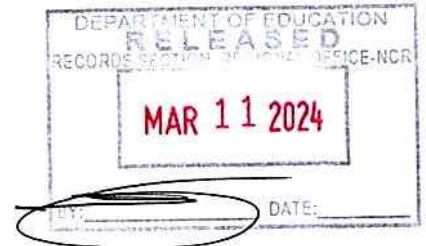




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



March 11, 2024

REGIONAL MEMORANDUM

No. 2, s. 2024

**To: Schools Division Superintendents
All Others Concerned**

**CONDUCT OF OCULAR INSPECTION TO ALL PRIVATE SCHOOLS IN THE
NATIONAL CAPITAL REGION AND CONSTITUTION OF THE REGIONAL
AND DIVISION TASK FORCE**

1. This has reference to OUOPS-2024-01-01704 MEMORANDUM dated March 6, 2024, RE: REGULATORY FUNCTIONS PURSUANT TO DEPED ORDER NO. 88, S. OF 2010. The said Memorandum reiterates that "All private educational institutions shall be subject to reasonable supervision and regulation by the Department."

Pursuant thereto, all Regional Directors are instructed to conduct ocular inspection to all private schools in their respective jurisdiction.

2. To ensure the efficient and effective conduct of the ocular inspection, a Regional and Division Task Force and Inspection Team shall be constituted as follows:

- a) The Regional Task Force (RTF) shall be composed of the following:

Head: **Atty. Annaliza G. Esperanza**
Attorney IV, Legal Unit

Members: **Ms. Marina C. Espino**
OIC-Chief, QAD

Dr. Roger R. Morillos
Chief, FTAD

Ms. Micah G. Pacheco
OIC-Chief, CLMD

SDOAL/23



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Hajji R. Palmero
Chief, HRDD

RTF Secretariat and Inspection Team Members shall be composed of the following:

Louie C. Duterte
Lydia L. Martin
Rowena S. Ontangco
Richard T. Catain
Alfredo G. Desamparo Jr.
Herbert D. Vertucio
Andres P. Bonifacio
Jingle A. Lim
Maria Laarni Carla C. Paranis
Charito A. Villanueva
James A. Roldan
Rhea B. Eden
Christian T. Español
Andrew E. Tan
Al - Nemery M. Gangco

- b. The Division Task Force (DTF) and Inspection Teams shall be constituted by the Schools Division Superintendents pursuant to the suggested composition stated in the OUOPS Memorandum. However, for congruency, it is highly advised that the composition follows the Regional Task Force composition which is headed by the Head of the Legal Unit.
3. The Regional and Division Inspection Teams shall jointly conduct the ocular inspection based on planned schedule and itinerary and make sure that the inspection shall be done on or before March 26, 2024.
4. All 16 Division Task Force/Inspection Teams are to submit a daily detailed report of inspected schools using this link: <https://tinyurl.com/NCR-Inspection2024>.

LEADS/CTE



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The daily submission shall be monitored by the RTF. Also, at the end of the inspection period, Division Offices shall submit a hard copy of the consolidated report which must be verified and signed by ALL members of the Division Task Force and the Schools Division Superintendent.

5. See **Enclosure No. 1** for the Regional Inspection Team assignment.
6. See **Enclosure No. 2** for the monitoring tool that shall be used during the conduct of the ocular inspection. The accomplished monitoring tool shall be compiled by the Division Task Force and shall serve as the basis for the data that will be encoded on the online daily report and the final report to be submitted at the end of the inspection period.
7. All expenses relative to the conduct of the ocular inspection are chargeable against the MOOE of the Region and Division Office concerned subject to the usual budgeting and accounting rules.


JOCELYN DR. ANDAYA
Director IV

18784/21



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Enclosure 1 of Regional Memorandum No. ___, s. 2024

REGIONAL INSPECTION TEAM FOR PRIVATE SCHOOLS IN THE REGION

Tentative Schedule:
March 12-26, 2024 (11 Working Days)

Team No.	Composition	Assigned Schools Divisions
1	Ms. Marina C. Espino, QAD Dr. Herbert D. Vertucio, QAD Dr. Jingle Lim, FTAD	Manila San Juan Pasay
2	Atty. Annaliza G. Esperanza, Legal Unit Dr. Richard T. Catain, QAD	TAPAT Paranaque
3	Dr. Louie C. Duterte, QAD Ms. Micah G. Pacheco/Mr. Andrew E. Tan, CLMD	Marikina Makati
4	Dr. Roger R. Morillos, FTAD Dr. Rowena S. Ontangco, QAD Dr. Maria Laarni Carla C. Paranis, FTAD Dr. Christian Espanol	Quezon City Navotas
5	Dr. Lydia L. Martin, QAD Dr. Charito Villanueva	Caloocan Valenzuela
6	Mr. Alfredo G. Desamparo Jr., QAD Mr. Andres P. Bonifacio, QAD Mr. James Roldan	Pasig Malabon Muntinlupa
7	Dr. Rhea Eden/ Dr. Hajji R. Palmero Mr. Al-Nemery Gangco	Las Pinas Mandaluyong

**Internal arrangements are to be set by each team in consideration of the Schools Divisions' unique contexts and needs*

MONITORING TOOL FOR THE CONDUCT OF OCULAR INSPECTION TO PRIVATE SCHOOLS

A. Profile

Schools Division Office	
School Name	
School ID	
Class Typology <i>(Tick whichever applies)</i>	<ul style="list-style-type: none"> • Kindergarten • Elementary • Junior High School • SPED • Homeschooling • Senior High School <ul style="list-style-type: none"> ➢ Program Offerings (Track and Strand) <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.
Name of School Head	
Total Number of Learners Registered in the LIS	<ul style="list-style-type: none"> • Kinder: _____ • Grade 1 _____ • Grade 2 _____ • Grade 3 _____ • Grade 4 _____ • Grade 5 _____ • Grade 6 _____ • Grade 7 _____

	<ul style="list-style-type: none"> • Grade 8 _____ • Grade 9 _____ • Grade 10 _____ • Grade 11 _____ • Grade 12 _____
Total Number of Recipient Learners	<ul style="list-style-type: none"> ○ Voucher _____ ○ ESC _____ ○ JDVP _____
Total Number of Teachers	<ul style="list-style-type: none"> • Kindergarten _____ • Elementary _____ • Junior High School _____ • SPED _____ • Homeschooling _____ • Senior High School _____ <ul style="list-style-type: none"> ➤ Program Offerings (Track and Strand) <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
Existence of School Child Protection Policy	Yes: _____ No: _____
No. of Instructional Rooms (Please check appropriate items)	

Learning Modalities Used	a. Face to Face b. Hybrid c. Purely Online
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PART 2: SIGNIFICANT FINDINGS:

Date Inspected: _____

Prepared by:

Division Inspection Team Members

Noted by:

Regional Inspection Team Member

Verified by:

Division Task Force: