Division Memorandum No. 040, s. 2017

TO: Chief, Curriculum Implementation Division
Public Schools District Supervisors

FROM: DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

SUBJECT: Half-Day Conference for Private Schools Monitoring, Evaluation and Provision of Technical Assistance

DATE: January 18, 2017

1. In pursuance to Regional Memorandum No. 015, s. 2017 entitled “Deployment of Public Schools District Supervisors to Private Educational Institutions for the Conduct of Monitoring and Evaluation and the Provision of Technical Assistance”, a half-day conference among Public Schools District Supervisors (PSDSs) shall be conducted on Monday, January 23, 2017 at 1:00 P.M. onwards at the Division Conference Hall.

2. The said half-day conference is organized for the following purposes:

a. To discuss the contents of QAD Form 1 – Quality Assurance Monitoring and Evaluation Tool for Private Educational Institutions;

b. To orient the group on:
   b.1 Manual of Operation for Private Schools,
   b.2 Private School Operations and Administrative Matter,
   b.3 Evaluation Tools: Application for Permit/Recognition, Establishing School Branch, Application for Tuition Fee Increase, Etc.; Flowchart in Filing Application, and
   b.4 Shifts in Providing Technical Assistance; Stages in Providing Technical Assistance;

c. To set directions as to monitoring, evaluation and provision of technical assistance to private schools.

3. The following CID Personnel are tasked to present/discuss the topics below in observance to time allotment specified:

<table>
<thead>
<tr>
<th>TIME</th>
<th>TOPIC</th>
<th>IN-CHARGE</th>
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<tbody>
<tr>
<td>1:00 – 1:30</td>
<td>QAD Form 1</td>
<td>Beverly S. Daugdaug</td>
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<tr>
<td>1:30 – 2:10</td>
<td>Manual of Operation for Private Schools</td>
<td>Zenaida G. Guya</td>
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<td>2:10 – 2:50</td>
<td>Private School Operations and Administrative Matter</td>
<td>Patriotic O. Peñas</td>
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<td>2:50 – 3:30</td>
<td>Evaluation Tools</td>
<td>Elsie C. Dagoy</td>
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<td>3:30 – 4:30</td>
<td>Shifts in Providing Technical Assistance; Stages in Providing Technical Assistance</td>
<td>Beverly S. Daugdaug</td>
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<tr>
<td>4:30 – 5:00</td>
<td>Direction Setting</td>
<td>Beverly S. Daugdaug</td>
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4. All PSDSs are reminded to be at the Division Conference Hall before 1:00 P.M. so that the conference can immediately be started at 1:00 P.M.

5. For information, guidance and compliance of all PSDSs.