



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JAN 30 2025

**MEMORANDUM**

No. 037, s. 2025

**CONDUCT OF REGIONWIDE MONITORING OF ALL PRIVATE SCHOOLS  
OFFERING BASIC EDUCATION PROGRAM IN THE DEP-ED NATIONAL  
CAPITAL REGION FOR CY 2025**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Private Elementary & Secondary School Heads/Administrators/OICs  
Administrative Officer V  
All Others Concerned

1. Attached is Regional Memorandum No. 065, s. 2025, dated January 21, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.

2. The Monitoring Team is composed of assigned official from the Regional Office, SDO Supervisors, Specialists, Unit Heads, and other personnel designated by the School Division Superintendent.

3. There are four teams of monitors created wherein each team is composed of three or more members assigned to specific number of schools. The team must agree and choose among themselves one Team Lead Monitor, or, each day in a "round-robin" process.

4. On the day of monitoring, the monitors shall be guided with these important reminders as follows:

- Complete official uniform with ID
- Relevant Memorandum
- Prescribed Monitoring Tool
- Prescribed Certificate of Appearance
- Prescribed Locator Slip
- All important provisions indicated in the Regional Memo

5. The structural composition for this monitoring activity is as follows:

A. Project Management Team

Chairperson

**Dr. Violeta M. Gonzales**

Assistant Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent

NUM-2025-037

037



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[depd-muntinlupa.com](http://depd-muntinlupa.com)

ALL HANDS 2025-673

Vice Chairperson/s **Dr. Lilia A. Ricero**  
OIC-Assistant Schools Division Superintendent

**Mrs. Ma. Regale A. Olarte**  
OIC-Chief Education Supervisor, SGOD

**Dr. Florante C. Marmeto**  
Chief Education Supervisor, CID

**B. Monitoring Team Members**

Division Lead Monitor: Mrs. Ma. Regale A. Olarte

Team 1: Atty. Erness Faith Regacho-Espanto  
Ms. Clarisa C. Avila  
Dr. Yaledegler C. Maligaya

Team 2: Dr. Ma. Myra E. Namit  
Ms. Ada Trinidad A. Tagle  
Ms. Phoebe R. Arroyo  
Dr. Zoren Pepito L. Gubalane

Team 3: Mrs. Ma. Regale A. Olarte  
Dr. Eric F. Fungo  
Dr. Theresa C. Dela Rosa  
Mr. Eduardo L. Kondo

Team 4: Mr. Joseph D. Nilo  
Dr. Evangeline M. Aman  
Engr. Jerone Matias Tagapan  
Ms. Chelo DG Rongavilla

Division Lead Data and Report Consolidators:


- District-1: Dr. Zoren Pepito L. Gubalane
- District-2: Ms. Chelo DG Rongavilla

6. With reference to the Regional timeline of activities, the Division sets its timeline as follows:

Date	Activity	Platform/Venue	Persons Involved
January 30, 2025	Conduct a Division Orientation 1. <i>Forms/Templates Walkthrough</i> 2. <i>Critical Pathing</i> 3. <i>Vehicle/Mode of transportation/ Incidental Expenses</i> 4. <i>Designating data encoder</i>	SDO Conference Hall	Project Management Team & Monitoring Team
January 23-31, 2025	Preparation of the itineraries, and transport vehicle of the monitors.	Official GC	All concerned Team
February 3-14, 2025	Actual conduct of Private School Monitoring 2025	Assigned Schools	Monitoring Team
February 17-21, 2025	Encoding, completion and submission of reports	Respective Office	All concerned Team



7. All expenses to be incurred in this undertaking such as conduct of coordination meeting, transportation, and other incidental expenses of the monitoring team shall be charged to local funds subject to existing DepEd issuance, and auditing and accounting rules and procedures.
8. Attached is the monitoring schedule, subject for possible changes due to some unforeseeable events and weather conditions. Concerned schools shall be notified immediately on any changes of schedule.
9. For information and strict compliance of all concerned.

  
**VIOLETA M. GONZALES**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated  
References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

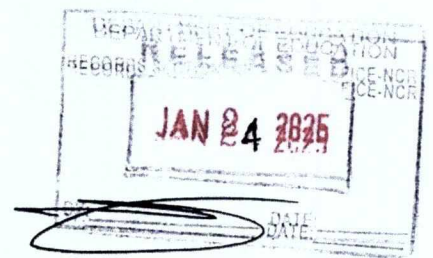
TESTING	EXAMINATION	ASSESSMENT
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037 ZPLG/ DM / CONDUCT OF REGIONWIDE MONITORING OF ALL PRIVATE SCHOOLS OFFERING BASIC EDUCATION PROGRAM IN THE DEP-ED NATIONAL CAPITAL REGION FOR CY 2025

NUM-2025-037



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



January 21, 2025

**REGIONAL MEMORANDUM**

No. 035, 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:



Address: 6 Misamis St., Bago Bantay, Quezon City  
E-mail address: ncr@deped.gov.ph  
Website: depedncr.com.ph







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- 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

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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:



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**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



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Website: [depedncr.com.ph](http://depedncr.com.ph)







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**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.



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Website: [depedncr.com.ph](http://depedncr.com.ph)





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- 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 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



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Website: [depedncr.com.ph](http://depedncr.com.ph)







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

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

**Mr. Andres P. Bonifacio**  
Education Program Supervisor, QAD



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Website: [depedncr.com.ph](http://depedncr.com.ph)



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  <b>*Alternate</b>	Team 2 1. Mr. Danilo G. Osorio 2. Dr. Generieve 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
		<b>District 6/ Cluster 6</b>	<b>District 7/ Cluster 7</b>		<b>District 8/ Cluster 8</b>	
		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		Team 8 1. Dr. Ivey C. Perez 2. Dr. Maricar M. Alamon 3. Dr. Perlita L. Datu 4. Ms. Melissa R. Saludes 5. Mr. Jasper H. Salangsang 6. Ms. Rosalie May L. Bunag 7. Ms. Mary Rose B. Carreon 8. Engr. John Louie Osias "	
Mr. James Macaranas OIC-EPS, QAD	Dr. Elisco B. Raymundo Malabon City	Lowell G. Alfonso Elvira T. Villanueva Josa Mary M. Nombres Helena C. Calderon	N/A	N/A	N/A	N/A



Mr. James Macaranas OIC-EPS, QAD	Dr. Gemma C. Villaluna Navotas City	Dr. Esperanza M. Soledad Dr. Editha O. Peregrino Mr. Erros Josephus M. Gutierrez	N/A	N/A	N/A	N/A
Dr. Lydia L. Martin EPS, QAD	Dr. Baltazar M. Gayem Valenzuela 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
Dr. Lydia L. Martin EPS, QAD	Dr. Severo A. Bajado Pasay City	<b>TEAM 1</b> 1.. Dr. Ma. Jessica S. Magayanes 2. Fatima P. Fajardo 3. Jonalyn R. Suzara 4. Engr. Joanne Rose Eduria	<b>TEAM 2</b> 1. Dr. Myrna B. Martino 2. Maria Jacqueline D. Bernardino 3. Maria Graziela F. Paleracio 4. Bayani D. Litusquen	<b>TEAM 3</b> Dr. Jowen I. Samarita/ Dr. Sharon M. Sergio Fatima P. Fajardo Jonalyn R. Suzara Engr. Joanne Rose Eduria	<b>TEAM 4</b> 1. Lovelynn Jane S. Bacera 2. Ms. Evelyn R. Ramos 3. Maria Jacqueline D. Bernardino 4. Maria Graziela F. Paleracio 5. Bayani D. Litusquen	<b>TEAM 5</b> 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	Dr. Severo A. Bajado Pasay City	<b>TEAM 6</b> 1. Dr. Basilisa D. Tomimbang 2. Dr. Renato B. Mesada 3. Maria Jacqueline D. Bernardino 4. Maria Grazziela F. Paleracio 5. Bayani D. Litusquen	N/A	N/A	N/A	N/A
Mrs. Marina C. Espino EPS, QAD	Mr. Virgilio A. Santos Manila City	1. Dr. Ma. Teresa M. Chico, PSDS 2. Dr. Maricel A. Basa, PSDS	1. Ms. Paulyne Joanne R. Pascual, SEPS - PRS 2. Dr. Roniko S. Natividad, PSDS	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	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	1. Mr. Wilbert P. Carolino, SEPS-SMM&E 2. Dr. Paulo T. Adorio, PSDS 3. Dr. Joie Fe D. Ancheta, PSDS 4. Mr. Medardo T. Mercado, PSDS
		<b>District 6/ Cluster 6</b>	N/A	N/A	N/A	N/A
		1. Dr. Renato N. Felipe Jr., PSDS 2. Dr. Lorna V. Candelario, PSDS	N/A	N/A	N/A	N/A
Mrs. Marina C. Espino EPS, QAD	Dr. Rosalie A. Trongco Makati City	Cluster 1 <b>Mr. Ronald S. Lontoc</b> Ms. Maria Fe C. Balaba Ms. Christina P. Santos	Cluster 2 <b>Ms. Marian A. Soriano</b> Ms. Gizelle V. Laud Ms. Rowena A. Reyes	Cluster 3 <b>Ms. Irene G. Aquino</b> Mr. Hernan L. Apurada Ms. Judy Ruellin Baurile	Cluster 4 <b>Ms. Aileen A. Hernal</b> Ms. Jolivelle M. Castelo Mr. Darren James T. Baylosis	Cluster 5: <b>Ms. Eliza C. Peralta</b> Ms. Krissel B. Quemquem Mr. Raynan R. Marcelo



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

Mr. James Macaranas OIC-EPS, QAD	Mr. Rex A. Ado Mandaluyong City	Mr. Crispin A. Mejica, EPS (alternate Lead Monitor) Ms. Joselin S. Balane, PSDS Ms. Winnie L. Cruz, PSDS Mr. Ednnie SD. Santos, Engr. III Mr. Christian Marx P. Rivero, SEPS Ms. Ma. Delma A. Abringe, PO III Mr. Enrique C. Soriano, PDO II	N/A	N/A	N/A	N/A
Dr. Richard T. Catain EPS, QAD	Dr. Elizalde Q. Cena Marikina City	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. Andrada, PSDS Ms. Elisha Dawn D. Mazon, EPSII Mr. Garvie Medina, PDO-II	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-II Ms. Rizeal C. Biejo, PDO-I	N/A	N/A	N/A



Dr. Richard T. Catain EPS, QAD	Dominique T. Rivera San Juan City	Reynaldo C. Collado Jr. Michael P. Rull Engr. Raven M. Alcantara Josefino C. Pogoy Jr. Goldie Bradley K. Loo	NA	NA	NA	
Dr. Lydia L. Martin EPS, QAD	Ms. Ma. Regaele A. Olarte Muntinlupa City	Dr. Zoren Pepito L. Gubalane Dr. Yaledegler C. Maligaya Ms. Clarisa C. Avila	Ms. Chelo DG. Rongavilla Ms. Ada Trinidad A. Tagle Dr. Myra E. Namit	N/A	N/A	N/A
Dr. Richard T. Catain EPS, QAD	Dr. Noel T. Bahubal Taguig City-Pateros	Cluster 1 and Embo 1  Ma. Theresa Bernabe John Keeneth Ferrera Salome Castro	Cluster 2 and 7  Roldan Jamindang Jelyn Diu Rowena Roa	Cluster 4 and 7  Lorilyn Lea Sebatienne Picardal Rayand Saballe	Cluster 5  Engr Nemesio Dabi Atty. Brent Buliyat Julia Tio-an	Cluster 6 and Embo 3  Desiree Adrigado Aljon Galang Marcial Sison
		<b>Cluster 9 and Embo 2 -</b>	<b>Pateros Cluster</b>	N/A	N/A	N/A
		Ronalyn Sorongon Jerimay Talamor Danny Espelico	Jose F. Abisado Jr. Ieryn Simborio Ma. Leny Manaoat	N/A	N/A	N/A

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





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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)

<b>Schools Division Office</b>																				
<b>School Registered Name in SEC</b>																				
<b>School Name in DepEd Permit/Recognition</b>																				
<b>Complete Address:</b>																				
<b>Email Address :</b>																				
<b>School ID Number:</b>	<b>LIS Account Status</b> ____ Active ____ Not Active	<b>School Contact No.</b>																		
<b>Program Offering</b> (Check if Government Authority certificates are displayed in a conspicuous place in school e.g. Administration Office)																				
<input type="checkbox"/> <b>Kindergarten</b> ____ Permit No. _____ Date Issued _____ ____ Recognition No. _____ Date Issued _____	<input type="checkbox"/> <b>Senior High School</b> Program Offerings (Track & Strand, Specialization, Date Issued) 1. _____ 2. _____ 3. _____																			
<input type="checkbox"/> <b>Elementary</b> ____ Permit No. _____ Date Issued _____ ____ Recognition No. _____ Date Issued _____	<input type="checkbox"/> <b>School Identified as "International School"(IS)</b> ____ by Name(uses "International") ____ Through Legislation																			
<input type="checkbox"/> <b>Junior High School</b> ____ Permit No. _____ Date Issued _____ ____ Recognition No. _____ Date Issued _____	<input type="checkbox"/> <b>Higher Education Institution(HEI) with K to 12 and Program Offering</b>																			
<input type="checkbox"/> <b>SPED/SNEd Program</b> ____ Permit No. _____ Date Issued _____ ____ Recognition No. _____ Date Issued _____	<b>Accreditation Status (FAAP)</b>																			
<input type="checkbox"/> <b>Homeschooling</b> ____ Permit No. _____ Date Issued _____ Valid until _____	<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>		Program	Level	Valid Until	Kindergarten			Elementary			JHS			SHS			Complete Basic Ed. Program		
Program	Level	Valid Until																		
Kindergarten																				
Elementary																				
JHS																				
SHS																				
Complete Basic Ed. Program																				
<b>Accrediting Agency</b>																				



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

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

<i><b>Facilities</b></i>	<i><b>Evident</b></i>	<i><b>Not Evident</b></i>	<i><b>Remarks</b></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			



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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: \_\_\_\_\_



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**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



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**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.



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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)**



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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)



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