



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



28 April 2021

Regional Memorandum

TRANSITORY GUIDELINES FOR PROCESSING OF NEW GOVERNMENT PERMIT, RENEWAL OF GOVERNMENT PERMIT AND GOVERNMENT RECOGNITION FOR SY 2021-2022 AND REGIONAL GUIDELINES ON THE VIRTUAL JOINT EVALUATION, VALIDATION AND INSPECTION FOR PRIVATE SCHOOLS

To **Schools Division Superintendents**

1. Relative to Regional Memorandum (RM-21-149), dated April 12, 2021, the Regional Guidelines on the Virtual Joint Evaluation, Validation and Ocular Inspection for Private Schools Applying for New Government Permit and Renewal of Permit will be sent to the official email addresses of the Schools Division Offices.
2. Attached to the said Guidelines are the Annexes: A1 – Regional Standards for the Joint Ocular inspection, A2 – Virtual Ocular Inspection Protocols, A3- Rules and Procedures, A4 - Consent for Video Recording of the Virtual Engagement, A5 – Self-Attestation, A6 – Agreement and A7- Virtual Joint Evaluation, Validation and Ocular Inspection Report.
3. Regional Guidelines on the Virtual Joint Evaluation, Validation and Ocular Inspection for Private Schools Applying for New Government Permit and Renewal of Permit and its attachments shall be disseminated to the concerned private schools in the Schools Division.
4. For clarification of Item No. 3 of the aforementioned Memorandum, Virtual Ocular Inspection shall be done with the usual process of Joint Ocular Inspection by Inspectorate Teams composed of the following:
 - a. For New Course Offerings (New Kinder, New Grade 1, New Grade 7, New Grade 11) – 1 RO-QAD Personnel (to be assigned thru a Regional Memorandum) and SDO Inspectorate Team (to be assigned thru a Division Memorandum).
 - b. For New Additional Grade Level for Elementary, Junior High School, Senior High School and Renewal of Government Permits – SDO Inspectorate Team.



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5. SDO Inspectorate Team shall be composed of at least three (3) persons from the SDO (SGOD Chief Education Supervisor/SDO Personnel In-charge of Private Schools/Education Program Supervisor/Public Schools District Supervisor/Senior Education Program Specialist/Education Program Specialist). The PSDS to be assigned must preferably be the PSDS of the schools district where the school to be inspected is located. The Inspectorate Team may include a School Head from a public school nearest to the private school to be inspected.
6. All other processes in lieu of Ocular Inspection adopted in the past such as submission of video showing the school's premises shall be deemed inadmissible with the issuance of this Memorandum.
7. Reiterating that for the application for government recognition, the processing shall commence but the Joint Ocular Inspection of the SDO and RO shall be deferred until the lifting of the community quarantine.
8. After the quarantine is lifted, the Joint Ocular Inspection shall be conducted following the usual rules and procedures in the conduct of ocular inspection. The inspectorate team for Recognition shall be composed of at least 2 RO Personnel (to be assigned thru a Regional Memorandum) with the SDO Inspectorate Team (to be assigned thru a Division Memorandum).
9. In the event that the community quarantine was not lifted during the school year, renewal of government permit shall be granted instead of government recognition.
10. Widest dissemination of and compliance to this Memorandum is hereby enjoined.


FRANCIS CESAR B. BRINGAS
Regional Director 