_\_\_\_\_

Address: \_\_\_\_\_

School Head: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Focus Area for Monitoring and TA	Issues/Concerns of the School	Action Taken by the School	TA Inputs
• Valid Government Permit to Operate and Government Recognition			
• Class Programming (MATATAG and K to 12 Curriculum)			
• Teaching Load and Assignment adhere to DO 5, s. 2024			
• Learning Delivery and Learning Management System (LMS) (Pedagogies and Learning Resources (Teacher's and Learners Resource Materials)			
• Learning Continuity Plan during class suspension (F2F)			
• Learning Environment Condition (Classroom, Water and Sanitation, Facilities and Equipment, Cleanliness and			



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Orderliness, Computer lab and Workshop room, etc.)			
• Implementation of Special Curricular Programs, Initiatives & Interventions (Reading, Literacy, Numeracy, etc.) if applicable			
• Learning and Development (L&D) for teachers and non-teaching personnel			
• Health, Safety Mechanism and Protocols			
• Socio-Emotional, Mental Health and Well-being Program			
• Canteen Management (Meal Plan and Food Served)			
• School Head's Supervisory Plan			
• Child Protection Committee			
• Internal and External Stakeholders' Support			

Innovations and commendable practices of the school	
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Prepared by:

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Signature Over Printed Name of Regional Monitor

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Signature Over Printed Name of Regional Monitor

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Signature Over Printed Name of Regional Monitor