



Republic of the Philippines
DEPARTMENT OF EDUCATION
Regional IX - Zamboanga Peninsula
Division of Zamboanga del Norte
Estaka, Dipolog City



MEMORANDUM

RELEASED

JUL 31 2018

TO : ASDSs
Chiefs, CID and SGOD
PSDSs,
Administrators/SHs, Private Kinder, Elem and Sec. Schools
SEPS & EPS II, Monitoring and Evaluation & Section, SGOD
All Others Concerned


FROM : THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT : CONTEXTUALIZED DIVISION MONITORING CHECKLIST
FOR PRIVATE SCHOOLS

DATE : July 26, 2018

1. Pursuant to the provisions of DepEd Order no. 88, s. 2010, as amended by DepEd Order no. 11, s. 2011, re: *Manual of Regulations of Private Schools in Basic Education*, insofar as the exercise of reasonable supervision and regulation of private schools, this Office hereby adopts the contextualized monitoring checklist (please see Enclosure 1) as presented to, evaluated and endorsed by the private school administrators and education supervisors during the Two(2)-day Updating cum Conference on School Management, Monitoring and Evaluation, last July 5-6, 2018;
2. The checklist shall serve as a guide for private administrators, and the district or division personnel who are delegated to conduct school visitation and monitoring, on the areas of school concern which may be looked into for the purpose of checking the school's compliance to standards;
3. In no case shall duly accomplished checklist be used by the district or division personnel for any other purposes other than it as basis for their provision of technical assistance to the school;
4. The herein annexed checklist may be reproduced for local consumption. An online version of the checklist is likewise available by logging in this link:

bit.ly/znprivmonitoringtool
5. Unless sooner modified, or otherwise revoked by proper authorities, the contextualized monitoring checklist shall be made effective upon the signing of this Memorandum.
6. Immediate and wide dissemination of this Memorandum is desired.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

Encl.:
As stated



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SCHOOL: _____ SCHOOL HEAD: _____
Type/Class: _____ School Population: _____ Date of Monitoring : _____

DIVISION MONITORING CHECKLIST FOR PRIVATE SCHOOLS

Indicator			REMARKS
	Yes	No	
1. Does the school have an updated Government Permit To Operate or Government Recognition for all its courses?			
2. Is a copy of Permit/Recognition document posted on a conspicuous place within the premises?			
3. Is the schedule of school fees duly approved, properly communicated and applied?			
4. Is the school curriculum aligned with the K to 12 program of the Department?			
5.a. Do the employed teachers meet the minimum qualifications standards set by the Department? 5.b. Does the school adopt mechanism for the professional growth of the teachers, or in a particular case, to ensure that the employed teacher meet the DepEd minimum standard?			
6. Are the policies on student admission and school discipline in place or spelled out in the school manual of operations/student handbook?			
7. Are the classrooms properly lit and ventilated?			
8. Are there adequate visuals and instructional materials?			
9. Are the conditions of school buildings, comfort rooms, water and other ancillary facilities functional ?			
10. Has the school been able to secure health certificates and sanitary permit for the operation of its school canteen, if any?			
11. Does the school observe the " healthy and nutritious food" policy?			
12. Are the provisions of medical, library and guidance services adequate?			
13. Is the provision of recreational space put up and maintained?			
14. Is the provision of basic safety and security met?			
15. Is the provision for school expansion visible?			

CONFORME:

Signature over the Name of School Principal/Head

Technical Assistance Given:

Monitored/Evaluated By : _____
Position : _____