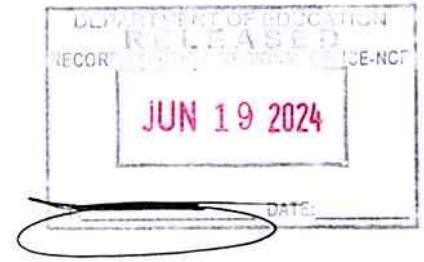




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



June 17, 2024

REGIONAL MEMORANDUM

No. 623, s. 2024

To: Regional Inspectorate Team
Schools Division Superintendents
Division Review and Evaluation Committee
SDO Private School Focal Persons
All Others Concerned

CONDUCT OF INSPECTION TO REGULATE SCHOOLS IN THE REGION

1. In conformity with Republic Act No. 11032, "Ease of Doing Business and Efficient Government Service Act of 2018", this Office, through the Quality Assurance Division, in collaboration with the Schools Division Offices, ensures that regulatory and developmental services to schools having Government Authority applications are delivered with accountability, responsiveness, transparency, and efficient turnaround time.
2. With the declaration of the Health Authorities on ending COVID-19 as a global emergency, this Office has acknowledged the necessity to revisit the relevance of its existing Internal Policy Guidelines in the Conduct of Virtual Inspection Process (VIP) to public and private schools, in evaluating their compliance to the policies, requirements, and standards on facilities, as stipulated in the enclosed Regional Memorandum No. NCR-305, s. 2022.
3. The Ocular Inspection of all private schools in the Region in March-April, 2024, given the directive of the Central Office, has also provided insights to this Office to be stringent in evaluating private school applications, specifically on facilities. This is consistent with the reasonable supervision and regulation of private schools prescribed under DepEd Order No. 88, s. 2010, as amended by DO 11, s. 2011, "2011 Revised Manual of Regulations for Private Schools in Basic Education".
4. In this regard, all RO and SDO personnel in charge of regulatory functions are hereby advised that the **Ocular Inspection of school facilities shall be espoused if circumstances so warrant**, from the sound discretion of the QAD Chief and Education Program Supervisor in charge, **due to but not limited to the following reasons:**



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- A. The pictures of facilities submitted by the school in its documentary requirements need to be validated through in-person means;
- B. The evaluation findings as to the size, nature, location, and accessibility of the school site in light of the school's purpose need to be substantiated;
- C. The satisfactory operations of the school in a given School Year need to be supported as the basis for granting Government Recognition;
- D. There is a report/allegation of offense or violation committed by the school, including the misrepresentation of its facilities, that needs to be investigated; and
- E. There is an unforeseen absence or instability of internet connectivity in the school or DepEd Offices.

5. **Real-time Virtual Inspection shall still be conducted for schools that have unquestionable readiness in their facilities and are not subject to any of the aforementioned circumstances**, as per the evaluation of the SDO and QAD, provided that all documentary requirements submitted are complete, current, and compliant. **The applicable provisions of RM NCR-305, s. 2022 on VIP arrangements shall remain in effect.**

6. The required timeline for Inspection, either through Ocular or VIP, specified in DO 11, s. 2011, "Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education" and other DepEd issuances shall be observed in processing Government Authority applications, to wit:

- A. Establishment, Merging, Conversion, Naming/Renaming of Public Schools, and Separation of Public School Annexes;
- B. Senior High School (SHS) Program in Existing Public Junior High Schools (JHSs) and Integrated Schools (ISs), Establishment of Stand-Alone Public SHSs, and Conversion of Existing Public Elementary and JHSs in Stand-Alone SHSs;
- C. Regional Order for Additional SHS Track, Strand, and/or Specialization of Public Schools;
- D. New Government Permit to Operate and Government Recognition for Private Schools;
- E. Provisional SHS Permit for New and Additional Track, Strand, and/or Specialization of Private Schools



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7. As a reiteration, the **SDO Private School Focal Persons/SHS Focal Persons shall make the inspection schedules and arrangements** in coordination with the QAD EPSs in charge and the applicant School Administrators. Upon the discretion of the QAD Chief, the QAD EPS in charge may be joined by other QAD EPSs in an Ocular Inspection.

8. Depending on the application, the composition of the Inspection Team is as follows:

Type of Application	Inspection Team
Establishment, Merging, Conversion, Naming/Renaming of Public Schools, and Separation of Public School Annexes	QAD Chief/Representative QAD EPS in charge Representatives of the Regional Inspectorate Team (RIT) and Division Review and Evaluation Committee (DREC) as per DO 40, s. 2014 and DO 51, s. 2015
SHS Program in Existing Public JHSs and ISs, Establishment of Stand-Alone Public SHSs, and Conversion of Existing Public Elementary and JHSs in Stand-Alone SHSs	
Regional Order for Additional SHS Track, Strand, and/or Specialization of Public Schools	<i>*Other QAD EPSs may join</i>
New Government Permit to Operate for Private Schools	QAD Chief/Representative QAD EPS in charge SDO Private School Focal Person Other SDO Inspection Team Members <i>*Other QAD EPSs may join</i>
Provisional SHS Permit for New and Additional Track, Strand, and/or Specialization of Private Schools	QAD Chief/Representative QAD EPS in charge SDO Private School Focal Person Other SDO Inspection Team Members <i>*Other QAD EPSs may join</i>
Government Recognition for Private Schools	QAD Chief/Representative QAD EPS in charge SGOD Chief SDO Private School Focal Person Other SDO Inspection Team Members <i>*Other QAD EPSs may join</i>

9. Travel and other incidental expenses of RO personnel during Ocular Inspection shall be charged against local funds, subject to the usual accounting and auditing rules and regulations. This Office, through the General Services Unit, and the SDOs may provide transportation services to RO personnel for this purpose.





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10. The QAD Chief is responsible for reviewing the performance of the QAD EPS while conducting the Inspection activities as an input in Performance Management. An Inspection Report shall serve as the output by which findings, recommendations, and decisions on the application are to be referred.

11. **Provisions of this Memorandum shall take effect immediately upon issuance.**

12. Immediate dissemination of and utmost compliance with this Memorandum is desired.


JOCELYN DR ANDARA
Director IV

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RECORDS SECTION, DEPED NCR



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By: [Signature] Date: JUN 02 2022

DNCR-F-ORD-037/R0/0112019

REGIONAL MEMORANDUM

No. NCR-305, s. 2022

TO : Quality Assurance Division (QAD)
Regional Legal Office
Schools Division Superintendents
Private Schools Focal Persons and Owners
All Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development 

SUBJECT : Revised Internal Policy Guidelines in the Conduct of
"V-IRTUAL I-NSPECTION P-ROCESS" (VIP) on Public and
Private Schools Applying for Government Authority in the
New Normal

DATE : May 31, 2022

1. Anent to the attached above-captioned document, the above-stated Offices and all concerned are hereby informed of its implementation as approved by this Office beginning May 31, 2022.
2. Immediate dissemination of this Memorandum is desired.

QAD/*apv



**REVISED INTERNAL POLICY GUIDELINES IN THE CONDUCT OF "V-IRTUAL
I-NSPECTION P-ROCESS" (VIP) ON PUBLIC AND PRIVATE SCHOOLS
APPLYING FOR GOVERNMENT AUTHORITY IN THE NEW NORMAL**

With the enhanced **Internal Policy Guidelines in the Conduct of "V-irtual I-nspection P-rocess" (VIP) on Private schools Applying for Government Permits in the New Normal** approved by **Regional Director Wilfredo E. Cabral** on April 6, 2021, the Department of Education – National Capital Region (DepEd-NCR) through the Quality Assurance Division (QAD) has maintained the delivery of its core public services to its clientele specifically on the processing and issuance of various government authority (permit/recognition) to qualified private schools that are compliant with the minimum requirements stated in DO 88 s. 2010, "2010 Revised Manual of Regulations for Private Schools in Basic Education", and DO 11 s. 2011, "Amendments to the 2010 Revised Manual of Regulations for Private Schools in the Basic Education".

Adding to the scope of the VIP, Public Schools are hereby included in this policy noting that ocular inspections are also conducted in the processing and approval of Regional Orders and Acknowledgement of Programs through DREC and RIT as stipulated in **DepEd Order 40 s. 2014 "Establishment, Merging, Conversion, Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education"** and **DepEd Order 51 s. 2015 "Guidelines on the Implementation of the Senior High School (SHS) Program in Existing Public Junior High Schools (JHSs) and**



Integrated Schools (ISs), Establishment of Stand-alone Public SHSs, and Conversion of Existing Public Elementary and JHSs Into Stand-alone SHSs".

Also, this process covers Schools implementing Special Science Elementary School (SSES) as per DepEd Order No. 57 s. 2011 "Policy Guidelines in the Implementation of the Special Science Elementary Schools (SSES) Project" and Science, Technology and Engineering Program (STE) (formerly ESEP) as per DepEd Order No. 55, s. 2010 – "Policies and Guidelines on Strengthening Science and Mathematics Education at the Secondary Level" noting that the basis shall either be through conversion or establishment of a new school (DO 37, s. 1998 – "The Establishment of Pilot Provincial Science and Technology High Schools").

Still adhering to the health and safety protocols of the Inter-agency Task Force for the Management of Emerging Infectious Diseases (IATF), the Department of Health (DOH) and the World Health Organization (WHO), the QAD has maintained the VIP as one of its mechanisms to its Office "Service Continuity Plan" (SCP) based on the national policies on public service continuity for government agencies by the National Disaster Risk Reduction Management Council and the Civil Service Commission's "Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic".

As this office continuously employs tech-based office solutions while the country waits for the end of the COVID19 Pandemic, the following revisions were made in the conduct of the VIP noting that virtual, real-time inspection is still espoused and



sustaining relevant procedures that are deemed effective manifesting DepEd – NCR's values of **integrity, accountability, transparency** through **QAD's Regulatory and Developmental Services to Schools with the anticipated public and private schools' compliance to requirements to basic standards of quality basic education.**

I. Objective

This internal policy guidelines aims to:

- a. Enable the Quality Assurance Division (QAD) to take the innovative strides in conducting alternative modality of school visits as stated in Section 30.6 of DO 88 s. 2010; and,
- b. Respond to the needs and requirements of QAD external clients using technology based office solutions via VIP tour, to continually process requests for government authority.

II. Scope

This guidelines shall cover inspection of schools with available infrastructure for the "Virtual Inspection Process" (VIP), covering application for new, renewal of permit, and recognition for Private Schools; establishment, merging, conversion, naming/renaming of Public Schools, and separation of Public School Annexes in Basic Education; Senior High School (SHS) Program in existing Public Junior High Schools (JHSs) and Integrated Schools (ISs); establishment of Stand-alone Public SHSs, and conversion of existing Public Elementary and JHSs into Stand-alone SHSs;



and, implementation of the Special Science Elementary Schools (SSES) Project and Science, Technology and Engineering Program (STE) (formerly ESEP).

Structure

The Virtual Inspection Process (VIP) Team is comprised of Quality Assurance Division (QAD) Chief Education Program Supervisor (CES), Education Program Supervisors (EPSs), QAD personnel, and/or designated Regional Inspectorate Team (RIT) members in the Regional Office and their counterpart Private Schools Focal Person, SEPS M&E and/or designated members of the Division Review and Evaluation Committee (DREC) from the Schools Division Offices (SDOs).

III. General Guidelines

The following general guidelines are anchored on DO 88 s. 2010, DO 14 s. 2020, and sound quality assurance principles:

- **Leadership** – the CES shall continually create a supportive, nurturing environment anchored on trust, accountability, transparency, and integrity to ensure that QA processes are carried out in a non-threatening environment.

- **Involvement of People** – as part of quality assurance and control, one or two QAD EPS/s shall be assigned by the CES to do the second look on



the evaluation of documents prior to the sending of the recommendatory documents to the CES re: the issuance of permit/recognition for program/course applied for. The assigned QAD EPS/s 2nd Evaluator/s shall affix their signature in the evaluation sheet as co-evaluator.

- **Customer focus** – clients' satisfaction is at the core of QA process and shall uphold the principles underlying the Ease of Doing Business and Efficient Government Service Delivery (EODB) Act of 2018.
- **Factual Approach to Decision-Making** – Triad evaluation, evidence-based evaluation on documents in electronic or hard copy format shall be done. Conduct of virtual real time tour shall be witnessed by the evaluator, and at least two (2) peer evaluators. A unanimous decision must be reached prior to the recommendation for approval/disapproval. In case of split decision, the CES must do the final check and decide based on the actual situation during real-time school visit.
- **Continual Improvement** – this process shall be continually checked, adjusted based on identified needs of the time. Internal and external quality assurance shall be executed. A mechanism to gather feedback from private school counterparts shall be put in place and shall be handled with objectivity.



IV. Criteria/Conditions

- Only schools with complete documentary requirements may undergo the real-time virtual inspection; SDOs recommend upon evaluation of submitted documents via **QAD Drive** strictly adhering to the mechanisms stipulated in **RM No. NCR – 169, s. 2022, RM No. NCR - 140 s. 2021 and observing deadlines stated in DO 88 s. 2010. Documents found to be deficient will not be given due course in terms of processing and will be disapproved by the Regional Office indicative of the guidelines stipulated in RM No. NCR 169, s. 2022.**
- Private Schools Focal Persons/ SDO SEPS M & E/EPSS/PSDSs (DREC) shall coordinate the schedule of the virtual inspection with the Regional QAD EPS and with the applicant School Administrator.
- Inspectorate Team shall be aware of the basic profile of the applicant school especially of matters re: permit/recognition previously issued, classroom size etc. VIP shall cover the school facilities of applicant schools and **should strictly follow the time allotment** given below:

Time Allotment	VIP Processes
5 minutes (Orientation Proper)	<ul style="list-style-type: none">▪ Presentation of the VIP Video▪ RO EPS shall ensure onboarding of all concerned prior to the start of the VIP.



	<ul style="list-style-type: none"> ▪ Client and SDO Concerned shall ensure that facilities to be inspected are unquestionably ready. ▪ The School shall designate a person who will introduce/talk about the school facilities while another/some person/s capture/s the video. ▪ Inspectorate Team shall focus on the Course/s, Grade Level/s that the school is applying.
<p>20 or 50 minutes whichever applies (VIP Proper)</p>	<ul style="list-style-type: none"> • Real-time virtual tour of the School beginning from its façade with a view of its entire building to be followed by the view of the School's instructional rooms, ancillary offices and facilities, laboratories, comfort rooms, and safety facilities and equipment. • Inspectorate Team shall ensure formal register in the video cam. The phone camera should be set in landscape orientation to cover the whole space of each facility. It shall be ensured that



	<p>views of the facilities / infrastructure were captured in the recording.</p> <p>(Remember: No 2nd VIP rule)</p> <ul style="list-style-type: none">• The School is recommended to utilize multiple personnel posted to capture the view of each facility to maximize the 20-minute virtual inspection tour. For schools with multiple story building or with more than one building, designate person/s in each room/ facility to ensure smooth transition from one facility to another.• In cases where the School is applying for more than one (1) program, the VIP may be extended up to a maximum of 50 minutes.• Inspectorate Team shall exhibit a high level of competence and professionalism during the VIP. The VIP Team are encouraged to give objective comments and should refrain from deliberately commending the school to
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	avoid a misleading impression prior to the decision of the deciding authority.
5 minutes Post Conference	<p>The following are expected at this point:</p> <ul style="list-style-type: none"> ▪ Brief comments from the VIP Team on their findings, observations, recommendations. • VIP Team discusses the findings/observations/recommendations / results of the ocular inspection and shall conclude it with well-grounded appraisal • Absence of this part would mean lacking the VIP's worth

- All VIPs must be conducted in real-time with the link created by the RO EPS-in-Charge in order that video recording will be at the repository of QAD and could be readily available for review by the QAD CES. A copy could be requested by the Schools Division Office for M&E purposes. **In cases where the Schools Division Office is the one who created the link, the downloadable video recording of the VIP shall be uploaded in the dedicated QAD VIP drive within three (3) days after the VIP was conducted. The RO EPS-in-Charge shall ensure**



that the VIP recording is on per school basis and that each file recording was named accordingly.

- As emphasized also, this VIP shall be the standard inspection process. However, in peculiar cases when the need for physical inspection is established and approved by the top management, the QAD EPS - in - charge handling SDO's application shall be accompanied by two other QAD EPSs and/or members of RIT to be determined by the RD as recommended by the CES.

V. Composition of the VIP Team

Type of Permit	VIP Team Members
For Private Schools	
New Permit	QAD CES/ EPS Representative, QAD EPS-in-Charge of the SDO, SDO Private School Focal Person, and SDO VIP Team
Renewal	Can be done by SDO counterpart using the VIP standards. VIP Videos will be uploaded in RO-SDO Shared QAD Drive; transcripts of the

	<p>discussions via chat box shall be included should there be any.</p> <p>Should the SDO prefer to do onsite ocular inspection, findings should be reflected in the SDO-utilized Supervisor's Inspection Report.</p>
Recognition	<p>QAD CES/EPS Representative, QAD EPS-in-Charge of the SDO, SGOD Chief of the SDO, and SDO VIP Team</p>

For Public Schools	
<p>Establishment, Merging, Conversion, Naming/Renaming of Public Schools, and Separation</p>	<ul style="list-style-type: none"> • Representatives of the DREC and RIT as per DO 40 s. 2014 and DO 51 s. 2015

of Public School Annexes in Basic Education	<ul style="list-style-type: none"> • RO EPS - Science and Math • RO EPS – SPED • RO Planning Officer
Senior High School (SHS) Program in Existing Public Junior High Schools (JHSs) and Integrated Schools (ISs), Establishment of Stand-alone Public SHSs, and Conversion of Existing Public Elementary and JHSs Into Stand-alone SHSs	
Special Science Elementary School (SSES)	
Science, Technology and Engineering Program (STE) (formerly ESEP)	
Additional Senior High School Track and Strand	RO QAD and SDO Focal Person of Public Schools

VI. Standard Virtual Inspection Process (VIP)

STEP 1: Evaluate the compliance of the School with the required documentary requirements stated in DepEd Policies (DO 88 s. 2010, DO 11 s. 2011, DO 40 s. 2014, DO 51 s. 2015, DO 57 s. 2011, DO 55 s. 2010, DO 47 s. 2016, DO 44 s. 2021, and DO 001 s. 2022).

Upon evaluation and determination that a private or public school has complied with all the documentary requirements within the ordered period, the SDO private school focal person/EPS-in-Charge in the SDO in concurrence with the QAD EPS-in-Charge shall recommend the school for virtual inspection. SDO private school focal person / EPS-in-Charge in the SDO shall coordinates the schedule to the applicant school and to the QAD through the EPS-in-Charge of the Division.

STEP 2: Schedule the conduct of the VIP

Schedule the conduct of the VIP in real-time and school owners should be made aware of the process. It is assumed that applicant schools are aware of the requirements that the team shall be looking into during the VIP. If for any reason at the actual start of VIP the school was found unprepared / ill- equipped of required facilities, the QAD EPS shall call it off, and disapproval of the application shall be processed for issuance immediately.

STEP 3: Record the video of the actual physical facilities of school during the time of actual conduct of VIP

With VIP as a Regional Office initiative, the RO EPS-in-Charge will take responsibility of recording the virtual inspection process. All VIP recordings shall be ensured to be at the custody of the Quality Assurance Division through a dedicated Drive. **However, as previously stated, SDOs can take charge in creating the link but should submit the generated video recording to the RO EPS-in-Charge to be uploaded in the QAD Drive within the stated period.**

Recorded video of school's physical facilities shall be considered as one of the valid materials that can be used for decision-making. Hence, live presentation of facilities during the VIP is expected, as only this time, the recording of facilities shall take place, any pre-recorded video will not be accepted and may mean fabrication/obstruction of the VIP essence which shall lead to the **disapproval** of government authority application of the applicant school.

STEP 4: Conduct Team deliberation

The virtual inspection team shall hold a deliberation to come up with findings/observations/recommendations and results of the VIP. A VIP report shall be the output of the team's deliberation which shall serve as the

supporting document in the decision – making process to be made by the deciding authority.

STEP 5: Make recommendations on the VIP results

If the virtual inspection team finds that the school has reached minimum compliance with the requirements stated in DO 88 s. 2010 and other related policies, then:

- It will be recommended to the QAD CES as per agreement of the CES Representative and the EPS-in-Charge of the SDO for the issuance of government authority applied for;
- Else, if the virtual inspection team finds some deficiencies either minor or major, application shall be disapproved already in compliance with the RA 11032 that supersedes prescribed timeline of hanging process in DO 88 s. 2010/ DO 11 s. 2011.
- The VIP shall be the last step for decision making. Neither further action shall be entertained nor advises shall be given to the school for compliance. As is where is, whatever are seen, that shall be the last deciding factors whether to issue government authority or not to the applicant school.

STEP 6: Encode for QuAD PRO processing

Only the application of the schools that were found COMPLIANT shall be processed for encoding by the QAD EPS- in – charge on the QuAD PRO (Quality Assurance Division - Permit and Recognition Optimizer) from which government authority for the School's applied programs shall be generated. The system runs through MS Application System for the processing of Government Permit and Recognition for Kindergarten, Elementary, Junior, and Senior High School Programs. From the name itself, the system enhances the productivity rate of processing government authority (permit and recognition) and is being utilized by QAD to reduce high volume of tasks, lessen human error, and streamline the process.

Processing through QuAD PRO also includes issuance of certificate for the ff:

- Homeschooling Program.
- Re-issuance of Government Recognition; and,
- Public Senior High School.


VII. Inclusion

The basic guidelines, criteria or conditions, and standards governing the conduct of virtual inspection process on public and private schools applying for government authority in the new normal are hereby incorporated.

VIII. Effectivity

These guidelines shall take effect immediately upon signing.


WILFREDO E. CABRAL

Regional Director, DepEd NCR and 

Officer-in-Charge, Office of the Undersecretary

Human Resource and Organizational Development 

Date: May 31, 2022