

DEPED DIVISION OFFICE - NAGA CITY
RECEIVED
RE 24010064D
DATE: 30 JAN 2024 TIME: 2:20 PM
BY: [Signature]



308
JAN 30 2024
1140m

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 29, 2024

DIVISION MEMORANDUM
No. 30, s. 2024

**SUBMISSION OF REGULATORY ANNUAL REQUIREMENTS AND OCULAR INSPECTION
TO THE PRIVATE SCHOOLS RENEWAL OF PERMITS TO OPERATE**

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions
CID, SGOD, and OSDS Unit/Section Heads
Public Schools District Supervisors Concerned
Private Elementary and Secondary School Heads Concerned
All Others Concerned

1. Pursuant to DepEd Order No. 88, s. 2010 re: *Revised Manual of Regulations for Private Schools in Basic Education*, DepEd Order No. 11, s. 2011 re: *Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education*, and Regional Memorandum No. 59, s. 2016 re: *Reiteration of Certain DepEd Policies and Guidelines on the Establishment and Operations of Private School in Region V*, this Office hereby reiterates the **SUBMISSION OF REGULATORY ANNUAL REQUIREMENTS AND OCULAR INSPECTION TO THE PRIVATE SCHOOLS RENEWAL OF PERMITS TO OPERATE** which should be complied on or before February 9, 2024, 4:00 p.m.
2. This issuance aims to achieve 100% compliance with the regulatory requirements for the operation of the private schools within the jurisdiction of DepEd SDO Naga City as required by the Department of Education.
3. The Inspectorate team, list of private schools by district, detailed instruction, checklist for new/renewal/recognition of private school to operate, checklist for Special Order for graduation of Senior High School for Private School, checklist for the tuition and other school fees (TOSF) are enclosed in this memorandum.
4. The schedule for the ocular inspection will be on **February 7-8, 2024, 8:00 a.m. to 5:00 p.m.** However, private schools who might be ready for inspection **may request an earlier schedule subject to the availability of the inspectorate team.** The itinerary will be communicated through the PSDS.
5. Expenses relative to this activity shall be chargeable against Division MOOE and/or other local funds available subject to the accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this memorandum is desired.

SUSAN S. COLLANO PhD, CESO V
Schools Division Superintendent

DM 31, s. 2019 DM Rev 01

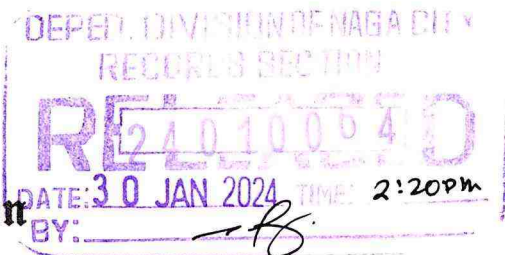


✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
✉ naga.city@deped.gov.ph





Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V



TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Enclosure No. 1 to DM 30 s. 2024

INSPECTORATE TEAM

NAME	OFFICE	POSITION	DESIGNATION	TERMS OF REFERENCE
MICHAEL A. DEL ROSARIO	School Governance and Operations Division (SGOD)	Officer-in-charge - Chief Education Supervisor	Team Leader	<ul style="list-style-type: none"> ★ Organize the inspection team, schedule, and other tasks. ★ Submit summary report/findings to the Office of the Schools Division Superintendent ★ Coordinate to the concerned offices
JOBERT P. NARVADEZ	SGOD-Education Program Supervisor Section	Education Program Supervisor	Assistant Team Leader	<ul style="list-style-type: none"> ★ Serve as alternate of the team leader Assist the team leader ★ Monitor the submission and compliance with reports ★ Provide feedback of compliance to the PSDS and the Team Leader ★ Consolidate report of the PSDS and submit to the team leader
MARIA TERESIT R. RENTOY	SGOD-School Management, Monitoring and Evaluation Section (SMMES)	Officer-in-charge, Senior Education Program Specialist	Member	<ul style="list-style-type: none"> ★ Receive and consolidate reports and documents ★ Submit report to the SGOD EPS
NANCY A. MORADA	SGOD SMMES	Education Program Specialist II	Secretariat	<ul style="list-style-type: none"> ★ Receive documents ★ Submit compliant document to the DepEd ROV
JUNMAR REY B. AGUILAR	SGOD-Education Facilities Section (EFS)	Engineer III	Member	<ul style="list-style-type: none"> ★ Conduct measurement check and other technical requirements for classrooms and other required facilities
MICHAEL BALDRES	SGOD-EFS	Administrative Assistant	Driver	<ul style="list-style-type: none"> ★ Serve as official driver for the inspection activities ★ Provide administrative assistance
RAMIL S. PEDERIO	North District 1	PSDS	Member for North District 1	<ul style="list-style-type: none"> ★ Conduct pre-inspection activities/visits to the private schools within their district jurisdiction; ★ Provide technical assistance to the private schools within their district jurisdiction;
TERESITA IRMA S. DY-COK	North District 2	PSDS	Member for North District 2	
FERNANDO M. CARANDANG	North District 3	PSDS	Member for North District 3	
MARY ANN A. PAPICA	North District 4	PSDS	Member for North District 4	
MARGERIE B. BATHAN	South District 1	PSDS	Member for South District 1	

DM 31, s. 2019 DM Rev 01



☑ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
✉ naga.city@deped.gov.ph





Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

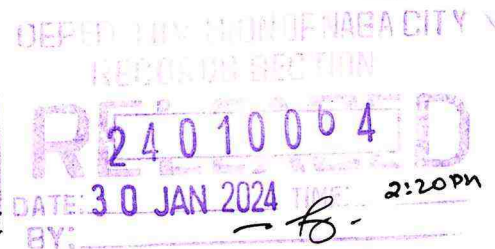
NAME	OFFICE	POSITION	DESIGNATION	TERMS OF REFERENCE
JORETZE S. CARANDANG	South District 2	PSDS	Member for South District 2	★ Provide feedback/coordinate to the SMMES for the readiness of the private schools for the regular ocular inspection;
DANTE R. SANTELICES	West District 1	PSDS	Member for West District 1	
EMELYN A. BROFAS	West District 2	PSDS	Member for West District 2	
BENEDIK WARREN R. UBANTE	East District 1	PSDS	Member for East District 1	★ Monitor the compliance of the private schools within their respective districts;
GINA B. BOBIS	East District 2	PSDS	Member for East District 2	
				★ Submit reports on compliance or non-compliance with reasons as scheduled to the Office of the Schools Division Superintendent through the EPS-SGOD





Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA



Enclosure No. 2 to DM 30 s. 2024

LIST OF PRIVATE SCHOOLS BY DISTRICT

DISTRICTS	SCHOOLS	REMARKS
North District 1	PSDS Ramil S. Pederio PhD	
	1. Dolores Sison Colleges, Inc.	
	2. Gracian Montessori, Inc. (ASEMS)	
	3. Kiddos Valley Educational Center	
	4. Marian Formation Center-Peñafrancia	
	5. Naga City Montessori, Inc. -San Felipe	
North District 2	PSDS Teresita Irma S. Dy-Cok PhD	
	1. Camacop Naga Learning Center	
	2. Cherubs of St. John Educational Center - Dayangdang	
	3. Joseph Gualandi School for Hearing Impaired -Balatas	
	4. Nazarene Kindergarten Learning Center -Ateneo Ave.	
	5. Minds That Matter Tutorial and Learning Center School at Jacob Street, Liboton and Jacob, Naga City	
	6. Bicol State College of Applied Science and Technology	
North District 3	OIC-PSDS Fernando M. Carandang	
	1. Logics Computer Training Center, Inc.-Dayangdang	
	2. Ama Computer College Naga City, Inc.-Panganiban	
	3. AMA Computer Learning Center of Naga (E-Mall)	
	4. Archangel Saint Michael Academy, Inc. - Panganiban	
	5. Global Site for I.T. Studies -Abella	
	6. Universidad De Sta. Isabel - Barlin	
North District 4	PSDS Mary Ann A. Papica EdD	
	1. Blessed Lights International Christian Academy	
	2. Cambridge Children's Learning and Development, Inc.	
	3. Mariners Polytechnic Colleges Foundation	
	4. Naga Hope Christian School, Inc.	
	5. St. Joseph School	
	6. Mary Nymph, Calauag	
South District 1	PSDS Margerie B. Bathen	
	1. Arborvitae Plains Montessori, Inc.-Main Campus	
	2. Ateneo Child Learning Center	
	3. Holy Rosary Minor Seminary	
	4. Jumels Learning Center	
	5. Naga Parochial School	
South District 2	OIC-PSDS Joretze S. Carandang PhD	
	1. Bicol Central Academy	
	2. Minds That Matter and Learning Center – Con. Grande	
	3. Naga Seventh Day Adventist Elementary School, Inc.	
West District 1	PSDS Dante R. Santelices EdD	
	1. Brentwood College of Asia International School, Inc.	
	2. Computer Communication Development Institute, Inc.	
	3. Mountview College Inc.	
	4. Marian Formation Center -Mabolo	
	5. STI College Naga	
	6. The Mary Bree Village Montesori Inc.	
West District 2	PSDS Emelyn A. Brofas	
	1. Little Flower and Nursery Kindergarten	
	2. Minds That Matter Tutorial and Learning Center – P.Diaz, Sta. Cruz	
	3. Maranatha Christian Academy of Naga	
	4. Sta. Rafaela Maria School of Naga City, Inc.	
	5. University of Nueva Caceres	
East District 1	PSDS Benedik Warren R. Ubante	

DM 31, s. 2019 DM Rev 01



☐ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur s Sur
☎ 0981 630 0070 0070
✉ naga.city@deped.gov.ph v.ph

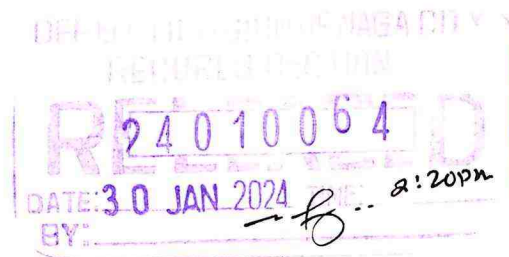




Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

DISTRICTS	SCHOOLS	REMARKS
	1. Marian Formation Center – Basilica	
	2. Missionaries of The Poor, Inc.	
	3. Montessori Children House of Learning, Inc. – Dayangdang	
	4. Naga College Foundation, Inc. - Penafrancia	
	5. Naga City Montessori School, Inc.- Mayon Ave.	
	6. WRI Colleges	
East District 2	PSDS Gina B. Bobis PhD	
	1. Ateneo De Naga University ES and JHS – Pacol	
	2. Compassionate Franciscan Sisters of the Poor, Inc.	
	4. Marian Formation Center – Grandview	
	5. Naga View Adventist College Inc.	





Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

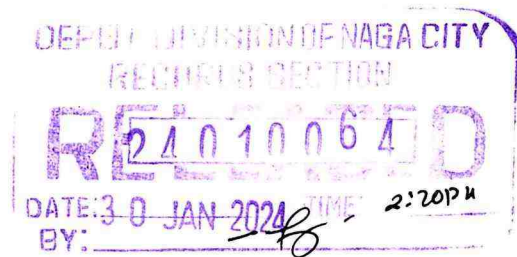
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Enclosure No. 3 to DM 30 s. 2024

DETAILED INSTRUCTION

To facilitate the compliance of the this Memorandum, the following serve as guide for the:

- a. Private Schools:
 - i. Prepare the documentary requirements;
 - ii. Consult/invite or coordinate with the respective Public Schools District Supervisors (PSDS) for the pre-inspection of the requirements;
 - iii. Comply the findings and recommendations of any;
 - iv. Submit the requirements to the DepEd Schools Division Office of Naga City through the School Management, Monitoring and Evaluation Section (SMMES).
- b. PSDSs
 - i. Conduct pre-inspection activities/visits to the private schools within their district jurisdiction;
 - ii. Provide technical assistance to the private schools within their district jurisdiction;
 - iii. Provide feedback for the readiness of the private schools for the regular ocular inspection;
 - iv. Monitor the compliance of the private schools within their respective districts;
 - v. Submit reports on compliance or non-compliance with reasons as scheduled to the Office of the Schools Division Superintendent through the SGOD-EPS.
- c. Division Inspectorate Team for Private Schools:
 - i. Conduct the regular ocular inspection to private schools;
 - ii. Submit summary inspection report;
 - iii. Receive regulatory requirement documents of private schools;
 - iv. Review the compliance with the requirements;
 - v. Provide feedback to the respective PSDS for non-compliance of a private school;
 - vi. Submit to the DepEd Regional Office V all documents which are compliant to the requirements.



DM 31, s. 2019 DM Rev 01



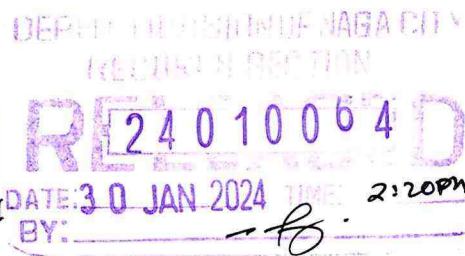
✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
✉ naga.city@depd.gov.ph





Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA



Enclosure No. 4 to DM 30 s. 2024

CHECKLIST OF REGULATORY DOCUMENTS FOR THE OCULAR INSPECTION

A. NEW/RENEWAL/RECOGNITION OF PRIVATE SCHOOL PERMIT TO OPERATE

SCHOOL: _____

DATE OF VISIT: _____

Application Requirements CHECKLIST:	EVIDENT	NOT EVIDENT	REMARKS / AGREEMENTS
1. Board Resolution must be certified by the corporate secretary (for new/recognition)			Provided by School Applicant
2. One (1) copy of notarized comprehensive Feasibility Study (for new/recognition)			Provided by School Applicant
3. One (1) copy of application letter stating the nature of Government Permit being applied for (being renewed), or stating intent for recognition			Provided by School Applicant
4. One (1) copy of Articles of Incorporation and By-Laws duly registered with the Securities and Exchange Commission (SEC) (for new/recognition)			Provided by School Applicant
5. One (1) copy of Transfer Certificate of Title of school sites (for new/recognition)			Provided by School Applicant
6. Documents of ownership of school building/s (for new/recognition)			Provided by School Applicant
7. One (1) copy Certificate of Occupancy signed by proper authorities (for new/recognition)			Provided by School Applicant
8. One (1) copy of Class Program of the classes offered (for new/recognition)			Provided by School Applicant
9. One (1) copy Qualitative Evaluation Processing sheet (for			Provided by the SMME
10. School Bond (for new/recognition)			Provided by School Applicant
11. Latest Enrolment Data (for renewal)			Certified by the Division Planning Officer
12. One (1) copy of Updated Government PTO (for renewal)			Provided by School Applicant
13. Ocular Inspection Report (for new/renewal/recognition)			Provided by the SMME
14. Endorsement from the Schools Division Superintendent (for new/renewal/recognition)			Provided by the SMME

Private School Head: _____

DepEd Monitoring Official: _____

DM 31, s. 2019 DM Rev 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
✉ naga.city@deped.gov.ph





Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Enclosure No. 5 to DM 30 s. 2024

CHECKLIST OF REGULATORY DOCUMENTS FOR THE OCULAR INSPECTION

B. SPECIAL ORDER FOR GRADUATION FOR SENIOR HIGH SCHOOL FOR PRIVATE SCHOOLS LEARNERS

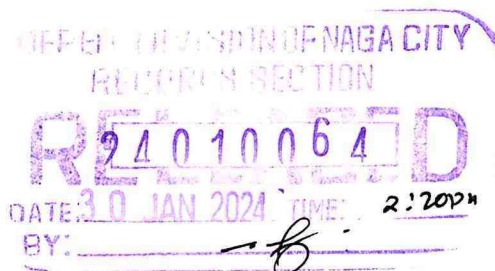
SCHOOL: _____

DATE OF VISIT: _____

Application Requirements CHECKLIST (1 original of each document):	EVIDENT	NOT EVIDENT	REMARKS / AGREEMENTS
1. Letter of Intent addressed to the Regional Director thru the Schools Division Superintendent			
2. List of Qualified Graduates (per track/strand/specialization)			
3. Accomplished Special Order Form			
4. Original Form 137-A (SHS Student Permanent Record)			
5. Form IX (SHS Graduation Form)			
6. Original Form 137-A (JHS Student Permanent Record)			
7. Birth Certificate (PSA)			

Private School Head:

DepEd Monitoring Official:



DM 31, s. 2019 DM Rev 01



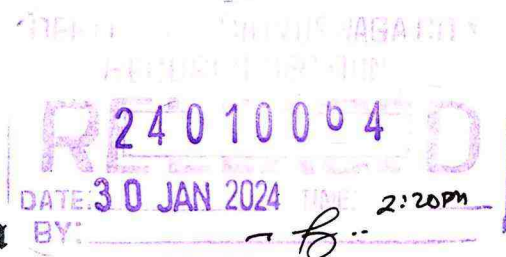
☐ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
✉ naga.city@depd.gov.ph





Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA



Enclosure No. 6 to DM _____ s. 2024

CHECKLIST OF REGULATORY DOCUMENTS FOR THE OCULAR INSPECTION

Note: With or without increase, private schools are enjoined to submit the corresponding compliance.

C. WITH INCREASE TO TUITION AND OTHER SCHOOL FEES

SCHOOL: _____

DATE OF VISIT: _____

Application Requirements CHECKLIST (1 original of each document):	EVIDENT	NOT EVIDENT	REMARKS / AGREEMENTS
1. Letter of Intent addressed to the Regional Director thru the Schools Division Superintendent stating the intention to comply with the provision of RA 6728 for the forthcoming school year			
2. Photocopy of the latest approved tuition, miscellaneous and other school fees			
3. Comparative schedule of tuition, miscellaneous and other school fees for the current school year with that of the previous year indicating I both peso and percentage the forms for increase <i>Note: The miscellaneous and other fees should be itemized.</i>			
4. Percentage of increase of tuition/miscellaneous and other fees			
5. Certificate under oath (notarized) signed by the school head that the following requirements of RA 6728 have been complied with, namely:			
a. Appropriate consultation has been conducted with duly organized PTA/PTCA and faculty association			
b. Seventy percent (70%) of the amount of tuition increase (incremental proceeds) of the previous year.			
c. At least twenty percent (20%) went to the improvement or modernization of buildings equipment, libraries and similar facilities. Itemized copy of improvements with the amount written opposite each item supporting documents and photocopies of sample receipts of purchase and others			

D. NO INCREASE TO TUITION AND OTHER SCHOOL FEES

Application Requirements CHECKLIST (1 original of each document):	EVIDENT	NOT EVIDENT	REMARKS / AGREEMENTS
1. Letter of Intent addressed to the Regional Director thru the Schools Division Superintendent stating the intention to comply with the provision of RA 6728 for the forthcoming school year			
2. Photocopy of the latest approved tuition, miscellaneous and other school fees			
3. Comparative schedule of tuition, miscellaneous and other school fees for the current school year with that of the previous year indicating I both peso and percentage the forms for increase <i>Note: The miscellaneous and other fees should be itemized.</i>			
4. Copy of Government to Operate/Recognition Certificate			

Private School Head: _____

DepEd Monitoring Official: _____

DM 31, s. 2019 DM Rev 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
✉ naga.city@deped.gov.ph





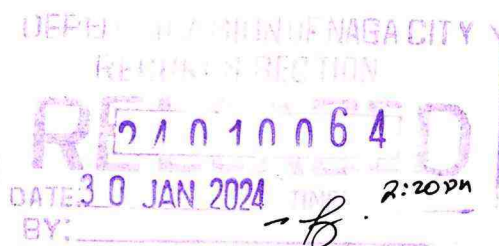
Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Enclosure No. 3 to DM _____ s. 2024

**TIMELINE FOR THE COMPLIANCE
OF THE REGULATORY REQUIREMENTS FOR PRIVATE SCHOOLS**

REGULATORY REQUIREMENTS	TIME FRAME	REMARKS
1. New/Renewal/Recognition Of Private School Permit To Operate	First to Second week of February	May change depending on the schedule of other activities and availability of the inspectorate team.
2. Special Order For Graduation For Senior High School For Private Schools Learners	Second week of March	May change depending on the schedule of other activities and availability of the inspectorate team.
3. Tuition And Other School Fees (TOSF)	Second week of November of the Previous School Year	May change depending on the schedule of other activities and availability of the inspectorate team.



DM 31, s. 2019 DM Rev 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur

☎ 0981 630 0070

✉ naga.city@dep.gov.ph



Page

10 of 10