



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



January 21, 2025

REGIONAL MEMORANDUM

No. 065, s. 2025

To: Schools Division Superintendents
Quality Assurance Division (RO)
SGOD Chiefs
SDO Private Schools Focal Persons
All Others Concerned

CONDUCT OF REGIONWIDE MONITORING OF ALL PRIVATE SCHOOLS OFFERING BASIC EDUCATION PROGRAMS IN THE DEPED- NATIONAL CAPITAL REGION FOR CY 2025

1. Anchored on the supervisory and regulatory authority of the Department to private schools in basic education, a regionwide monitoring of all Private Schools in the Region, to be spearheaded by the Quality Assurance Division, shall be conducted on the following dates:

February 3 to 12, 2025 - for private schools with adverse findings and schools issued with Cease-and-Desist Order after the 2024 monitoring

Objective : to check on the status of all schools with adverse findings and check status of compliance to the Cease and Desist Orders issued in 2024 or previous years, if any.

March 17-28, 2025- mapping of all private schools in basic education

Objective : Update information data of private schools and monitor compliance of all private schools offering basic education to the standards of the Department to ensure the attainment of quality basic education.

2. The Division Offices shall create a Monitoring Team composed of the SGOD Chief, Education Program Supervisors, District Supervisors, Division Lawyers, Engineers, or any personnel who has knowledge on private school operations. The SDO Team shall facilitate the entire conduct of monitoring process utilizing the locally developed monitoring tool as aid for gathering, consolidating, and analyzing of the needed data for submission of reports. The Quality Assurance Division and designated Regional Supervisors in every Division shall be deemed part of the Monitoring Team.

3. For guidance and to ensure the smooth conduct of the said activity, the following enclosures are attached in this Regional Memorandum to wit:





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

- Enclosure 1 Timeline of Activities
- Enclosure 2 Terms of Reference
- Enclosure 3 Composition of Monitoring Team
- Enclosure 4 Monitoring Tool & Summary of Monitoring Report Form
- Enclosure 5 Process of Preparation and Submission of Report
- Enclosure 6 Certificate of Appearance

A soft copy of the same and facility for online submission of

4. An initial online orientation among assigned and identified monitoring team members shall be conducted on **January 22, 2025 (Wednesday)** from **8:30AM to 12:00NN** via Google Meet using this link: <https://meet.google.com/rqq-ghsz-imo>. A general orientation will be conducted before the second round of monitoring, and the specific schedule will be announced.

5. All expenses to be incurred in this undertaking such as conduct of coordination meetings, transportation and other incidental expenses of the monitoring team shall be charged to local funds subject to existing DepEd issuance and to auditing and accounting rules and procedure.

6. For further inquiries, the Division may contact **DR. RICHARD T. CATAIN**, Education Program Supervisor, QAD or coordinate with the assigned QAD Education Program Supervisor per division office or call (02)8522-9247 for other details.

7. Immediate dissemination of and compliance to this Memorandum is expected.

JOCELYN DR ANDAYA 

Regional Director, DepEd-NCR
concurrent Officer-In-Charge, Office
of the Assistant Secretary for Operations

qad/rtc

Enclosures:

As stated:





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Enclosure 1: Timelines of Activities

TIMELINE OF ACTIVITIES RELATIVE TO THE CONDUCT OF REGIONWIDE MONITORING OF ALL PRIVATE SCHOOLS OFFERING BASIC EDUCATION PROGRAMS IN THE DEPED- NATIONAL CAPITAL REGION FOR CY 2025

Date	Activity	Platform/Venue	Person/s Involved
May 8, 2024	Staff Meeting to Review and Analysis of the Results of Monitoring Conducted in March 2024	QAD Conference Room, DepEd NCR	All QAD Supervisors
September 30, 2024	Presentation and Discussion of the Result of the Monitoring Conducted among SDO Counterpart	Virtual (During KM handholding Session)	All QAD Supervisors and SGOD Chief
December 3, 2024	Initial Discussion on the Plan to Conduct Regionwide Monitoring for CY2025 among SDO Counterparts	DepEd NCR Conference Hall during the KM Handholding Session	All QAD Supervisors, SGOD Chief and Private Schools Focal Persons
December 19, 2024,	Issuance of Regional Memorandum on the Conduct of Coordination Meeting re: Regionwide Monitoring 2025	All circulation platforms (prime dots and social media)	ORD and EPS QAD
January 17, 2025	Coordination Meeting re: Regionwide Monitoring 2025	DepEd NCR Conference Hall	All EPS-QAD, SGOD Chief, Private School Focal Persons
January 20, 2025	Completion of the Composition of Monitoring Team from every SDO	Virtual (G-sheets)	All EPS-QAD, SGOD Chief, Private School Focal Persons
January 21, 2025	Issuance of Regional Memorandum on the Conduct of Regionwide Monitoring 2025	All circulation platforms (prime dots and social media)	ORD and EPS QAD
January 22, 2025	Conduct of an Online Orientation among SDO Counterparts/Monitors	Virtual (via Google Meet)	All EPS-QAD, SGOD Chief, Private School Focal Persons & assigned monitors.
Jan. 23-31, 2025	Preparation of the itineraries, travel authority documents, and transport vehicle of the assigned monitors	Respective SDOs	SGOD Chiefs and Private School Focal Persons
February 3-14, 2025	Actual Conduct of Private Schools Monitoring 2025	Respective SDOs	All EPS-QAD, SGOD Chief, Private School Focal Persons assigned monitors.
February 17-21, 2025	Completion and Submission of Report re: Regionwide Monitoring 2025.	Virtual	All EPS-QAD, SGOD Chief, Private School Focal Persons assigned monitors.
March 7, 2025	Post Regionwide Monitoring Evaluation & Coordination Meeting for Private Schools Mapping 2025	DepEd NCR Conference Hall	All EPS-QAD, SGOD Chief, Private School Focal Persons



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure 2: Terms of Reference

TERMS OF REFERENCE RELATIVE TO THE CONDUCT OF REGIONWIDE MONITORING OF ALL PRIVATE SCHOOLS OFFERING BASIC EDUCATION PROGRAMS IN THE DEPED- NATIONAL CAPITAL REGION FOR CY 2025

1. Project Management Team (Top Management- RD & ARD)

- Serve as the immediate oversight monitor of the entire monitoring activities.
- Provide the needed scope and coverage on the conduct of monitoring
- Approve the proposed guidelines in the conduct of the region-wide monitoring.

2. Cluster Lead Monitor (QAD Chief / EPS-QAD)

- Act as the immediate monitor on the progress of regionwide monitoring of private schools from a clustered Division.
- Lead monitor in the completion of the reports from every clustered school division office to the regional office.
- Serve as a lead monitor to provide guidance and assistance among all monitors in every SDO.
- Perform the actual monitoring and gathering of the needed data taken from the private schools.

3. Division Lead Monitor (SGOD Chief)

- Assign monitors to be deployed in every **District or Cluster** of a specific SDO such as but not limited to **PSDS's, EPS's, Legal Officers/Lawyers, Engineers, SEPS, and EPS II** respectively.
- Designate the **Division Lead Data and Report Consolidator** as the immediate data manager on the progress of the monitored school.
- Create a communication channel with the District/Cluster Lead Monitor to ensure the smooth run of monitoring.
- Perform the actual monitoring and gathering of the needed data taken from the private schools.
- Prepare the needed itinerary of every monitor for easy access during the actual conduct.

4. District/Cluster Monitor (PSDS's, EPS's, Legal Officers/Lawyers, Engineers, SEPS, EPS II)

- Serve as the duly assigned monitor to a specific district/cluster or congressional district.
- Perform the actual monitoring and gathering of the needed data taken from the private schools.
- Encode every verified and corrected datum taken from the monitored schools.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

- Assist the Division Lead Monitor in processing the completion and submission of monitoring reports.
5. **Regional Lead Data and Report Consolidator (R.O Secretariat)**
- Act as the data bank of the entire monitoring process taken from the submitted reports from every SDO.
 - Work with the cluster lead Monitor to update on the progress of the monitoring.
 - Prepare reports to be submitted to the top management.
6. **Division Lead Data and Report Consolidator (Any SDO assigned personnel)**
- Serve as the data bank of the entire monitoring process in its respective SDO.
 - Report to the **Division Lead Monitor (SGOD Chief)** on update of the encoded list and progress of the monitored schools by the duly its assigned **District/Cluster Monitor (PSDS's, EPS's, Legal Officers/Lawyers, Engineers, SEPS, EPS II)**
 - Communicate with the **Regional Lead Data and Report Consolidator (R.O Secretariat)** on the update of the monitoring data.
 - Prepare the consolidated reports both soft file and hard copies to be endorsed to **Division Lead Monitor (SGOD Chief)**.
 - Work closely with the **District/Cluster Monitor (PSDS's, EPS's, Legal Officers/Lawyers, Engineers, SEPS, EPS II)** on the status of the encoded data of the monitored school





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure 3: Composition of Monitoring Team

**COMPOSITION OF MONITORING TEAM RELATIVE TO THE CONDUCT OF
REGIONWIDE MONITORING OF ALL PRIVATE SCHOOLS OFFERING BASIC
EDUCATION PROGRAMS IN THE DEPED- NATIONAL CAPITAL REGION FOR CY
2025**

A. Project Management Team

Chairperson:	Dr. Jocelyn DR Andaya Regional Director, DepEd – NCR OIC – Asec. for Operations
Vice Chairperson/s	Dr. Cristito A. Eco Asst. Regional Director DepEd-NCR Atty. Joylyn P. Dulnuan Chief, ASD OIC Chief -QAD
Members:	Dr. Richard T. Catain Education Program Supervisor, QAD Focal Person, Regionwide Monitoring 2025 Dr. Rowena S. Ontangco Education Program Supervisor, QAD Dr. Lydia L. Martin Education Program Supervisor, QAD Mrs. Marina C. Espino Education Program Supervisor, QAD Mr. Andres P. Bonifacio Education Program Supervisor, QAD Mr. James Macaranas OIC- Education Program Supervisor, QAD

Regional Lead Data and Report Consolidator (R.O Secretariat)

Mr. Andres P. Bonifacio
Education Program Supervisor, QAD



B. Regionwide Monitors

Cluster Lead Monitor	Division Lead Monitor	District 1 / Cluster 1	District 2 / Cluster 2	District 3 / Cluster 3	District 4 / Cluster 4	District 5 / Cluster 5
Dr. Lydia L. Martin, EPS-QAD	Dr. Ivey C. Perez Caloocan City	Team 1 1. Dr. Roselie M. Apuan 2. Dr. Diana DC Vinluan 3. Dr. Marites B. Directo* 4. Mr. Rowell D. Taburnal 5. Mr. Dheniel G. Mallari 6. Ms. Krizha Joyce D. Luna *Alternate	Team 2 1. Mr. Danilo G. Osorio 2. Dr. Genierieve B. Corona 3. Ms. Nimfa A. Hernaez* 4. Ms. Ma. Joy D. Geronimo 5. Mr. Mark Shalli G. Barcelon 6. Kim Jhay Raquim	Team 3 1. Dr. Joel B. Baggay 2. Mr. Mark Nathaniel G. Revilla 3. Dr. John Patrick A. Palad* 4. Ms. Jana Patricia B. Pambid 5. Mr. Aries M. Arboladura 6. Ms. Maylene S. Casido	Team 4 1. Dr. Marites R. Angus 2. Dr. Arlene C. Malaybalay 3. Dr. Joey H. Villanueva* 4. Engr. John Louie Osias 5. Ms. Ma. Antonieta C. Rosales 6. Ms. Annabel A. Calagno	Team 5 1. Dr. Archie J. Azucenas 2. Dr. Daniel Lorenzo 3. Dr. Jocelyn Pancito* 4. Mr. Ron Paolo Valenzuela 5. Ms. Mary Rose B. Carreon
		District 6 / Cluster 6	District 7 / Cluster 7	District 7 / Cluster 7	District 8 / Cluster 8	District 8 / Cluster 8
Mr. James Macaranas OIC-EPS, QAD	Dr. Eliseo B. Raymundo Malabon City	Team 6 1. Ms. Imelda T. Jacob 2. Dr. Cynthia C. Arellano 3. Ms. Ruth B. Salom* 4. Engr. Rene N. Raspado 5. Clint Chester Carmona	Team 7 1. Dr. Joan T. Betco 2. Dr. Aileen A. Canoy 3. Ms. Helen G. Tamondong* 4. Evangeline C. Ariza 5. Mr. Leandro C. Balcon	N/A	N/A	N/A
		Lowell G. Alfonso Elvira T. Villanueva Josa Mary M. Nombres Helena C. Calderon	N/A	N/A	N/A	N/A

Dr. Lydia L. Martin EPS, QAD	Dr. Lydia L. Martin EPS, QAD	Mr. James Macaranas OIC-EPS, QAD	Dr. Esperanza M. Soledad Dr. Editha O. Peregrino Mr. Erros Josephus M. Gutierrez	N/A	N/A	N/A	N/A	N/A
Dr. Severo A. Bajado Pasay City	Dr. Baltazar M. Gayem Valenzuela City	Dr. Gemma C. Villaluna Navotas City	Dr. Salvador A. Gaban Jr. Dr. Domingo I. Lozande Dr. Grace I. Yumul Dr. Edwin Pineda Ms. Lailani L. De Lara	N/A	N/A	N/A	N/A	N/A
TEAM 1 1. Dr. Ma. Jessica S. Magayanes 2. Fatima P. Fajardo 3. Jonalyn R. Suzara 4. Engr. Joanne Rose Eduria	TEAM 2 1. Dr. Myrna B. Martino 2. Maria Jacqueline D. Bernardino 3. Maria Graziela F. Paleracio 4. Bayani D. Litusquen	TEAM 3 Dr. Jowen I. Samarita/ Dr. Sharon M. Sergio Fatima P. Fajardo Jonalyn R. Suzara Engr. Joanne Rose Eduria	TEAM 4 1. Lovelynn Jane S. Bacera 2. Ms. Evelyn R. Ramos 3. Maria Jacqueline D. Bernardino 4. Maria Graziela F. Paleracio 5. Bayani D. Litusquen	TEAM 5 1. Dr. Rosalie R. Condes 2. Dr. Eleanor C. Capilitan 3. Fatima P. Fajardo 4. Jonalyn R. Suzara 5. Engr. Joanne Rose Eduria				

Dr. Lydia L. Martin EPS, QAD	Mrs. Marina C. Espino EPS, QAD	Mrs. Marina C. Espino EPS, QAD
Dr. Severo A. Bajado Pasay City	Mr. Virgilio A. Santos Manila City	Dr. Rosalie A. Trongco Makati City
TEAM 6 1. Dr. Basilisa D. Tomimbarang 2. Dr. Renato B. Mesada 3. Maria Jacqueline D. Bernardino 4. Maria Graziela F. Paleracio 5. Bayani D. Litusquen	1. Dr. Ma. Teresa M. Chico, PSDS 2. Dr. Maricel A. Basa, PSDS	Cluster 1 Mr. Ronald S. Lontoc Ms. Maria Fe C. Balaba Ms. Christina P. Santos
N/A	1. Ms. Paulyne Joanne R. Pascual, SEPS - PRS 2. Dr. Roniko S. Natividad, PSDS	Cluster 2 Ms. Marian A. Soriano Ms. Gizelle V. Laud Ms. Rowena A. Reyes
N/A	1. Ms. Menerisa E. Pascual, PO III 2. Dr. Ronald Vincent R. Salva, PSDS 3. Ms. Arlen S. Gatpo, PSDS 4. Dr. Teofilo R. Norombaba, PSDS	Cluster 3 Ms. Irene G. Aquino Mr. Hernan L. Apurada Ms. Judy Ruellin Baurile
N/A	1. Ms. Anna S. Queja, EPS II - SMM&E 2. Dr. Manolito F. Olan, PSDS 3. Dr. George B. Borromeo, PSDS 4. Dr. Edna G. Valencia, PSDS	Cluster 4 Ms. Alleen A. Hernal Ms. Jolivelle M. Castelo Mr. Darren James T. Baylosis
N/A	1. Mr. Wilbert P. Carolino, SEPS-SMM&E 2. Dr. Paulo T. Adorio, PSDS 3. Dr. Jolie Fe D. Ancheta, PSDS 4. Mr. Medardo T. Mercado, PSDS	Cluster 5: Ms. Eliza C. Peralta Ms. Krissel B. Quemquem Mr. Rayman R. Marcelo
District 6/ Cluster 6 1. Dr. Renato N. Felipe Jr., PSDS 2. Dr. Lorna V. Candelario, PSDS	N/A	N/A
N/A	N/A	N/A

<p>Cluster 6 Dr. Osario M. Cantos Mr. Michael R. Lee Ms. Rosally L. Roque</p>	<p>Cluster 7 Dr. Joy L. Martin Dr. Tomas C. Galiza Mr. John Christopher Kevin D. Daquiaoag</p>	<p>Cluster 8 Mr. Renante B. Corpuz Dr. Ruben S. Bertos Dr. Jasmin A. Acera</p>	<p>Cluster 9 Ms. Maria Sofie M. Berondo Mr. Michael M. Mercado Mr. Mark Philip M. Ragos</p>	<p>Additional Monitors: Engr. Renier Nathaniel S. Sanchez (Facilities) Ms. Lea D. Miralpes (LIS)</p> <p>Alternate Monitors: Mr Romulous P. Guino Mr. Cyrus P. Casingal</p> <p>Secretariat/Additional Monitors: Mr. Welbert D. Borlado Ms. Maria Theresa M. Ruiz</p>
<p>Dr. Marilyn Agao Dr. Audete Simeon Dr. Joel Colobong</p>	<p>Dr. Ruth Yap Dr. Joel Calobong Ms. Ma. Corazon Silvestre Dr. Ludevina Bruan Dr. Patrocinia Ariate Dr. Joaŷy Marquez Mrs. Perilita Depatillo</p>	<p>Mrs. Perilita Depatillo Dr. Michael Nazareth Dr. Leonillo Angeles Dr. Estrella Dangan Dr. Joaŷy Marquez</p>	<p>Mrs. Marimel Andes Dr. Guillermo Nikus Telan Dr. Josephine Miranda Dr. Edna Galiza Mr. Jeffrey De Guzman</p>	<p>Dr. Rebecca Kalaw Dr. Leonor Bañes Dr. Marcelino Galman Dr. Salve Imperial Mrs. Alda Nabor Dr. Ansiluz Betco Dr. Mary Ann Rondaris</p>
<p>Dr. Levita Cardenas Dr. Ana Rosa Rabanal Dr. Jennifer Valdez</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Ms. Karen B. Villanueva, PSDS Dr. Wilma O. Del Rosario, EPS Dr. Edna D. Camarao, PSDS Jeanette P. Mose, EPS II Engr. Roselene T. Tagapan</p>	<p>Dr. Gomer O. Agon, PSDS Mr. Joselito E. Calios, EPS Ms. Veronica M. Padua, PSDS Dr. Perilita M. Ignacio, EPS Michelle S. Bazar, PO III Judith Jenea R. Zareno, OIC-SEPS/EPS II</p>	<p>Dr. Susan L. Cobarrubias, PSDS Mr. Bernard Baltao, EPS Dr. Librada L. Agon, EPS Dr. Rolando C. Julian, PSDS Rose Ann B. Pamintuan, SEPS</p>	<p>Mrs. Diana Marie B. Dagil, PSDS Dr. Dulce O. Santos, EPS Dr. Marieta M. Limbo, PSDS Ruth P. Dela Cruz, SEPS</p>	<p>Dr. Sofia J. Papio, PSDS Ms. Liza A. Alvarez, EPS Dr. Cezar S. Gonzales, PSDS Ernesto D. Ylasco, SEPS</p>
<p>Mr. James Macaranas OIC-EPS, QAD</p>	<p>Dr. Victor Javena Pasig City</p>	<p>Dr. Rowena S. Ontangco EPS, QAD</p>	<p>Dr. Juan C. Obierna Quezon City</p>	

<p>Mr. James Macaranas OIC-EPS, QAD</p>	<p>Dr. Richard T. Catain EPS, QAD</p>
<p>Mr. Rex A. Ado Mandaluyong City</p>	<p>Dr. Elizalde Q. Cena Marikina City</p>
<p>Mr. Crispin A. Mejica, EPS (alternate Lead Monitor) Ms. Joselin S. Balane, PSDS Ms. Winnie L. Cruz, PSDS Mr. Edmie SD. Santos, Engr. III Mr. Christian Marx P. Rivero, SEPS Ms. Ma. Delma A. Abringge, PO III Mr. Enrique C. Soriano, PDO II</p>	<p>Mr. Reinan M. Ignacio, DPO III Ms. Doris R. Jasme, SEPS Ms. Elena M. Santos, PSDS Mr. Roseo T. Caburian, PSDS Ms. Remia L. Ricabar, PSDS Dr. Nida P. Andrade, PSDS Ms. Elisha Dawn D. Mazon, EPSII Mr. Garvie Medina, PDO-II</p>
<p>N/A</p>	<p>Mr. Alberto D. Villamor, EPS Ms. Emily G. Santos, PSDS Dr. Albert B. Mutia, PSDS Mr. Freddie D. Viernes, PSDS Ms. Zenaida S. Munar, PSDS Engr. Raymund U. Alcazar, Engr III Dr. Noemi A. Velario, SEPS Mr. Primo N. Quintana III, EPS-I Ms. Rizeal C. Biejo, PDO-I</p>
<p>N/A</p>	<p>N/A</p>
<p>N/A</p>	<p>N/A</p>
<p>N/A</p>	<p>N/A</p>

Dr. Richard T. Catain EPS, QAD	Dr. Lydia L. Martin EPS, QAD	Dr. Richard T. Catain EPS, QAD				
Dr. Noel T. Balubal Taguig City-Pateros	Ms. Ma. Regale A. Olarde Muntinlupa City	Dominique T. Rivera San Juan City				
Ronaldyn Sorongon Jerimay Talamor Danny Espelico	Cluster 1 and Embo 1 Ma. Theresa Bernabe John Keeneh Ferrera Salome Castro	Reynaldo C. Collado Jr. Michael P. Rull Engr. Raven M. Alcantara Josefino C. Pogoy Jr. Goldie Bradley K. Loo	NA	NA	NA	
Cluster 9 and Embo 2 -	Pateros Cluster	NA	NA	NA		
Jose F. Abisado Jr. Jeryn Simborio Ma. Leny Mannaot	Cluster 2 and 7 Roldan Jamindang Jelyn Diu Rowena Roa	Ms. Chelo D.G. Rongavilla Ms. Ada Trinidad A. Tagle Dr. Myra E. Narnit	NA	NA	NA	
N/A	Cluster 4 and 7 Lorilyn Lea Sebastienne Picardal Rayand Saballe	N/A	N/A	N/A		
N/A	Cluster 5 Engr Nemesio Dabi Aty. Brent Buliyat Julia Tio-an	N/A	N/A	N/A		
N/A	Cluster 6 and Embo 3 Desiree Adrigado Aljon Galang Marcial Sison	N/A	N/A	N/A		

Mrs. Marina C. Espino EPS, QAD	Dr. Richard T. Catain EPS, QAD
ASDS Melody P. Cruz CESO VI, Las Pinas	Ms. Thelma F. Montiel Paranaque City
Fatima T. Yusingbo Lucy G. Perez Joey Z. Balsomo Macario D. Pelecia Jr. Janet Jay N. Amboy Sharon C. Razon	Dr. Ma. Dolora M. Zaragoza, Dr. Nelita F. Belena & Dr. Rosie O. Rumbaoa
Roselle R. Sabido Narziella M. Miranda Raygeinald P. Villacorta Rodolfo P. Cabisares Ma. Teresa B. Delos Santos Eloisa D. Mojica	Dr. Mineilwin R. Serdaña, Dr. Fe A. Menciano Ms. Ma. Teresa DL. Manansala
Christopher P. Tomas Shella F. Soriano Edsel G. Fajardo Reynante A. Portillano Genma C. Caviles Mark Lyndon B. Garcia	Dr. Nelson I. Carvajal, Mr. Emerson O. Sabadlab Ms. Ann Margaret J. Santos
Ann Molleen B. Banda Jocelyn C. Balome George G. Gozun Genovie Tagum Mildred T. Tuble Mary Stephanie R. Magdamit	Dr. Ma. Estrellita C. Arceo Ms. Wilma T. Loria Ms. Rizza D. Cabales
Gina L. Aguirte, Minerva B. Arroza Ryan Benedict D. Villanueva Annabelle H. Nava Irene C. Agar Andrew L. Quliatan	Ms. Susan H. Aguilar, Dr. Reena G. Orquina Ms. Evangelina C. Dabuit



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 NATIONAL CAPITAL REGION

Enclosure 4: Monitoring Tool and Summary of Monitoring Report Form

MONITORING TOOL FOR PRIVATE SCHOOLS

PART 1: SCHOOL PROFILE

(Part 1 of this Monitoring Tool should be accomplished by the school)

Schools Division Office		
School Registered Name in SEC		
School Name in DepEd Permit/Recognition		
Complete Address:		
Email Address :		
School ID Number:	LIS Account Status <input type="checkbox"/> Active <input type="checkbox"/> Not Active	School Contact No.

Program Offering

(Check if Government Authority certificates are displayed in a conspicuous place in school e.g. Administration Office)

<p><input type="checkbox"/> Kindergarten <input type="checkbox"/> Permit No. _____ <input type="checkbox"/> Date Issued _____ <input type="checkbox"/> Recognition No. _____ <input type="checkbox"/> Date Issued _____</p> <p><input type="checkbox"/> Elementary <input type="checkbox"/> Permit No. _____ <input type="checkbox"/> Date Issued _____ <input type="checkbox"/> Recognition No. _____ <input type="checkbox"/> Date Issued _____</p> <p><input type="checkbox"/> Junior High School <input type="checkbox"/> Permit No. _____ <input type="checkbox"/> Date Issued _____ <input type="checkbox"/> Recognition No. _____ <input type="checkbox"/> Date Issued _____</p> <p><input type="checkbox"/> SPED/SNEd Program <input type="checkbox"/> Permit No. _____ <input type="checkbox"/> Date Issued _____ <input type="checkbox"/> Recognition No. _____ <input type="checkbox"/> Date Issued _____</p> <p>Homeschooling <input type="checkbox"/> Permit No. _____ <input type="checkbox"/> Date Issued _____ <input type="checkbox"/> Valid until _____</p>	<p><input type="checkbox"/> Senior High School Program Offerings (Track & Strand, Specialization, Date Issued) 1. _____ 2. _____ 3. _____</p> <p><input type="checkbox"/> School Identified as "International School"(IS) <input type="checkbox"/> by Name(uses "International") <input type="checkbox"/> Through Legislation</p> <p><input type="checkbox"/> Higher Education Institution(HEI) with K to 12 and Program Offering</p> <p>Accreditation Status (FAAP)</p> <table border="1"> <thead> <tr> <th>Program</th> <th>Level</th> <th>Valid Until</th> </tr> </thead> <tbody> <tr> <td>Kindergarten</td> <td></td> <td></td> </tr> <tr> <td>Elementary</td> <td></td> <td></td> </tr> <tr> <td>JHS</td> <td></td> <td></td> </tr> <tr> <td>SHS</td> <td></td> <td></td> </tr> <tr> <td>Complete Basic Ed. Program</td> <td></td> <td></td> </tr> </tbody> </table> <p>_____</p> <p style="text-align: center;">Accrediting Agency</p>	Program	Level	Valid Until	Kindergarten			Elementary			JHS			SHS			Complete Basic Ed. Program		
Program	Level	Valid Until																	
Kindergarten																			
Elementary																			
JHS																			
SHS																			
Complete Basic Ed. Program																			





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Name of School Head/President/CEO	
Name of School Principal	
Total Number of Learners Registered in the LIS	<ul style="list-style-type: none"> • Kinder: _____ Grade 7 _____ • Grade 1 _____ Grade 8 _____ • Grade 2 _____ Grade 9 _____ • Grade 3 _____ Grade 10 _____ • Grade 4 _____ Grade 11 _____ • Grade 5 _____ Grade 12 _____ • Grade 6 _____
Total Number of Learners Warm Bodies (as of January, 2025)	<ul style="list-style-type: none"> • Kinder: _____ Grade 7 _____ • Grade 1 _____ Grade 8 _____ • Grade 2 _____ Grade 9 _____ • Grade 3 _____ Grade 10 _____ • Grade 4 _____ Grade 11 _____ • Grade 5 _____ Grade 12 _____ • Grade 6 _____
Total Number of Recipient Learners	Voucher _____ ESC _____ JDVP _____
Total Number of Teachers	<ul style="list-style-type: none"> • Kindergarten-LPT __ Non-Licensed __ • Elementary - LPT __ Non-Licensed __ • Jr. High School-LPT __ Non-Licensed __ • SPED - LPT __ Non-Licensed __ • Homeschooling - LPT __ Non-Licensed __ • Sr. High School-LPT __ Non-Licensed __
Existence of School Child Protection and/or Anti-Bullying Policy and Committee	Yes: _____ No: _____
Learning Modalities Used	<p>___ a. In-Person</p> <p>___ b. Blended Learning Modality</p> <p>___ c. Full Distance</p> <p style="padding-left: 40px;">Grade Level/s Offered _____</p> <p>Learning Management System(LMS) Used:</p> <p>_____</p>
Compliance to K to 12 Curriculum/ Class Programs	Kindergarten ___ Yes ___ No Elementary ___ Yes ___ No JHS ___ Yes ___ No SHS ___ Yes ___ No
School Facilities	No. of Instructional Rooms _____ Classroom Size in sqm (average) _____ Total Floor Area in square meter _____ School Lot Area in square meter _____





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 NATIONAL CAPITAL REGION

PART 2: PHYSICAL PLANT & FACILITIES

(Parts 2,3 & 4 are to be accomplished by the monitor on the actual day)

<i>Facilities</i>	<i>Evident</i>	<i>Not Evident</i>	<i>Remarks</i>
School building/s			
Activity/Athletics Area			
Playground			
Classrooms			
Medical and Dental Clinic			
Library/Learning Resource Center			
Computer Laboratory			
Registrar's Office			
Faculty Room			
Guidance & Counselling Office (from Gr. 1)			
Canteen			
Principal's Office			
Science Laboratory/ies (from Gr. 4)			
Practice House & Industrial Arts Area (from Gr. 4)			
Emergency equipment			
Emergency Signages			
Fire Exit			
Male Restroom			
Female Restroom			
Other Facilities			
Other SHS Laboratories ___ TVL Track (specify lab) ___ HE ___ ICT ___ IA ___ AFA ___ Arts & Design Track ___ Sports Track ___ Unique Track			





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

PART 3: OTHER FINDINGS: (Findings and observations during the actual visit)

PART 4: STATUS OF THE SIGNIFICANT FINDINGS OF THE MONITORING TEAM IN MARCH 2024.

ADVERSE/SIGNIFICANT FINDINGS	STATUS

Date Inspected/Monitored: _____

Prepared by:

Signature Over Printed Name of Monitor

Position

SDO Office/Unit _____

Conforme:

Signature Over Printed Name of School Head

Date: _____





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

SUMMARY OF MONITORING REPORT FORM

(To be accomplished by the Division Lead Data and Report Consolidator after the monitoring)

Schools Division Office	
Address	

No.	School Category According to Program Offering	Number of Schools
1	Kindergarten Only	
2	Kindergarten and Elementary (Grades 1 to 5 only)	
3	Kindergarten, Complete Elementary	
4	Kindergarten, Complete Elementary, Junior HS	
5	Elementary Only	
6	Elementary and Junior HS	
7	Junior High School only	
8	Junior High School and SHS	
9	Kindergarten, Complete Elementary, Junior HS and Senior HS	
10	Senior HS (Stand Alone)	
11	HEP/HSP (Home Education Program/Homeschooling Program)	
12	SPed/SNEd Program/s	
13	School Identified as "International School" (by name or legislation)	
14	Higher Education Institution(HEI) with K to 12 Offering	
Total		

Prepared by:

 Division Lead Data and Report Consolidator

Date: _____

Checked by:

 Division Lead Monitor (SGOD Chief)

Date: _____

Noted by:

 Schools Division Superintendent





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure 4: Process of Preparation and Submission of Report

PREPARATION AND SUBMISSION OF REPORT RELATIVE TO THE CONDUCT OF REGIONWIDE MONITORING OF ALL PRIVATE SCHOOLS OFFERING BASIC EDUCATION PROGRAMS IN THE DEPED- NATIONAL CAPITAL REGION FOR CY 2025

1. Each SDO shall designate/assign a **Division Lead Data and Report Consolidator** with deliverables reflected in the terms of reference of this Memo.
2. A link/soft file containing the master list of Private Schools of every SDO, with its corresponding name, address and school ID is being provided as general reference/guide of the monitors.
3. All data gathered during the conduct of monitoring shall be migrated/encoded to the G-sheet file (soft copy file) provided to every SDO, hence, make sure that all the needed data are captured during the monitoring.
4. All data gathered shall be inputted/encoded in the link provided to every SDO with schools classified according to the program offering(level) such as:
 1. Kindergarten Only
 2. Kindergarten and Elementary (Grades 1 to 5 only)
 3. Kindergarten, Complete Elementary
 4. Kindergarten, Complete Elementary, Junior HS
 5. Elementary Only
 6. Elementary and Junior HS
 7. Junior High School only
 8. Junior High School and SHS
 9. Kindergarten, Complete Elementary, Junior HS and Senior HS
 10. Senior HS (Stand Alone)
 11. HEP/HSP (Home Education Program/Homeschooling Program)
 12. SPED/SNEd Program/s
 13. School Identified as "International School" (by name or legislation)
 14. Higher Education Institution(HEI) with K to 12 Offering
4. A copy of master file (list of private schools) shall be provided as reference of the monitors assigned, any erroneous or inconsistent entries found must be updated and corrected.
7. Every SDO, through its **Division Lead Monitor (SGOD Chief)** and **Division Lead Data and Report Consolidator** is encouraged to devise its mechanism in verifying and accomplishing the submitted report.





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

8. A summary of gathered figures from the above-cited classification of schools according to program offering(level) be forwarded to the Regional Office duly signed by the authorized signatories. *(Please see the attached copy of Summary of Monitored Private Schools).*
9. A scanned (soft copy) and clear picture of **ACCOMPLISHED MONITORING TOOL** shall be forwarded in soft copy to the Regional Office through the **Division Lead Data and Report Consolidator** using this link: <https://tinyurl.com/Monitoring25> or through accessing to this QRCode:



10. For documentation purposes, all monitors are expected to secure a duly signed certificate of appearance from the school monitored using the provided template of certificate of appearance. *(Please see the attached copy of Certificate of Appearance).*
11. The **Regional Lead Data and Report Consolidator (R.O Secretariat)** shall serve as the progress monitor and immediate technical support as need arises to all SDO in the conduct of monitoring.
12. The live G-sheet file to be managed by the **Regional Lead Data and Report Consolidator (R.O Secretariat)** shall include restriction features to secure and maintain the encoded data.
13. The deadline for the completion and submission of reports will be on:

Completion and Submission of Accomplished G-Sheet:
February 18, 2025 (Tuesday)

Completion and Submission of Scanned Accomplished Tool in the G-Forms:
February 19, 2025 (Wednesday)

Submission of Duly Signed Summary of Monitoring Report
February 21, 2025(Friday)



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure 6: Certificate of Appearance

CERTIFICATE OF APPEARANCE

This is to certify that

(Complete Name of Monitor)

of

(SDO Office and Office Address)

appeared at

(Name of School Monitored)

(Address of School Monitored)

***during the CONDUCT OF REGIONWIDE MONITORING OF ALL
PRIVATE SCHOOLS OFFERING BASIC EDUCATION PROGRAMS IN
THE DEPED- NATIONAL CAPITAL REGION FOR CY 2025***

(Signature Over Printed Name of the School Owner/Authorized Representative)

(Date)

