



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

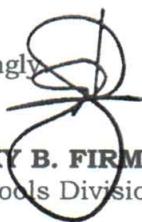
Subject: **START OF EVALUATION OF SCHOOL BRANCHES ISSUED WITH CERTIFICATE OF COMPLIANCE WITH "SCHOOL-YEARS THEREAFTER TENURE"**

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. 



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City Hall Compound, Km 31, Panabo City
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Email: panabocity.division@deped.gov.ph

DepEd Panabo:
Empowering Champions in Education
through Journeying, Blazing 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

RECORDS SECTION
RELEASED

1/18/2025 11:11 AM
48461

Republic of the Philippines
Department of Education

DAVAO REGION

November 25, 2024

REGIONAL MEMORANDUM
QADM-024-072

EVALUATION OF SCHOOL BRANCHES

To: Assistant Regional Director
Schools Division Superintendents
President's Directors, Principals of Private Schools
Chiefs of Functional Divisions
All Others Concerned

1. By virtue of its authority to regulate private schools to reasonable supervision and regulation pursuant to Article XV, Section 4 (i) of the 1987 Constitution, Batas Pambansa Blg. 232 of 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 evaluation of the aforementioned school branches to ascertain their current status and compliance with DepED policies, rules, regulations and other laws applicable 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 second validation 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 inspection 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 is 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.



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6. The official conduct of the evaluation will start in January 2017.

7. Certificates relative to the time of evaluation and other pertinent information will be issued in the separate Memorandum Circular.

8. For information, guidelines and application:

REBONFAMIL R. BAGUIO

Director III
Office in Charge
Office of the Regional Director



Address: 1000 Davao City 8000
Telephone Nos. (082) 221-6182, 221-6144
Email Address: rebonfamil.baguio@deped.gov.ph
Website: www.deped.gov.ph





Republic of the Philippines
Department of Education
DAVAO REGION

QAD FORM 10 (PRIVATE):

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

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

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

Description of Document/Requirement	Remarks
1. SDO Indorsement indicating the recommended action for the Regional Office.	
2. Notarized Board Resolution from the BOD of the mother school allowing the applicant school to operate as branch starting on the desired school-year of operation.	
3. Memorandum of Agreement (MOA) between the mother-school and the applicant school relative to the operation of the school branch.	
4. Photocopy of the Certificate of Recognition issued to the mother school Issued by the concerned DepEd Regional Office indicating therein the approved course offerings. Said document must be certified as true copies by said DepEd Regional Office and must be duly notarized.	
5. Tax Identification Number (TIN) of the mother school (Photocopy only)	
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: <input type="checkbox"/> 8.1.1 Transfer Certificate of Title, Deed of Sale/Donation <input type="checkbox"/> 8.1.2 Certificate of Occupancy <input type="checkbox"/> 8.1.3 Building Permit	
8.2 If under lease; <input type="checkbox"/> 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. <input type="checkbox"/> 8.2.2 Certificate of Occupancy under the name of the owner. <input type="checkbox"/> 8.2.3 Building permit under the name of the owner. <input type="checkbox"/> 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 <i>(if applicant school is offering kindergarten program)</i> .	
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



Republic of the Philippines
Department of Education

DAVAO REGION

RECOMMENDATIONS

Evaluated by:

Date: _____

Conformed:

Date: _____

