



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

August 10, 2026

DIVISION MEMORANDUM
No. 629 , s. 2026

**DESIGNATION OF THE DIVISION MONITORING, EVALUATION, AND INSPECTION
TEAM (DMEIT) FOR THE GOVERNMENT RECOGNITION OF PRIVATE BASIC
EDUCATION INSTITUTIONS**

To: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Elementary and Secondary Public and Private School Principals
All others Concerned

1. Pursuant to **DepEd Order No. 12, s. 2026**, entitled "*Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program,*" and in support of the Department's commitment to quality assurance, regulatory compliance, and quality delivery of basic education, the following personnel are hereby designated as members of the **Division Monitoring, Evaluation, and Inspection Team (DMEIT)** of the Schools Division Office of Tagbilaran City:

Name and Position	Designation
Ms. MAURINE C. CASTAÑO Chief Education Supervisor, SGOD	Co-Chairperson
DR. GENEVIEVE J. BONGCAC Education Program Supervisor – Values Education / Division SHS Focal Person	Member – SHS Program and Curriculum
DR. ESTHER L. CAGAS Senior Education Program Specialist – Monitoring and Evaluation / Division Private Schools Focal Person	Member – Secretariat, Monitoring and Compliance

2. The designated personnel shall perform the following functions consistent with **DepEd Order No. 12, s. 2026**:

A. Ms. Maurine C. Castaño - Co-Chairperson

- a. assumes team leadership in the absence of the QAD Chief and coordinates regulatory requirements evaluation protocols between the Regional Office and Division Offices;
- b. leads to the initial screening, receipt, and completeness validation of application documents at the SDO level;
- c. oversees the 10 - day documentary completeness check upon receipt, issuing a Return Slip if deficiencies are found or a Completion Slip when requirements are met;
- d. conducts division-level on-site inspections with the CID representative and SDO Private Schools Focal on non-curricular aspects during ocular visits, including physical safety, building/classroom facilities, laboratory setups, learner support services, administrative governance, and data privacy/ regulatory compliance, student handbook and school manual; specifically compliant to DO 6, s. 2026;
- e. coordinates with applicant private SHSs to set official inspection dates once documentary requirements are complete.
- f. notify the other members of the MEIT on the specific dates the private SHS is slated for site inspection;
- g. endorses the private SHS application to the RO-QAD through the Schools Division Superintendent for review and validation, once all the requirements are met and in order.

B. Dr. Genevieve J. Bongcac - Member – SHS Program and Curriculum

- a. leads the SDO-level inspection of instructional delivery and curriculum implementation;
- b. conducts classroom observations, evaluates learning resource facilities (e.g., science labs, computer rooms, workshops), and checks teacher license/ qualification profiles against assigned subjects;
- c. reviews track-specific equipment, leaning tools, and immersion/laboratory venues to ensure they meet minimum DepEd standards.
- d. renders report on the evaluation results to the MEIT for appropriate action.

C. Dr. Esther L. Cagas - Member – Secretariat, Monitoring and Compliance

- a. receives, reviews, and initially evaluates applicant private Senior High Schools (SHS) application documents for completeness, authenticity, and compliance with the regulatory requirements for the issuance of Government Recognition prior to endorsing to the Regional Office for appropriate action;
- b. assists the SGOD Chief on the preliminary division-level on-site inspections and functional validations, including document verification, physical facility checks, and conducts interview with key school personnel if deemed necessary;
- c. provides continuous technical guidance and advisory support to private SHS applicants regarding compliance with prescribed basic

education curriculum standards, physical facilities, safety, administrative requirements, and evaluation tools.

d. facilitates seamless coordination between the Schools Division Office (SDO) and Regional Office-QAD, consolidates division evaluation findings, and endorses compliant SHS applications to the SGOD Chief ;

e. maintains an updated database/profile of private schools applying for or issued with Government Permit and Recognition within the division and monitors post-evaluation compliance and corrective actions

3. The DMEIT shall ensure that all activities are conducted with **integrity, impartiality, confidentiality, professionalism, and accountability**, and in accordance with DepEd Order No. 12, s. 2026 and other applicable DepEd issuances.
4. This Order shall take effect **immediately** and shall remain in force until revoked, amended, or superseded by a subsequent issuance.
5. For information and strict compliance.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education

REGION VII - CENTRAL VISAYAS
DepEd TAGBILARA CITY DIVISION

Office of the Regional Director

REGIONAL MEMORANDUM

No. 0667 s. 2026

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BY [Signature] DATE: 8/6/2026

05 AUG 2026

**CREATION OF THE MONITORING, EVALUATION AND INSPECTION TEAM (MEIT) for
STRENGTHENED SENIOR HIGH SCHOOL GOVERNMENT RECOGNITION
APPLICATIONS**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Private School Directors/Heads
All Others Concerned

1. Pursuant to DepEd Order No. 12, s. 2026, "Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program", this Office hereby creates the monitoring, evaluation, and inspection team to evaluate and validate private Senior High Schools (SHSs) transitioning from provisional permits to permanent Government Recognition, which composition includes representatives from the RO and SDO, as read below.

Personnel	Designation
Chief, QAD	Chairman
Chief, SDO-SGOD	Co-Chairman <i>Maurine C. Castañón</i>
CLMD Representative	Member
SDO-CID Representative	Member <i>Genevieve J. Bongac</i>
RO Private Schools Focal Person (EPSupr)	Member
SDO Private Schools Focal Person	Member <i>Esther L. Cagas</i>

2. As such, they are to exercise the following duties and functions, respectively:

2.1 QAD Chief (Chairman)

- directs and supervises the regional MEIT operations to ensure standardized, fair, and objective evaluation across all applications;
- guarantees strict adherence to DepEd quality standards and evaluation timelines;
- oversees the pre-evaluation of submitted Means of Verification (MOVs) and presides over official opening/wrap-up sessions during on-site inspection;
- consolidates the final Evaluation Report, signs/issues the Certification of Inspection (Annex K, DO 12, s. 2026), and formally endorses the application to the Regional Director for the official grant or denial of Government Recognition.



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2.2 SGOD Chief (Co-Chairman)

- a. assumes team leadership in the absence of the QAD Chief and coordinates regulatory requirements evaluation protocols between the Regional Office and Division Offices;
- b. leads to the initial screening, receipt, and completeness validation of application documents at the SDO level;
- c. oversees the 10-day documentary completeness check upon receipt, issuing a *Return Slip* if deficiencies are found or a *Completion Slip* when requirements are met;
- d. conducts division-level on-site inspections with the CID representative and SDO Private Schools Focal on non-curricular aspects during ocular visits, including physical safety, building/classroom facilities, laboratory setups, learner support services, administrative governance, and data privacy/regulatory compliance, student handbook and school manual; specifically compliant to DO 6, s. 2026;
- e. coordinates with applicant private SHSs to set official inspection dates once documentary requirements are complete.
- f. notify the other members of the MEIT on the specific dates the private SHS is slated for site inspection.
- g. endorses the private SHS application to the RO-QAD through the Schools Division Superintendent for review and validation, once all the requirements are met and in order.

2.3 CLMD Representative

- a. coordinates with the CID representative in the evaluation of the school's academic program to ensure alignment with DepEd SHS curriculum standards across all offered tracks (Academic/Tech-Pro);
- b. evaluates the proposed class programs, school calendars, instructional materials, capstone/work immersion partnerships (MOAs/MOUs), and teacher qualifications relative to specialization;
- c. renders report on the evaluation results to the MEIT for appropriate action.

2.4 CID Representative

- a. leads the SDO-level inspection of instructional delivery and curriculum implementation;
- b. conducts classroom observations, evaluates learning resource facilities (e.g., science labs, computer rooms, workshops), and checks teacher license/qualification profiles against assigned subjects;
- c. reviews track-specific equipment, learning tools, and immersion/laboratory venues to ensure they meet minimum DepEd standards.
- d. renders report on the evaluation results to the MEIT for appropriate action.

2.5 RO PRIVATE SCHOOLS FOCAL PERSON (QAD-EPSup)

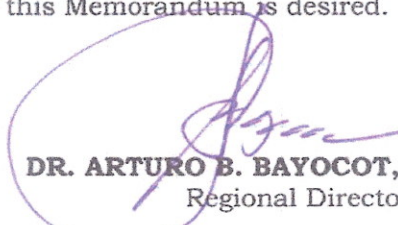
- a. assists the QAD Chief in conducting on-site inspection on private SHS applicants in their respective area of assignment and, in coordination with the SGOD Chief and SDO Private Schools Focal, provide technical assistance to the school relative to compliance with the regulatory requirements;
- b. in coordination with the SGOD Chief and SDO Private Schools Focal, conducts functional validation, interviews key personnel, verify on-site documents, and submits evaluation findings to the QAD Chief
- c. evaluates compliance using the standardized 4-point Likert Scale evaluation tool prescribed by DO 12, s. 2026.
- d. participates in meetings and other similar gatherings related to private SHS concerns, and provide technical assistance to SDOs

2.6 SDO PRIVATE SCHOOLS FOCAL

- a. receives, reviews, and initially evaluates applicant private Senior High Schools (SHS) application documents for completeness, authenticity, and compliance with the regulatory requirements for the issuance of Government Recognition prior to endorsing to the Regional Office for appropriate action;
- b. assists the SGOD Chief on the preliminary division-level on-site inspections and functional validations, including document verification, physical facility checks, and conducts interview with key school personnel if deemed necessary;
- c. provides continuous technical guidance and advisory support to private SHS applicants regarding compliance with prescribed basic education curriculum standards, physical facilities, safety, administrative requirements, and evaluation tools.
- d. facilitates seamless coordination between the Schools Division Office (SDO) and Regional Office-QAD, consolidates division evaluation findings, and endorses compliant SHS applications to the SGOD Chief ;
- e. maintains an updated database/profile of private schools applying for or issued with Government Permit and Recognition within the division and monitors post-evaluation compliance and corrective actions.

3. The Schools Division Superintendents are given the prerogative to designate their respective CID representative and SDO Private Schools Focal as members to the MEIT.

4. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ABB/FYA/QAD/BDT



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