

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

October 26, 2023

REGIONAL MEMORANDUM
 ORD-2023- 1135

To: Schools Division Superintendents
 Chief, Schools Governance and Operations Division
 Education Program Supervisor, SGOD
 SDO Private Schools Focal Person
 All Others Concerned

**QUALITY ASSURANCE DIVISION PERMIT AND RECOGNITION OPTIMIZER
 (QuADPRO) ENHANCED SYSTEM FEATURES**

1. In its unceasing effort to provide seamless and streamlined process on the delivery of regulatory functions and services, this Office through the Quality Assurance Division (QAD) continuously enhance the system features of QuADPRO that is being utilized in the region.
2. As a result of the system enhancement which adheres to existing policy guidelines, the following system features were incorporated:

2.a. Evaluated application for Renewal of Government Permit, Government Recognition, Private School Homeschooling Program and Re-issuance of Government Recognition with noted documentary deficiencies to be endorsed to the Regional Office

Applications with noted documentary deficiencies (**tagged as NOT COMPLIED in the system**) as result of the evaluation made by SDOs **can be forwarded** to the regional office through QuADPRO. Enclosed is the indorsement template for applications with noted documentary deficiencies shall be used.

2.b. Deactivation on the creation and submission of application after a particular deadline of submission in the Regional Office

Private schools **can no longer** create and submit an application that is beyond the deadline of submission per government authority to operate in the regional office using QuADPRO. Deadlines of submission are in reference to DepEd Order No. 88 s. 2010, DepEd Order No. 11 s. 2011 and DepEd Order No. 001 s. 2022.



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Enabling the system for creation of an application per government authority to operate for private schools will be done *at least four (4) months* prior to the deadline of submission in this Office.

2.c. Application of Regional and Special Order for Public Schools

Anent to the provisions of DepEd Order No. 40 s. 2014, DepEd Order No. 51 s. 2015 and DepEd Order No. 001 s. 2022 for Public School Homeschooling Program, applications for Regional Order, Special Order and Permit to Offer Homeschooling for Public Schools **can be processed** through QUADPRO.

3. Meanwhile, SDO personnel in control of SDO QuADPRO Administrator account or SDO Private Schools Focal Persons are directed to remind private schools after the creation of their account to properly accomplish the necessary information in their School Profile. Private schools must be guided on the particular fields to be filled-in such as:
 - 3.a. **Name of School** – corporate name indicated in the SEC Certificate
 - 3.b. **School Location** – complete address that can be verified either from the TCT/Contract of Lease/Authority to Use/Usufruct/Deed of Donation or Sale/Occupancy Permit
 - 3.c. **Years of Corporation** – number of corporate term/years as per Articles of Incorporation
4. In view of the following enhancements, Schools Division Offices through SDO Private School Focal Persons are still enjoined to stringently appraise and evaluate all submitted documentary requirements based on the principle of 3 Cs: Complete, Current and Compliant and acquired work competencies from various learning and development programs conducted by QAD.
5. It is of utmost importance that this Memorandum is immediately disseminated widely, and strict compliance with its provisions is expected.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl.: As stated
Reference:
To be indicated in the Perpetual Index



Enclosure

Indorsement
(Date)

Respectfully forwarded to **Dir. Wilfredo E. Cabral, CESO III**, Regional Director, Department of Education – National Capital Region, Misamis St., Bago Bantay, Quezon City, the herein uploaded application for (GOVERNMENT PERMIT/RECOGNITION) for (GRADE LEVEL) for (SCHOOL YEAR) of (NAME OF SCHOOL), located at (SCHOOL ADDRESS) with the enclosed list of noted documentary deficiencies.

This indorsement is made for further evaluation of the Regional Office through the Quality Assurance Division.

Schools Division Superintendent

Encl.

List of Noted Deficiencies