



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



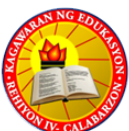
21 February 2022

Regional Memorandum

GUIDELINES ON PROCESSING THE APPLICATIONS OF PRIVATE SCHOOLS FOR THE LIMITED FACE-TO-FACE CLASSES

To **Schools Division Superintendents**
Private Schools Administrators

1. With reference to DepEd Memorandum No. 071 s. 2021 and Interim Guidelines on the Expansion of Limited Classes, all private schools are advised to adhere to the set guidelines as provided in Enclosure 1 to expedite the processing of the applications for the limited face-to-face classes for School Year 2021-2022.
2. Applicant-schools shall undertake online self-assessment using the School Safety Assessment Tool (SSAT) that can be accomplished thru **tinyurl.com/SSAT-Private4A**. They are no longer required to submit manually-accomplished SSAT.
3. The following are other requirements to be submitted electronically to the Regional Office (thru RO-created SDO email address for private schools) and copy furnished the School Governance and Operations Division (SGOD):
 - a. Letter of Intent
 - b. LGU Concurrence
 - c. Proposed Implementation Plan
 - d. Contingency Plan
4. To evaluate the compliance of the private schools with the applicable provisions in Section 7 of DepED-DOH Joint Memorandum Circular (JMC) No. 1 s. 2021, ocular inspection and validation of the School Safety Assessment shall be conducted by the SDO Inspectorate Team, or as necessary, joint random tasks may be performed by the RO and SDO Inspectorate Teams



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5. For immediate dissemination to and strict compliance of all concerned.


FRANCIS CESAR B. BRINGAS
Regional Director 

QAD/esg

Enclosure 1

**GUIDELINES ON PROCESSING THE APPLICATIONS OF PRIVATE SCHOOLS
FOR THE LIMITED FACE-TO-FACE CLASSES**

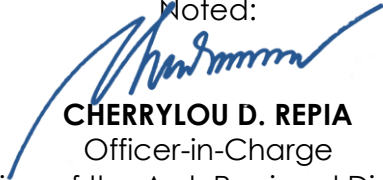
1. The applicant-school shall accomplish the online School Safety Assessment Tool (SSAT) and shall submit electronically the other requirements stated herein.
2. The QAD EPS In-charge and the SDO In-charge of Private Schools shall coordinate and review the compliance of the school with the documentary requirements.
3. Upon compliance with the documentary requirements, the Regional Office thru QAD EPS In-charge shall then notify his/her SDO counterparts regarding the school/s that are for ocular inspection.
4. The RO/SDO Inspectorate Team shall conduct ocular inspection to validate the School Safety Assessment and the compliance to the facilities requirements based on Section 7 of DepED-DOH Joint Memorandum Circular (JMC) No. 1 s. 2021.
5. The SDO shall submit endorsement recommending the applicant-school to implement limited face-to-face classes. Inspection report shall be attached in the said indorsement.
6. The RO shall send communication through the SDO advising that the applicant-school is eligible and may commence the implementation of the limited face-to-face classes.

Prepared by:


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OIC-Chief

Quality Assurance Division

Noted:


CHERRYLOU D. REPIA
Officer-in-Charge

Office of the Asst. Regional Director