



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 554, s. 2020

November 24, 2020

**CONDUCT OF VIRTUAL ORIENTATION OF PRIVATE SCHOOL HEADS WITH
PUBLIC SCHOOLS DISTRICT SUPERVISORS AND EDUCATION PROGRAM
SUPERVISORS ON THE NEW MONITORING TOOL AND THE
CONDUCT OF THE DIVISION MONITORING
OF PRIVATE SCHOOLS**

To: CID Chief
Public Schools District Supervisors
Education Program Supervisors
Presidents/Directors/Principals of Private Elementary and Secondary Schools
All Others Concerned

1. In pursuance to DepEd Order No. 012, s. 2020 entitled “Adoption of the Basic Education Learning Continuity Plan (BE-LCP),” this office hereby informs the field that there will be a Virtual Orientation of Private School Heads with Public Schools District Supervisors and Education Program Supervisors on the New Monitoring Tool for Private Schools on Wednesday, November 25, 2020 (Wednesday) at 2:00 PM through Google Meet with the link: meet.google.com/qzh-qgfi-svk and the Conduct of the Division Monitoring of Private Schools from November 26 to December 11, 2020.
2. The Virtual Orientation of Private School Heads with Public Schools District Supervisors and Education Program Supervisors on the New Monitoring Tool for Private Schools will be participated by the School Head and two (2) personnel from each private school, Public Schools District Supervisors, and Education Program Supervisors. All participants are required to pre-register through <https://tinyurl.com/pre-registrationVOr>. Every school will pre-register once only for the three participants. The deadline for the pre-registration will be on November 25, 2020 (Wednesday) at 9:00 AM. Only those who are pre-registered can join the meeting in pursuant to DM 498, s. 2020 entitled “Dissemination of Precautionary Guidelines on Online Meetings”.
3. The following are the agenda of this Virtual Orientation:
 - 3.1 Introduction of Division Monitoring Teams during the Conduct of the Division Monitoring of Private Schools
 - 3.2 Virtual Monitoring Proceeding
 - 3.3 Orientation Proper on the New Monitoring Tool
 - 3.4 Other Matters
4. On the other hand, the Division Monitoring of Private Schools will be conducted by the PSDS and EPS In-charge of your school enclosed in Enclosure 1 of this Memorandum from November 26 to December 11, 2020 using the Private Schools Monitoring Tool provided in Enclosure 2.



5. For ease during the Division Monitoring of Private Schools, school heads are requested to send the approved Learning Continuity Plan to the PSDS In-Charge and EPS In-Charge to the e-mail addresses reflected in Enclosure 1.
6. The following are attached in this Memorandum for reference and guidance:

Enclosure 1 - Private School Assignments of Public Schools District Supervisors and Education Program Supervisors for School Year 2020-2021; and
Enclosure 2 - Private Schools Monitoring Tool
7. Immediate dissemination of and compliance with this Memorandum is desired.



CRISTY C. EPE
Schools Division Superintendent



DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED 20-64659

DATE: 25 NOV 2020

TIME: 3:14pm

BY: 

**Private Schools Assignment of Public Schools District Supervisors (PSDSs) and
Education Program Supervisors (EPSs) for School Year 2020-2021**

No.	Name of Private School	PSDS In-Charge	DepEd E-mail Address	EPS In-Charge	DepEd E-mail Address	Team
1	Cor Jesu College Basic Education Dept.	Cherry Rossette E. Oliva (Team Leader) and Patriotiso O. Peñas	cherry.oliva@deped.gov.ph ; patriotiso.penas@deped.gov.ph	Tito M. Endrina, Angel V. Bisaga, Jr., and Mary Joy B. Fortun	tito.endrina@deped.gov.ph ; angel.bisaga001@deped.gov.ph ; maryjoy.fortun@deped.gov.ph	A
2	Asian Institute of Technology-Digos, Inc.	Ferna Renira Alde (Team Leader)	ferna.alde001@deped.gov.ph	Jem Boy B. Cabrella	jemboy.cabrella@deped.gov.ph	B
3	Cavite Bible Baptist Academy, Digos Branch	Ferna Renira Alde (Team Leader)	ferna.alde001@deped.gov.ph	Jem Boy B. Cabrella	jemboy.cabrella@deped.gov.ph	B
4	Davao International Language Training Center, Inc.	Ferna Renira Alde (Team Leader)	ferna.alde001@deped.gov.ph	Jem Boy B. Cabrella	jemboy.cabrella@deped.gov.ph	B
5	Sunbeam Christian Learning Center of Digos City, Inc.	Ferna Renira Alde (Team Leader)	ferna.alde001@deped.gov.ph	Jem Boy B. Cabrella	jemboy.cabrella@deped.gov.ph	B
6	University of Mindanao - Digos College	Ferna Renira Alde (Team Leader)	ferna.alde001@deped.gov.ph	Jem Boy B. Cabrella	jemboy.cabrella@deped.gov.ph	B
7	Adventist Elem School of Digos City, Inc.	Neil D. Bongcayao (Team Leader)	neil.bongcayao@deped.gov.ph	Gervasio Salinas, Jr.	gervasio.salinas@deped.gov.ph	C
8	Cavite Bible Baptist Academy, Tres de Mayo Branch	Neil D. Bongcayao (Team Leader)	neil.bongcayao@deped.gov.ph	Gervasio Salinas, Jr.	gervasio.salinas@deped.gov.ph	C
9	Digos Central Adventist Academy, Inc.	Neil D. Bongcayao (Team Leader)	neil.bongcayao@deped.gov.ph	Gervasio Salinas, Jr.	gervasio.salinas@deped.gov.ph	C
10	Digos City Brilliant Child Academy, Inc.	Neil D. Bongcayao (Team Leader)	neil.bongcayao@deped.gov.ph	Gervasio Salinas, Jr.	gervasio.salinas@deped.gov.ph	C
11	Polytechnic College of Davao del Sur, Inc.	Neil D. Bongcayao (Team Leader)	neil.bongcayao@deped.gov.ph	Gervasio Salinas, Jr.	gervasio.salinas@deped.gov.ph	C
12	Accel Pre-School, Inc.	Helen D. Casimiro (Team Leader)	helen.casimiro001@deped.gov.ph	Mary Glor D. Tabanao	maryglor.tabanao@deped.gov.ph	D

13	Little Ambassador Child Development Center of Digos Inc.	Helen D. Casimiro (Team Leader)	helen.casimiro001@deped.gov.ph	Mary Glor D. Tabanao	maryglor.tabanao@deped.gov.ph	D
14	Mary Mediatrix of all Graces Academy, Inc.	Helen D. Casimiro (Team Leader)	helen.casimiro001@deped.gov.ph	Mary Glor D. Tabanao	maryglor.tabanao@deped.gov.ph	D
15	Philippine International Technological School, Inc.	Helen D. Casimiro (Team Leader)	helen.casimiro001@deped.gov.ph	Mary Glor D. Tabanao	maryglor.tabanao@deped.gov.ph	D
16	Prime Innovation Learning Center of Digos City, Inc.	Helen D. Casimiro (Team Leader)	helen.casimiro001@deped.gov.ph	Mary Glor D. Tabanao	maryglor.tabanao@deped.gov.ph	D
17	Digos Seventh-Day Adventist Elementary School, Inc.	Ely G. Cataluña (Team Leader)	ely.cataluna001@deped.gov.ph	Joan D. Niones	joan.niones@deped.gov.ph	E
18	Dok Alternatibo Research and Development Foundation, Inc.	Ely G. Cataluña (Team Leader)	ely.cataluna001@deped.gov.ph	Joan D. Niones	joan.niones@deped.gov.ph	E
19	Holy Cross Academy, Inc.	Ely G. Cataluña (Team Leader)	ely.cataluna001@deped.gov.ph	Joan D. Niones	joan.niones@deped.gov.ph	E
20	Maranatha Christian Academy of Digos City, Inc.	Ely G. Cataluña (Team Leader)	ely.cataluna001@deped.gov.ph	Joan D. Niones	joan.niones@deped.gov.ph	E
21	Preschool Adventures, Inc.	Ely G. Cataluña (Team Leader)	ely.cataluna001@deped.gov.ph	Joan D. Niones	joan.niones@deped.gov.ph	E
22	Digos Institute of Technical Education and Driving School, Inc.	Ida I. Juezan (Team Leader)	ida.juezan@deped.gov.ph	Ronilyn Nieves	ronilyn.nieves@deped.gov.ph	F
23	Divine Mercy School of the South, Inc.	Ida I. Juezan (Team Leader)	ida.juezan@deped.gov.ph	Ronilyn Nieves	ronilyn.nieves@deped.gov.ph	F
24	Mindanao Montessori School, Inc.	Ida I. Juezan (Team Leader)	ida.juezan@deped.gov.ph	Ronilyn Nieves	ronilyn.nieves@deped.gov.ph	F
25	Nieve Christian Academy of Digos City, Inc.	Ida I. Juezan (Team Leader)	ida.juezan@deped.gov.ph	Ronilyn Nieves	ronilyn.nieves@deped.gov.ph	F
26	Southwill Learning Center, Inc.	Ida I. Juezan (Team Leader)	ida.juezan@deped.gov.ph	Ronilyn Nieves	ronilyn.nieves@deped.gov.ph	F

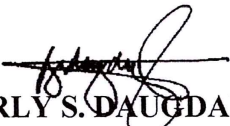
27	Ananda Marga Special Academic Institution (AMSAI)	Jessica G. Lucero (Team Leader)	jessica.lucero001@deped.gov.ph	Luzminda B. Jasmin	luzminda.jasmin@deped.gov.ph	G
28	Rhema King's Kid Academy, Inc.	Jessica G. Lucero (Team Leader)	jessica.lucero001@deped.gov.ph	Luzminda B. Jasmin	luzminda.jasmin@deped.gov.ph	G
29	Saver's Technological College of Davao, Inc.	Jessica G. Lucero (Team Leader)	jessica.lucero001@deped.gov.ph	Luzminda B. Jasmin	luzminda.jasmin@deped.gov.ph	G
30	Southern Mindanao Computer College, Inc.	Jessica G. Lucero (Team Leader)	jessica.lucero001@deped.gov.ph	Luzminda B. Jasmin	luzminda.jasmin@deped.gov.ph	G
31	UCCP Kindergarten Mission School	Jessica G. Lucero (Team Leader)	jessica.lucero001@deped.gov.ph	Luzminda B. Jasmin	luzminda.jasmin@deped.gov.ph	G

Prepared by:



JEM BOY B. CABRELLA, PhD
Education Program Supervisor/
Private Schools Focal Person

Noted by:



BEVERLY S. DAUGDAUG, EdD
Curriculum Implementation Division Chief

Approved by:



CRISTY C. EPE
Schools Division Superintendent

PRIVATE SCHOOLS MONITORING TOOL
November to December 2020

Name of Private School (in Full): _____
Name of School Head: _____ Contact Number: _____
Offering (Please check): ☐ Kinder ☐ Elem ☐ JHS ☐ SHS
Track and Strand (for SHS): _____

A. Government Permit to Operate
Does your school have government permit to operate? ☐ Yes ☐ No
Permit No.: _____

B. Distance Learning Delivery Modality
What Distance Learning Delivery Modality your school has employed?
☐ Printed/Digital Modular Distance Learning (P/DMDL)
☐ Online Distance Learning (ODL)
☐ TV-Video/Radio-based Instruction (TV-Video/RBI)
☐ Blended Distance Learning (BDL)
Please specify Blended Distance Learning Modality: _____

C. Enrollment Data per DLDM as of____, 2020

Level	Modular DL (Printed/ Digital)	Online DL	TV-Video Radio-based Instruction	Blended Distance Learning	Total
Kindergarten					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
Total					

D. Government Subsidy
Does your school receive government subsidy? ☐ Yes ☐ No
Number of slot allocations for Education Service Contracting (ESC): _____
Number of slot allocations for SHS Voucher Program: _____
Is the Tarpaulin that the school receives government subsidy placed in front of the school?
☐ Yes ☐ No ☐ N/A

Directions: For E to L, put a check mark on the appropriate column for every indicator observed. You may also write issues and concerns, if any. Record the best practices for every component as well.

E. Non-Negotiable Minimum Requirements for Modular Distance Learning (MDL)/ Blended Distance Learning based on DO 013, s. 2020

No.	The School has...	Yes	No/ None	Issues / Concerns
1	School’s Omnibus Certificate of Compliance to the minimum requirements set by DepEd for Modular Distance Learning as contained in the checklist of 5 items stipulated in DO 013, s. 2020			
2	Statement of Undertaking signed by the school head/administrator that learning materials in print/e-copy or courseware (for those with computers only) for each learning area in different grade levels are available and ready for the school year			
3	Statement of Undertaking that tuition and other fees are properly consulted with the parents			
4	Detailed discussion on Curricula Implementation, including a statement that it complies with the minimum requirement of DepEd in terms of learning competencies, time allotment, and promotion and retention			
5	Certification that the school has a Teacher Professional Development/Training Plan to adequately prepare teachers, and other relevant personnel for the implementation of Modular Distance Learning			
6	Certification of the existence of an Orientation-Training Plan for parents for the implementation of the Online Distance Learning			
7	scanned copy of the permit to operate or government recognition			
Best Practices:				

F. Non-Negotiable Minimum Requirements for Online Distance Learning (ODL)/Blended Distance Learning (BDL) based on DO 013, s. 2020

No.	The School has...	Yes	No/ None	Issues / Concerns
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1	School's Omnibus Certificate of Compliance to the minimum requirements set by DepEd for Online Distance Learning as contained in the checklist of 14 items stipulated in DO 013, s. 2020			
2	Certification from the private school that it has IT infrastructure with technology support for the following:			
	a. internet service provider and its bandwidth;			
	b. web hosting service provider;			
	c. technical support for learners and other users (parents, guardians); and			
	d. its own Learning Management System or outsourced online system to support the learning modality			
3	Disclosure of Essential e-learning applications (whether the school will use available applications like MS Office 365, Moodle, Google Suite for Education, and others, which are either outsourced or locally developed)			
4	Statement of Undertaking signed by the school head/administrator that courseware for each learning area in different grade levels are available and ready for the school year			
5	Statement that ensures accessibility of e-learning platforms for Users (admin, teacher, learners, parents)			
6	Detailed discussion on Curricula Implementation, including a statement that it complies with the minimum requirement of DepEd in terms of learning competencies, time allotment, and promotion and retention			
7	Certification that the school has a Teacher Professional Development/Training Plan to adequately prepare teachers, and other relevant personnel for the implementation of Online Distance Learning			
8	Certification of the existence of an Orientation Training Plan for parents for the implementation of the Online Distance Learning			
9	scanned copy of the permit to operate or government recognition			
10	Statement of Undertaking that tuition and other fees are properly consulted with the parents			
Best Practices:				

G. Non-Negotiable Minimum Requirements for TV/Radio-Based Instruction / Blended Distance Learning based on DO 013, s. 2020

No.	The School has...	Yes	No/ None	Issues / Concerns
1	School’s Omnibus Certificate of Compliance to the minimum requirements set by DepEd for TV/Radio-Based Instruction as contained in the checklist of 7 items stipulated in DO 013, s. 2020			
2	Copy of the MOA/MOU between the private school and the television network and/or radio station			
3	Statement of Undertaking signed by the school head/administrator that video-taped/radio-based learning materials for each learning area in different grade levels are available and ready for the school year, as well as print/c-copy or courseware, whichever is applicable to complement TV/Radio-Based Instruction			
4	Detailed discussion on Curricula Implementation, including a statement that it complies with the minimum requirement of DepEd in terms of learning competencies, time allotment, and promotion and retention			
5	Certification that the school has a Teacher Professional Development/Training Plan to adequately prepare teachers, and other relevant personnel for the implementation of TV/Radio-Based Instruction			
6	Certification of the existence of an Orientation-Training Plan for parents for the implementation of the Online Distance Learning			
7	scanned copy of the permit to operate or government recognition			
8	Statement of Undertaking that tuition and other fees are properly consulted with the parents.			
Best Practices:				

H. Documents and Information

No.	The School has...	Yes	No/ None	Issues / Concerns
1	Individual Learning Monitoring Plan			
2	Class Program and Students’ Learning Plan/Guide			

3	Most Essential Learning Competencies (MELCs) in all learning areas, track and strand (for SHS) and grade levels offered.			
4	Report Card with 1 st quarter grades			
Best Practices:				

I. Teachers’ Training

No.	The School...	Yes	No/ None	Issues / Concerns
1	conducts of training of teachers based on chosen distance learning modality.			
2	has institutionalized the training and updating of teachers to be more technologically adept.			
3	conducts School Learning Action Cell (SLAC) for teachers on DO 31, s. 2020 (Interim Guidelines on Assessment and Grading in Light of the Basic Education Learning Continuity Plan).			
Best Practices:				

J. Self-Learning Modules (SLMs) Preparation and Distribution

No.	The School has...	Yes	No/ None	Issues / Concerns
1	complete e-file of the Self-Learning Modules for the 1 st and 2 nd Quarters.			
2	adequate and complete printed copies of the SLMs for the 1 st and 2 nd Quarters.			
3	appropriate/ applicable mechanism in the delivery and retrieval of the SLMs.			
4	employed health and safety protocols in the handling of the SLMs.			
Best Practices:				

K. School Calendar of Activities

No.	The School has a school calendar where the following are indicated/incorporated...	Yes	No/ None	Issues / Concerns
1	Start of learning and teaching activities			

2	School activities			
3	The number of school days per month			
4	The total number of days with at least 203 days for SY 2020-2021			
Best Practices:				

L. Grading System

No.	The School	Yes	No/ None	Issues / Concerns
1	abides with DO 031, s. 2020 (Interim Guidelines on Assessment and Grading in Light of the Basic Education Learning Continuity Plan)			
2	deviates from DO 031, s. 2020 but with the approval from the DepEd Regional Director			
3	has 2 components in the grading system: Written works and Performance tasks (Please present sample class records)			
4	has report of grades or grading sheets			
Best Practices:				

SIGNIFICANT FINDINGS FOR TECHNICAL ASSISTANCE

Part	Area	Significant Findings	Technical Assistance Needed / Requested
E	Non-Negotiable Minimum Requirements for MDL/BDL		
F	Non-Negotiable Minimum Requirements for ODL/BDL		
G	Non-Negotiable Minimum Requirements for TV/Radio-Based Instruction/BDL		
H	Documents and Information		
I	Teachers' Training		

J	Self-Learning Modules Preparation and Distribution		
K	School Calendar of Activities		
L	Grading System		

Monitoring Team

Member

Member

Team Leader

Conforme:

Name and Signature of Private School Head

Date Monitored: _____