



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024-012

To : SGOD and CID Chiefs
School Heads of Private Elementary and Secondary Schools
SGOD Personnel
Public Schools District Supervisors
Education Program Supervisor
Other CID Personnel
All Others Concerned

Subject : **ASSIGNMENT OF CID AND SGOD PERSONNEL ON THE MONITORING OF PRIVATE SCHOOLS AND DIVISION CHECKING OF SCHOOL FORMS FOR SCHOOL YEAR 2023-2024 ONWARDS**

Date : January 10, 2024

For continuous improvement and compliance of private schools with DepEd standards, this office informs school heads of the assignment of the CID and SGOD Personnel for the monitoring of private schools as well as the division level Checking of School Forms for School Year 2023-2024 Onwards.

Attached are Enclosure 1 on Assignment of CID and SGOD Personnel on the Monitoring of Private Schools and Division Checking of School Forms for School Year 2023-2024 Onwards and Enclosure 2 on the Monitoring Tool for Private Schools.

For information and compliance with by all concerned.

For and in the absence of
Schools Division Superintendent

BEVERLY S. DAUGDAUG, EdD
Chief- Curriculum Implementation Division
Officer-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
24-11506
DATE: JAN 11 2024 TIME: 2:07
BY:



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph

ASSIGNMENT OF CID AND SGOD PERSONNEL ON THE MONITORING OF
PRIVATE SCHOOLS FOR SCHOOL YEAR 2023-2024 ONWARDS

Note: To request 5 SGOD Personnel for the Reading of School Forms

No.	Name of Private Schools	Team	Assigned PSDS and EPS	Additional CID and SGOD Personnel for Checking of School Forms
1	Cor Jesu College Basic Education Dept.	A	Cherry Rossette E. Oliva Clarence S. Pillerin Tito M. Endrina Angel V. Bisaga	Cecile C. Uy
2	Asian Institute of Technology-Digos, Inc.	B	Ferna Renira T. Alde Jem Boy B. Cabrella Leilani T. Señires	Rofelia de Mesa
3	Cavite Bible Baptist Academy, Digos Branch	B	Ferna Renira T. Alde Jem Boy B. Cabrella Leilani T. Señires	Rofelia de Mesa
4	Davao International Language Training Center, Inc.	B	Ferna Renira T. Alde Jem Boy B. Cabrella Leilani T. Señires	Rofelia de Mesa
5	University of Mindanao - Digos College	B	Ferna Renira T. Alde Jem Boy B. Cabrella Leilani T. Señires	Rofelia de Mesa
6	Cavite Bible Baptist Academy, Tres de Mayo Branch	C	Neil D. Bongcayao Gemma P. Salanga	Ireene Dandoy Jose Israel Maravillas
7	Digos Central Adventist Academy, Inc.	C	Neil D. Bongcayao Gemma P. Salanga	Ireene Dandoy Jose Israel Maravillas
8	Polytechnic College of Davao del Sur, Inc.	C	Neil D. Bongcayao Gemma P. Salanga	Ireene Dandoy Jose Israel Maravillas
9	Royal Valley SDA Elementary School of Davao Mission, Inc. - Brgy. San Jose Highway, Digos City Branch	C	Neil D. Bongcayao Gemma P. Salanga	Ireene Dandoy Jose Israel Maravillas
10	Accel Kids Learning School, Incorporated	D	Mary Joy D. Fortun Zandria M. Sy	Juvy A. Comaingking
11	Little Ambassador Child Development Center of Digos Inc.	D	Mary Joy D. Fortun Zandria M. Sy	Juvy A. Comaingking
12	Mary Mediatrix of all Graces Academy, Inc.	D	Mary Joy D. Fortun Zandria M. Sy	Juvy A. Comaingking
13	Philippine International Technological School, Inc.	D	Mary Joy D. Fortun Zandria M. Sy	Juvy A. Comaingking



No.	Name of Private Schools	Team	Assigned PSDS and EPS	Additional Members for Checking of School Forms
14	Holy Cross Academy, Inc.	E	Ely G. Cataluña Joan M. Niones	Ruben Evarretta
15	Preschool Adventures, Inc.	E	Ely G. Cataluña Joan M. Niones	Ruben Evarretta
16	Prime Innovation Learning Center of Digos City, Inc.	E	Ely G. Cataluña Joan M. Niones	Ruben Evarretta
17	Royal Valley SDA Elementary School of Davao Mission, Inc. - Rizal Avenue, Digos City Branch	E	Ely G. Cataluña Joan M. Niones	Ruben Evarretta
18	Divine Mercy School of the South, Inc.	F	Ida I. Juezan Ronielyn P. Nieves	Janice S. Alquizar
19	Mindanao Montessori School, Inc.	F	Ida I. Juezan Ronielyn P. Nieves	Janice S. Alquizar
20	Nieve Christian Academy of Digos City, Inc.	F	Ida I. Juezan Ronielyn P. Nieves	Janice S. Alquizar
21	Southwill Learning Center, Inc.	F	Ida I. Juezan Ronielyn P. Nieves	Janice S. Alquizar
22	Ananda Marga Special Academic Institution (AMSAI)	G	Jessica G. Lucero Luzminda B. Jasmin	Millicent Durano
23	Saver's Technological College of Davao, Inc.	G	Jessica G. Lucero Luzminda B. Jasmin	Millicent Durano
24	Southern Mindanao Computer College, Inc.	G	Jessica G. Lucero Luzminda B. Jasmin	Millicent Durano
25	Arkstone Academy, Inc.	H	Gervasio R. Salinas, Jr. Eleser D. Mateo	April Alcala
26	Rhema King's Kid Academy, Inc.	H	Gervasio R. Salinas, Jr. Eleser D. Mateo	April Alcala
27	UCCP Kindergarten Mission School	H	Gervasio R. Salinas, Jr. Eleser D. Mateo	April Alcala



MONITORING TOOL OF PRIVATE SCHOOLS
FOR SCHOOL YEAR 2023-2024 ONWARDS

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.: _____
Does your school have government recognition to operate? ☐ Yes ☐ No

B. Learning Delivery Modality

What Learning Delivery Modality does your school employ?
☐ Ful In-person
☐ Blended Learning Delivery (Combination of In-person Classes & Distance Learning Modality)
Please specify the distance learning modality employed: _____

Schedule of In-Person Classes: _____
Schedule of Distance Learning Modality: _____

Shifting of Classes: _____ No. of Shifts: _____

C. Enrollment Data by Grade Level as of _____, 2024

Elementary	Male	Female	Total	Secondary	Male	Female	Total
Kindergarten				Grade 7			
Grade 1				Grade 8			
Grade 2				Grade 9			
Grade 3				Grade 10			
Grade 4				Grade 11			
Grade 5				Grade 12			
Grade 6							
Total				Total			

D. Government Subsidy

Does your school receive government subsidy? ☐ Yes ☐ No ☐ N/A
Number of slot allocations for Education Service Contracting (ESC for JHS): _____
Number of slot allocations for Teachers Salary Subsidy (TSS with ESC): _____
Number of beneficiaries of SHS Voucher Program: _____
Is the Tarpaulin that contains remark that the school receives government subsidy placed in front of the school? Yes ☐ No ☐ N/A ☐



Directions: For E to I, 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. Documents and Forms

No.	The private school has...	Yes	No/ None	Issues / Concerns
1	Class Programs aligned to DO 21, s. 2019			
2	hard and soft copies of Most Essential Learning Competencies (MELCs) for all learning areas in all grade levels			
3	data regarding curriculum exits (middle level education, employment, entrepreneurship, and tertiary education) for senior high school only			
4	School Forms accomplished / updated regularly			
	SF 1- School Register			
	SF 2- Learner's Daily Class Attendance			
	SF 4-Summary Enrolment and Movement of Learners			
	SF 5- Report on Promotions			
	SF 6-Summary Report on Promotion			
	SF 8-Learner Basic Health Profile			
	SF 9- Learner Progress Report Card			
	SF 10- Learner's Permanent Academic Record			
Best Practices:				

F.) Assessment

No.	The private school provides sample of documents showing that:	Yes	No/None	Issues / Concerns
1	Assessment is aligned to DO 8, s. 2015			
2	Grades are computed based on DO 8, s. 2015			
3	Intervention is provided to a learner having a grade below 75 in any subject in a quarter			
Best Practices:				



G.) Learning Resources and Facilities

No.		Yes	No/ None	Issues / Concerns
1	Teachers have copies and utilize the Most Essential Learning Competencies.			
2	Ready-to-use materials are available for students in distance learning modality.			
3	Ready-to-use materials are available in cases of suspension of in-person classes due to calamities.			
4	TVL and Science laboratories for specializations offered are adequately spacious and with enough materials/equipment (JHS and SHS).			
Best Practices:				

H. Teachers' Training

No.	The private school...	Yes	No/ None	Issues / Concerns
1	conducts training of teachers based on needs.			
2	continuously facilitates the conduct of K to 12 Curriculum Orientation for all teachers (Old and newly hired), which basically focuses on:			
	a.) DO 21, 2. 2019: Policy Guidelines on the K to 12 Curriculum / MATATAG Curriculum			
	b.) DO 8, s. 2015: Policy Guidelines on the Assessment of the K to 12 Program			
	c.) DO 36, s. 2016: Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program			
	d.) DO 47, s. 2016: Omnibus Policy on Kindergarten Education			
	e.) DO 020, s. 2018 Amendment to DO 47, s. 2016			
	f.) DO 11, s. 2018: Guidelines on the preparation and Checking of School Forms (Focuses on school level tasks)			
3	designs schemes of providing a technical assistance to teachers in improving the conduct of the teaching and learning process to effectively manage the K to 12 curriculum implementation (Note: Making use of Classroom Observation Tool prescribed in DM 008 s., 2023)			



4	conducts School Learning Action Cell (SLAC) Sessions for teachers to improve performance especially in the conduct of the teaching-and-learning process expected under K to 12 Curriculum.			
Best Practices:				

I. School Calendar of Activities

No.	The School has a school calendar indicating the following:	Yes	No/None	Issues / Concerns
1	start of learning and teaching activities			
2	school activities to be conducted			
3	the number of school days per month			
4	the total number of days with at least 200 days for SY 2023-2024 per DO 34, s. 2022 and SY 2024-2025.			
Best Practices:				



SIGNIFICANT FINDINGS FOR TECHNICAL ASSISTANCE

Area	Significant Findings	Technical Assistance Needed / Requested
Document and forms		
Assessment		
Learning Resources and Facilities		
Teachers' Training		
School Calendar of Activities		
Others		

What Technical Assistance does your school wish DepEd to provide?

Monitoring Team

Member

Member

Team Leader

Conforme:

Name and Signature of Private School Head

Date Monitored:

