



Division Memorandum No. 385, s. 2018

To : THE PRIVATE SCHOOL OWNERS
PRIVATE SHS PRINCIPALS, ASSISTANT PRINCIPALS,
OFFICERS-IN-CHARGE, TESDA AND STAND ALONE.

From : **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject : Ocular Inspection of Private Senior High Schools for Government Recognition SY 2018-2019

Date : 24 August 2018

1. This office announces the conduct of ocular inspection of Private Senior High Schools for government recognition pursuant to DepEd Order 10 s.2018 and Regional Memorandum 42 s. 2018 starting August 28 and onwards.
2. SHS applicants shall have completed the processing and self-evaluation of all necessary documentary requirements and compliant to the standards of the SHS Program per track per specialization.
3. The school is also requested to prepare the following documents listed below for validation;
 - (a) Letter of Intent
 - (b) Modified Qualitative Evaluation Processing Sheet (M-QEPS)
 - (c) Certification of Incorporation with SEC
 - (d) Proof of School Ownership of Site (any of the following)- transfer of certificate (in the name of the school, contract of least (at least 25 years), usufructuary agreement (at least 25 years)
 - (e) Ownership of school buildings (in the name of the school)
 - (f) Certificate of Occupancy (within 2-3years from date of establishment of the school)
 - (g) Profile of: School administrators (principals/directress (MAEd graduate, licensed), teaching personnel (aligned with the track taught), non-teaching personnel, contract/appointments/salary and benefits
 - (h) Curriculum
 - (i) Inventory of Physical Facilities (standards/track offering/specialization)
 - (j) Certified True Copy of Permit issued by RO3
 - (k) Other Attachments: (1) M&E tool for Public/Private SHS (2) M&E tool: Input Assessment (3) M&E tool: Work Immersion Program (DepEd Order 30,s. 2017)
4. The Division Inspectorate Team (DIT) is as follows:

Chair	:	Alvin G. Gozun,
Vice-Chair	:	Wesly Tayag
Members	:	Michelle Mejia Christian Maliwat
5. Likewise, the school shall also prepare two (2) sets/copies of the documents and one (1) original copy.
6. Attached herewith is the schedule of the said activity for your guidance and ready reference.
7. For more information, all concerned may contact the School Governance and Operations Division (SGOD), DepEd Schools Division of Pampanga, High School Blvd., **Barangay Lourdes**, City of San Fernando, Pampanga at telephone number (045) 963 1116.
8. Wide dissemination of this Memorandum to all concerned is earnestly desired.

LEONARDO D. ZAPANTA, Ed. D., CESO VI
Schools Division Superintendent