



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2022- 058

To : Assistant Schools District Supervisor
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Education Program Supervisors
Division Information Technology Officer
SMM&E Unit Personnel
DiCNHS School Head
CJC School Head

Subject : **SIMULATION-WORKSHOP FOR THE ONLINE APPLICATION
SYSTEM FOR DEPED REGION XI**

Date : October 14, 2022

Pursuant to the enclosed Regional Memorandum QAD-2022-021, this Office announces the conduct by the Regional Office through the Quality Assurance Division of a hybrid simulation workshop for the Online Application System of Deped XI on **November 3-4, 2022** at NEAP, Davao City.

This activity is intended for the establishment of the online application system for private schools applying for the Senior High School program, and for public schools applying for establishment and conversion. Relative to this, **Day 1 of the activity is scheduled for the private schools while Day 2 is for the public schools.**

Below is the list of participants. **No proxy is allowed.**

Day 1 (Nov. 3, 2022)	Name
Onsite Participants: ➤ Division ITO ➤ SHS Focal Person ➤ SGOD Evaluator Online Participants: ➤ CID Chief ➤ SGOD Chief ➤ CJC Principal (Private SHS program Implementor)	Stephen R. Pascual Luzminda B. Jasmin Cecile C. Uy Beverly S. Daugdaug, EdD Sollie B. Oliver, JD, MATE Jun Rey D. Dequiña, MATCC
Day 2 (Nov 4, 2022)	Name
Onsite Participants: ➤ SGOD Chief ➤ Division ITO ➤ DREC Member Online Participants: ➤ CID Chief ➤ Palan BT NHC OIC-SIC (Public School Applying for Establishment)	Sollie B. Oliver, JD, MATE Stephen R. Pascual Cecile C. Uy Beverly S. Daugdaug, EdD Jave Endar



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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The link for the online participants will be provided to the QAD CID-SGOD Family group chat on or before November 2, 2022.

Please refer to the attachment for instructions regarding evaluation procedures, matrix of activities and application checklists/evaluation sheets for the schools.

Food and accommodation expenses of the onsite participants shall be charged to the Regional Office – QAD funds while their travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

For strict compliance.

CRISTY C. EPE

Schools Division Superintendent

Enclosed: As stated.

SGOD/M&E/cuy

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-92065
DATE: Oct 21 2022 TIME: 1:05 pm
BY:



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REGIONAL MEMORANDUM
QAD-2022-021

DepEd Schools Division of Digos
RECORDS SECTION

RECEIVED 9265

DATE: 10 OCT 2022 TIME: 9:39 AM

BY:

To : Assistant Regional Director
Schools Division Superintendents
Chief of Quality Assurance Division, Regional Office XI

Subject: SIMULATION- WORKSHOP FOR THE ONLINE APPLICATION
SYSTEM FOR DEPED REGION XI

Date : October 3, 2022

1. In view of the effort to establish the online application system for private Schools applying for the Senior High School program and public schools applying for establishment and conversion, this Regional Office through the Quality Assurance Division will conduct a simulation workshop for the Online Application System of DepEd XI on **November 3 - 4, 2022**.

2. Day 1 of the activity will focus on the simulation process for private schools while Day 2 is for the public schools.

3. Participants are listed hereunder. **No proxy is allowed.**

Day 1 - Onsite participants	Number of Participants
RO - QAD Chief and personnel	8
ICTU	3
SDO - Division ITO	11
SHS Focal Person/CID Evaluators	11
SGOD Evaluator	11
TOTAL	44
Online participants	
SGOD & CID Chiefs	22
1 Private SHS program implementor per SDO	11
Day 2 - Onsite participants	Number of Participants
RO - QAD Chief and personnel	8
ICTU	3
SDO - Division ITO	11
1 DREC member/SDO	11
SGOD Chief	11
TOTAL	44
Online participants	
1 Public school applying for Establishment or conversion to IS Chiefs of the CID	11
	11



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4. It is the task of the Schools Division Office (SDO) to determine their private school and public school participants to the activity. Only one (1) private school and one (1) public school participants are allowed per SDO.

5. **Following the existing OASPS evaluation procedures**, the SDO through the School Governance Operations Division and the Curriculum Implementation Division shall strictly follow the below timeline:

October 13-14, 2022 - evaluation of participant-school's documents

October 20-21, 2022 - evaluation of participant-school's facilities

6. Once the participant-school was able to respond to the evaluation process in the affirmative, concerned SDO shall stamped its document **"EVALUATED"**.

7. Participant-schools shall prepare their evaluated documents as **SCANNED** copies ready for the uploading to the online system.

8. The link for the simulation training-workshop will be provided to the QAD CID-SGOD Family group chat on or before November 2, 2022.

9. The checklist for private schools Senior High School applicant is attached as Enclosure No. 1. The checklists for the establishment and conversion of schools are likewise attached as enclosures No. 2 and 3, respectively. Also, the matrix of activity is attached.

10. Food and accommodation of the onsite participants shall be charged to Regional Office - QAD funds while travel and other incidental expenses of the same are charge against their local funds subject to the usual accounting and auditing rules and regulations.

11. A virtual planning conference is scheduled on **October 11, 2022** for the participants enumerated in item no. 3 of this Memorandum. The link for the virtual planning conference shall be provided on October 10, 2022 via the QAD CID- SGOD Family group chat.

12. For strict compliance.

for. 
ALLAN G. FARNAZO
Director IV 

ROQ2/mjd



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MATRIX OF ACTIVITY

SIMULATION- WORKSHOP FOR THE ONLINE APPLICATION
SYSTEM FOR DEPED REGION XI

November 3 - 4, 2022

Date: November 3, 2022		
DAY 1	ACTIVITIES	FOCAL PERSON
7:00 AM – 7:30 AM	REGISTRATION	Ms. Puriflor Limjuco & Ms. Josephine Alaba QAD Staffs
7:30 AM – 8:00 AM	PREFATORIES	QAD & ICTU
8:00 AM – 9:30 AM	Topic 1: The Process of the Online Application System for Private Schools applying for Senior High School (SHS) Program	Mr. Jenielito S. Atillo QAD Chief
	Topic 2: Roles and Functions ➢ SDO EVALUATOR ➢ RO VALIDATOR ➢ Div. ITO	Dr. Maflor J. Dingal QAD EPS
9:30 AM – 12:00 NN (Working snacks)	Topic 3: Application & Simulation Process	Mr. Stephen R. Pascual Division ITO – Digos City Mr. Ricardo C. Guinto Head – ICTU Mr. Pocholo C. Hernandez Region Programmer II To be assisted by: Mr. Jashua C. Wong Computer Maintenance Technologist I
12:00 NN – 1:00PM	Lunch Break	
1:00PM – 3:30PM	Simulation Process continue	
3:30PM – 4:30PM (Working snacks)	OPEN FORUM	Dr. Brenda S. Belonio QAD EPS



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4:30PM – 5:00 PM	Awarding of Certificates to SHS Focal Person/ CID & SGOD Evaluators	Mr. Jenielito S. Atillo QAD Chief
Home Sweet Home for SHS Focal Person/CID Evaluators and SGOD Evaluator		
	Officer of the day	Dr. Maflor J. Dingal QAD EPS
Date: November 4, 2022		
DAY 2	ACTIVITIES	FOCAL PERSON
7:00 AM – 7:30 AM	Registration for DREC members and SGOD Chief	
7:30 AM – 8:00 AM	MOL – QAD & ICTU	
8:00 AM – 9:30 AM	Topic 1: The Process of the Online Application System for Public Schools applying for Establishment and Conversion to IS	Mr. Jenielito S. Atillo QAD Chief
	Topic 2: Roles and Functions > SDO EVALUATOR > RO VALIDATOR > Div. ITO	Dr. Alfeo B. Ingay QAD EPS
9:30 AM – 12:00 NN (Working snacks)	Topic 3: Application & Simulation Process	Mr. Stephen R. Pascual Division ITO – Digos City Mr. Ricardo C. Guinto Head – ICTU Mr. Pocholo C. Hernandez Region Programmer II To be assisted by: Mr. Jashua C. Wong Computer Maintenance Technologist I
12:00 NN – 1:00PM	Lunch Break	
1:00PM – 3:30PM	Simulation Process continue	
3:30PM – 4:30PM (Working snacks)	OPEN FORUM	Ms. Daryl D. Lamentac QAD EPS
4:30PM – 5:00 PM	Awarding of Certificates	Mr. Jenielito S. Atillo QAD Chief
Home Sweet Home		
	Officer of the day	Dr. Alfeo B. Ingay QAD EPS



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QAD FORM No. 5

Republic of the Philippines
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Office of the Regional Director

**EVALUATION SHEET FOR SENIOR HIGH SCHOOL (SHS)
APPLICATION OF PRIVATE SCHOOLS, HEIs, SUCs, LUCs AND
INSTITUTIONS GRANTED WITH TESDA ACCREDITATION**

Date: _____
Division: _____ School Year: _____
Name of School: _____
Complete Address: _____
Principal: _____ Phone Number: _____
E-mail add: _____

CATEGORIES:

- ☐ **Category A** – Private schools, which have been granted at least **Level II accreditation** by any of the accrediting agencies under the Federation of Accrediting Agencies in the Philippines (FAAP).
- ☐ **Category B** – Non-DepED, which have been issued a permit or government recognition by Commission on Higher Education (CHED) to offer any higher education program.
- ☐ **Category C** – Private Schools, which have been granted recognition by the DepEd to offer secondary education (Years I-IV / Grades 7 to 10).
- ☐ **Category D** – Non-DepED, which have been issued a permit or recognition by Technical Education and Skills Development Authority (TESDA) to offer any training course, and other individuals, corporations, foundations or organization duly recognized by the **Securities and Exchange Commission (SEC)**.

CHECKLIST OF REQUIREMENTS

Description of Document/Requirement	Remark
1. SDO Indorsement indicating the recommended action for the Regional Office.	
2. SDO Narrative Report from the Division inspectorate duly signed by the Schools Division Superintendent	
3. Letter of Intent of the applicant school to offer SHS programs indicating the tracks, strands and specializations including the school year of operation	
4. Securities and Exchange Commission (SEC) Certificate of Incorporation	
5. Complete Articles and of Incorporation and By-Laws duly approved by SEC	
6. Accreditation document of the application school if: 6.1 Category A - Federation of Accrediting Agencies in the Philippines (FAAP) level II accreditation	



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- 6.2 Category B – CHED Permit
6.3 Category C – DepEd Permit
6.4 Category D – TESDA Permit

7. Proposed Tuition fee and other Fees**8. Proposed School Calendar** (*By Semester using the color coding*)**9. Proposed list of academic and non-academic personnel** (Using the Standard Template – Refer to Annexes A and B)

- 9.1 Qualifications
9.2 Job descriptions
9.3 Teaching load
9.4 Number of working hours per week
9.5 Renewed PRC Teacher License (LET)
9.6 Certification/Employment Record showing teaching experience (*teaching experience must be relevant to the assigned subject*)
9.7. Certificates of training relevant to the assigned subject

10 Curriculum Offering (with Class Programs/Schedule per Track, Strand and /or Specialization and with subjects offered following the Regional Memo No. 124, s. 2015) **Recommended with half-tone/ background in Microsoft Excel Format: Core Subjects (Green Color), Applied Subjects (Yellow Color), & Specialized Subjects (Blue Color)****10.1 ACADEMIC TRACK****SPECIALIZATIONS:****STRAND** **SPECIALIZATIONS**

- 10.1.1 ABM _____
10.1.2 HUMSS _____
10.1.3 STEM _____
10.1.4 GAS _____

10.2 TECH-VOC TRACK**SPECIALIZATIONS:****STRAND** **SPECIALIZATIONS**

- 10.2.1 AFA _____
10.2.2 IA _____
10.2.3 HE _____
10.2.4 ICT _____

10.3 ARTS AND DESIGN TRACK**SPECIALIZATIONS:****STRAND** **SPECIALIZATIONS**

- 10.3.1 PERFORMING ARTS _____
10.3.2 ARTS PRODUCTION _____

10.4 SPORTS TRACK**STRAND** **SPECIALIZATIONS**

- 10.4.1 _____



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11 A copy of Memorandum of Agreement (MOA) for Partnership arrangements relative to the SHS Program Implementation. These arrangements may include: _____ 11.1 Engagement of stakeholders in the localization of the curriculum _____ 11.2 Work immersion _____ 11.3 Apprenticeship _____ 11.4 Research _____ 11.5 Provision of equipment and laboratories, workshops, and other facilities _____ 11.6 Organization of career guidance and youth formation activities	
12. Documents of Ownership; 12.1 If owned, hereunder documents must be all in the name of the school: _____ 12.1.1 Transfer Certificate of Title, Deed of Sale/Donation _____ 12.1.2 Certificate of Occupancy _____ 12.1.3 Building Permit 12.2 If under lease; _____ 12.2.1 Deed of Contract of Lease entered into and between by the owner and the applicant-school re: <i>Utilization of school site and facilities</i> _____ 12.2.2 Certificate of Occupancy under the name of the owner _____ 12.2.3 Building permit under the name of the owner _____ 12.2.4 Notarized Affidavit of Undertaking for ownership of school-site buildings and facilities by the applicant school (following the DepEd pro-forma template;	
13. Fire Safety Inspection Certificate (FSIC) covering the whole duration of the applied school year	
14. School Child Protection Policy and Anti-Bullying Policy with the name of the members of the Child Protection Committee;	
15. Notarized statement of willingness to serve by all teaching personnel including the Principal covering the applied school-year	
16. Proposed Annual Budget and Annual Expenditures	
17. Master of Arts (MA) credentials of the Principal (must be education related and principal must be full-fledged MA)	
18. Renewed PRC Teacher licenses of the following covering the School Year of application: a. All Teaching personnel; and b. Principal.	

Note: All above-cited documentary requirements must be placed in 1 color coded folder. Color of which is assigned to the Schools Division Office (SDO) where the applicant school is located.



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QAD FORM No. 5

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Office of the Regional Director
Summary of findings:

Final Programs to be Offered:

Tracks	Strands	Specializations
Tracks	Strands	Specializations

RECOMMENDATIONS:

Evaluated by:

(Signature over Printed Name)

Date: _____

Reviewed by:

Conformed:

Region Validator
(Signature over Printed Name)

School Principal
(Signature over Printed Name)

Date: _____

Date: _____

ROQ2/mjd



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QAD FORM NO. 8
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Office of the Regional Director

EVALUATION FOR A PROPOSED INTEGRATED SCHOOL (IS)

Reference: DepEd Order No. 40, s. 2014

Date: _____ School Year: _____
Division: _____
Requesting Office/ Division: _____
Proposed School: _____
Location/Address: _____
Name of Proponent: _____
Official Contact Number: _____

CHECKLIST OF REQUIREMENTS

1. DepED School ID's Elementary	Mother School	Secondary	Mother School
2. Letter-request for the conversion of school(s) into Integrated Schools (IS) addressed to the Schools Division Superintendents (SDS)			
3. In case of expansion of existing school			
a. Feasibility study on the proposed expansion of school, duly recommended /endorsed by SDS;			
b. IS Implementation Plan covering five (5) years to include among others, the following:			
1. Current and project enrolment for (5) school years, by grade level;			
2. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay;			
3. Operational Plan regarding curriculum and instructional supervision of the proposed IS;			
4. School Site Development Plan to include proposed school buildings, as needed;			
c. Certification signed by the School Head, duly attested by SDS on the excess classrooms, tables, chairs and other resources to be used for the expansion of elementary or secondary school;			
d. Inventory of learning resources prepared by the School's Property Custodian, as validated by the Schools Division Office;			
e. Updated Personal Services Itemization and Plantilla (PSIPOP) of the concerned schools (s); and			
f. Updated Status Report with regard to the school's existing crucial resources.			
4. In case of merging or combination of existing elementary and secondary school(s)			
a. Feasibility study on the proposed merging or combination of schools, duly recommended / endorsed by the SDS			
b. IS Implementation Plan covering five (5) years to include among others, the following:			
1. Current and projected enrolment for five (5) school years, by grade level;			
2. Proposed budgetary requirements for its Personal Services, MOOE, and Capital Outlay;			
3. Operational Plan regarding curriculum and instructional supervision of the proposed IS; and			
4. School Site Development Plan to include proposed school buildings, as needed.			
5. Inventory of learning resources prepared by the School Property Custodian for both schools to be integrated.			
6. Updated PSIPOP of both schools to be integrated.			
7. Map, preferably drawn to scale, showing the distance of the existing schools within the catchment area, duly certified by the Municipal/City Engineer and validated by the Schools Division Office; and			



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8. Duly Notarized MOA on merging or combination of schools, drawn up by and between the School Heads of both schools indicating among others, the integrated of crucial resources for the proposed IS.
9. Saguniang Bayan/Panglungsod Resolution supporting the conversion of school(s) into an IS, duly approved by the Municipal/City Mayor, indicating therein the proposed name of the school;
10. Certification from the LGU signed by the Municipal/City Mayor, as the case may be, where the LGU shall continue to provide funds for the operation and maintenance for at least 5 years or until such time that such funds are incorporated in the national budget;
11. Designation Order for the proposed School Head
12. Transcript of Records, Certificates of Relevant Training, Service Records and Civil Service eligibility of the proposed School Head, duly certified as true copies by the Division's Records Unit.
13. Justification by the SDS, in case the proposed School Head does not meet the Qualification Standards for School Head Item for secondary school
14. Certificate from the SDS as to the school assignment of the other School Head who will not be selected in case both schools to be merged or combined are with existing School Heads.

Note: a. All above-cited documentary requirements must be placed in 1 color coded folder. Color code of which is assigned to the Schools Division Office (SDO) where the applicant school is located.

b. Indicate N/A for items which are not applicable,

c. Arrange the following documents according to the items, labeled appropriately and do not include other documents not in the checklist.

d. Submit the lacking documents on or before _____

SUMMARY OF FINDINGS:

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RECOMMENDATIONS:

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Evaluated:

Conformed:

Evaluator
Date: _____

Authorized Representative
Date: _____



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Office of the Regional Director

EVALUATION FOR ESTABLISHMENT OF PUBLIC SCHOOL

Reference: DepEd Order No. 40, s. 2014

Date: _____
Division: _____
Requesting Office/ Division: _____
Proposed School: _____
Location/Address: _____
Name of Proponent: _____
Official Contact Number: _____
School Year: _____

CHECKLIST OF REQUIREMENTS

1. Letter request to establish a school addressed to the School Division Superintendent (SDS) (either PTA or Barangay Council)
2. Feasibility study, duly recommended /endorsed by SDS, indicating the following: a. Justification on the need to establish a school; b. Proposed Organizational Structure; c. School Environment (environmental scanning/situational analysis); d. Proposed School Development Plan; and e. Proposed Budget/Budgetary Requirements (to cover the proposed school's crucial resources)
3. Division Inspectorate Report signed by the SDS
4. Sangguniang Bayan/ Panglungsod Resolution supporting the establishment of the school, duly approved the Municipal/City Mayor, indicating therein the proposed name of the school
5. List of prospective enrollees per grade level, indicating their names, ages, address and/or school where they are currently enrolled
6. Justification on the need for the establishment of a public school, if necessary: a. Certification from the SDS that no private high school within the Municipality/ City is participating in the GASPE Program of DepEd, or that GASPE participating high school has reached its allocation or number of available slots; or b. Justification by the SDS on the need to establish a public school to cater to the elementary school graduates/students who cannot afford to enroll in a private high School.
7. Map, preferably drawn scale, showing the distance of the existing schools within the Catchment area of the proposed new school, duly certified by Municipal/City Engineer.
8. Certification from the Municipal/City Engineer that the proposed school is not within the 2-km radius (for rural areas) and 1 kilometer radius (for urban areas) from any existing Public elementary/high school
9. Justification by the SDS for the waiver on the 2 or 1 km radius requirement, if necessary.
10. Any document such as but not limited to deed of Donation, Deed of Sale or Contract of Usufruct for 50 years executed in favor of DepEd, Original Certificate of Title (OCT) or Transfer of Title (TCT) in the name of DepEd, reflecting the size and boundaries of the School site.



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QAD FORM NO. 10

Office of the Regional Director

Recommendations:

Evaluated:

Conformed:

QAD EPS

Authorize Representative

Date: _____

Date: _____



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