DIVISION MEMORANDUM
No. 248, series of 2019

CONDUCT OF ON-SITE INSPECTION TO PRIVATE SCHOOLS BY THE
SCHOOL MANAGEMENT MONITORING AND EVALUATION (SMM&E) PERSONNEL,
EDUCATION PROGRAM SUPERVISORS AND PUBLIC SCHOOLS DISTRICT
SUPERVISORS

TO: Chief Education Supervisors (CID & SGOD)
Education Program Supervisors Concerned
Public Schools District Supervisors Concerned
Senior Education Program Specialist - SMM&E
Education Program Specialist II – SMM&E

Schools in Basic Education”, Section 30 “Requirements for Issuance of Permit”, 30.6 provides
that A thorough inspection of the school shall be conducted by a supervisor to determine
compliance with the requirements, both in the authorized (if any) and new grade/year level.
He/she shall submit a detailed and comprehensive report stating his findings.

2. In view of this, for 2019, the Education Program Supervisors concerned, Public Schools District
Supervisors concerned, and the School Management Monitoring and Evaluation (SMM&E)
personnel are hereby directed to conduct on-site inspection to private schools for their application
of permits and government recognition from March 2019 to December 2019.

3. Travel and other incidental expenses are chargeable to local funds subject to the usual
accounting and auditing rules and regulations.

4. For information and compliance with by all concerned.

Winnie E. Batoon, Edd
Officer-In-Charge
Office of the Schools Division Superintendent

ENCLOSURE

References: As stated
To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE
PRIVATE SCHOOL
ON-SITE INSPECTION

ROM: Conduct of On-Site Inspection to Private Schools by the SMM&E Personnel, EPS and PSDSs
27 March, 2019

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