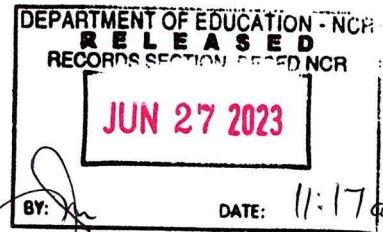




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



June 19, 2023


REGIONAL MEMORANDUM

No. 559 s. 2023

To: Schools Division Superintendents
Schools Governance and Operations Division Chiefs
All Others Concerned

DESIGNATION OF PRIVATE SCHOOL FOCAL PERSONS

1. The Regional Office through the Quality Assurance Division (QAD) performs the regulatory and developmental services to schools which covers validation of private schools' compliance to requirements and standards of quality basic education. These services include evaluation and recommendation for the issuance of government permit to operate or government recognition, tuition and other school fees increase, and special order for graduation.
2. Private schools applying for this various government authority submit their documentary requirements to the Schools Division Offices which serve as the conduit of QAD.
3. This Office therefore enjoins the designation of Private School Focal Person/s in each of the SDOs and ensure that an enabling mechanism is put in place for these personnel to act and be duly recognized on the assignment given to them.
4. It is highly recommended that the focal person is on the level of SG-19 and up considering the standard which these personnel deliver. Copies of the designation papers should also be submitted on or before July 15, 2023 to this Office to be duly acknowledged.
5. For immediate and appropriate action.


WILFREDO E. CABRAL, CESO III
Regional Director

