



Republic of the Philippines  
Department Of Education  
Region XI  
Schools Division of Panabo

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2025-086

To : Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
Chief of the Curriculum and Implementation Division  
Senior Education Program Specialist, SMME  
Education Program Specialist II, SMME  
President, Private School Association  
All Private Elementary and Secondary Schools  
All Concerned

Subject: **START OF EVALUATION OF SCHOOL BRANCHES ISSUED WITH  
CERTIFICATE OF COMPLIANCE WITH "SCHOOL-YEARS THEREAFTER  
TENURE"**

Date: February 21, 2025

Attached is Regional Memorandum No. QAD-2025-023 re: *Start of Evaluation of School issued with Certificate of Compliance with "School-Year Thereafter Tenure"* informing that the evaluation will **start on February 21, 2025**. Please be reminded that the evaluation process shall strictly observe the established processes of the Online Application System (OAS) of DepEd RXI.

Moreover, please see the attached memorandum for more information and references.

Please be guided accordingly.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent

SGOD/ABA/lji

**RELEASED**

**FEB 26 2025**

RECORDS SECTION SDO PANABO CITY  
BY: 



Schools Division Office of Panabo City  
City Hall Compound, Km 31, Panabo City  
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**DepEd Panabo:**  
**Empowering Champions in Education**  
through discovering, blending and fostering commitment in  
providing quality education, MATATAG for all







Republic of the Philippines  
**Department of Education**  
DAVAO REGION

February 17, 2025

REGIONAL MEMORANDUM  
QAD-2025-023

START OF EVALUATION OF SCHOOL BRANCHES ISSUED WITH CERTIFICATE OF  
COMPLIANCE WITH "SCHOOL-YEARS THEREAFTER TENURE"

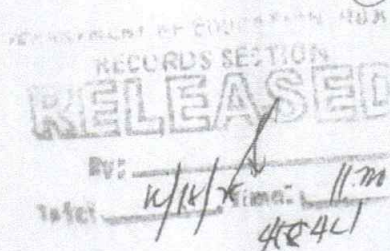
To: Assistant Regional Director  
Schools Division Superintendents  
Presidents/Directors/Principals of Private Schools  
Chiefs of DepEd RO XI Functional Divisions  
All Others Concerned

1. Pursuant to **Regional Memorandum QAD-2024-073 (Evaluation of School Branches)**, this Office hereby announces that the start of evaluation of school branches issued with Certificate of Compliance with school-years thereafter tenure **is on February 21, 2025.**
2. The evaluation process shall strictly observe the **established processes of the Online Application System (OAS) of DepED RXI.**
3. Attached is the checklist for evaluation of school-branches.
4. Provisions of **Regional Memorandum QAD- 2024-073** shall form part of the policies governing the evaluation process of the aforementioned school-branches.
5. For information, guidance and compliance of all concerned.

**ALLAN G. FARNAZO**  
Director IV

Enclosure: RM- QAD- 2024-073  
Checklist for School Branches

ROQ1/jsa





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

November 25, 2024

REGIONAL MEMORANDUM  
QAD-2024-072

**EVALUATION OF SCHOOL BRANCHES**

To: Assistant Regional Director  
Schools Division Superintendents  
Presidents/Directors/Principals of Private Schools  
Chiefs of Functional Divisions  
All Others Concerned

1. By virtue of its authority to subject all private schools to reasonable supervision and regulation pursuant to Article XIV, Section 4(1) of the 1987 Constitution, Batas Pambansa Blg. 232 or the Education Act of 1982, 2011 Manual of Regulations for Private Schools in Basic Education, or DepED Order 88, s. 2010 and other existing laws, the Department of Education XI will evaluate all **school branches issued with Certificates of Compliance (COC) with "school years thereafter" tenure.**

2. The activity aims to make an accounting of the aforementioned school branches to ascertain their current status and compliance with DepED policies, rules, regulations and other laws appropriate to the provision of educational services.

3. The evaluation process will commence from the Schools Division Offices (SDOs). Results shall be submitted to this Office, **attention: Quality Assurance Division (QAD)** for the conduct of a subsequent evaluation on the SDO's findings and recommendations.

4. The QAD is tasked to create the Regional Inspectorate Team comprising of the Curriculum and Learning Management Division, Field Technical Assistance Division, Education Support Services Division, and the Legal Unit.

5. In view of the conduct of this evaluation and in compliance with **Section 29 of DepED Order 88, s. 2010 or the 2011 Manual of Regulations for Private Schools in Basic Education**, this Regional Office decrees that all COCs issued with "school years thereafter" tenure are hereby rescinded starting SY 2025-2026.

6. School branches found to be compliant with DepED policies, rules, regulations and other existing laws, shall be issued with a government authority effective for one (1) school year only. The same shall be subject for renewal with the Department of Education for the succeeding year of operation.

7. School branches that will be found not compliant with DepED policies, rules, regulations and other existing laws, shall endeavor to comply with requirements in order to be issued with a COC.

DepED

REGIONAL OFFICE  
DAVAO CITY



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8. The official conduct of the evaluation will start in January 2025.
9. Details relative to the time of sessions and other pertinent information will be issued in a separate Memorandum.
10. For information, guidance and telephonic

**REBONFAMIL R. BAGUIO**

Director III  
Office In Charge  
Office of the Regional Director



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**QAD FORM 10 (PRIVATE):**

**EVALUATION SHEET  
FOR APPLICATION FOR SCHOOL-BRANCH  
(Kindergarten, Elementary and Junior High School)**

<b>Date of Submission</b>	
<b>Division</b>	
<b>School</b>	
<b>Complete Address</b>	
<b>School Principal</b>	
<b>Contact Number</b>	
<b>Program/Level Applied</b>	
<b>School Year</b>	

**Instruction:** Indicate **Compliant** in the remarks column if requirements are available and **Non-Compliant** if otherwise. Provide additional comments and feedback for Non-Compliant.

<b>Description of Document/Requirement</b>	<b>Remarks</b>
1. SDO Indorsement indicating the recommended action for the Regional Office.	
2. Notarized <b>Board Resolution</b> from the BOD of the mother school allowing the applicant school to operate as branch starting on the desired school-year of operation.	
3. <b>Memorandum of Agreement (MOA)</b> between the mother-school and the applicant school relative to the operation of the school branch.	
4. Photocopy of the <b>Certificate of Recognition</b> issued to the mother school Issued by the concerned DepEd Regional Office indicating therein the approved course offerings. <b>Said document must be certified as true copies by said DepEd Regional Office and must be duly notarized.</b>	
5. Tax Identification Number ( <b>TIN</b> ) of the mother school ( <b>Photocopy only</b> )	
6. Fire Safety Inspection Certificate (FSIC) under the name of the applicant school covering the applied school- year period.	
7. School Calendar in compliance with the DepEd school calendar;	
8. Documents of Ownership. 8.1 If owned, all hereunder documents must be in the name of the school:  ___ 8.1.1 Transfer Certificate of Title, Deed of Sale/Donation ___ 8.1.2 Certificate of Occupancy ___ 8.1.3 Building Permit 8.2 If under lease;  ___ 8.2.1 Deed/Contract of Lease entered into and between by the owner and the applicant school-branch with respect to the utilization of school site and facilities. ___ 8.2.2 Certificate of Occupancy under the name of the owner. ___ 8.2.3 Building permit under the name of the owner. ___ 8.2.4 Notarized Affidavit of Undertaking for school-site, buildings and Facilities by the applicant school (following the DepEd pro-forma template)	



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9. Certification from the concerned Schools Division Superintendent confirming that the applicant school will utilize or is utilizing the DepEd K to 12 Curriculum.	
10. Class and Teacher programs duly approved by the Chief of Curriculum and Instruction Division (CID) of the concerned Schools Division Office.	
11. Certification from the Schools Division Superintendent confirming compliance of the applicant school in encoding learner's data in the Learner's Information System (LIS).	
12. Renewed PRC Teacher licenses of the following covering the school year of application: 12.1 All teaching personnel; and 12.2 Principal	
13. Master of Arts (MA) credentials of the Principal (Must be education related and principal must be full-fledged MA).	
14. Transcript of Records of the kindergarten teacher showing 18 units of Early Childhood Education Units <b>(if applicant school is offering kindergarten program).</b>	
15. Notarized statement of willingness to serve by all teaching personnel including the principal covering the applied school-year.	
16. Applicant-school- branch's Child Protection Policy and Anti-Bullying Policies.	
17. List of child protection committee members pursuant to existing laws (Names must be indicated).	
18. Certification from the Barangay Captain that the school is free from noise, unpleasant odors and dust, far from cockpits, dancing halls, bowling alleys, houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffic highways, jails, railroad yards, far from vehicle traffic, manufacturing and industrial establishments.	
19. Sworn statement from the principal that the school is not used in any manner for private residence or for other purposes that might interfere directly or indirectly in the proper functioning of the school.	
20. Applicant-school's Disaster Risk Reduction and Management Program for earthquake, fire and bomb explosion situations.	
21. Securities and Exchange Commission (SEC) Registration of the mother school or the applicant school branch.	
22. Preceding year confirmation of tuition and/or other fees issued by the Regional Office.	

**Note:** All above-cited documentary requirements must be placed in 1 color-coded folder. Color code of which assigned to the Schools Division Office (SDO) where the applicant school is located.

**SUMMARY OF FINDINGS**

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**RECOMMENDATIONS**

Evaluated by: \_\_\_\_\_

**Date:** \_\_\_\_\_

Conformed: \_\_\_\_\_

**Date:** \_\_\_\_\_