

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



05 August 2022

Regional Memorandum

**TRANSITORY GUIDELINES ON PROCESSING APPLICATIONS
FOR HOMESCHOOLING PROGRAM FOR THE
SCHOOL YEAR 2022-2023**

To **Schools Division Superintendents**
SGOD Chiefs
SDO In-charge of Private Schools
Heads/Administrators, Public and Private Schools

1. In consideration of the efforts of the schools upon publication of the DepEd Order No. 001, s. 2022 on January 21, 2022, this Office announces that all applications for Homeschooling Program for SY 2022-2023 that were submitted after January 2, 2022 will still be processed. Further, schools that are ready to implement the program are given only until **August 19, 2022** to submit the application documents subject to the evaluation by the Schools Division Offices and for validation by the Regional Office.
2. The Permit/Authorization to implement the Homeschooling shall only be granted upon compliance with all the program requirements. The list of documentary requirements can be found in Nos. 13 and 14 (Provisions for Public Schools) and No.15 (Provisions for Private Schools) under VI. Program Implementation of the Enclosure to DepEd Order No. 001 s. 2022. The processing checklists and flowchart for processing the applications are provided in the enclosures.
3. For other queries and further details, please contact Quality Assurance Division at (02) 86822114 local 450 or email us thru qad.calabarzon@deped.gov.ph
4. For immediate and wide dissemination of all concerned.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Assistant Secretary
Officer-In-Charge
Office of the Regional Director 

QAD/esg



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Enclosure 1

**PROCESSING SHEET FOR APPLICATION FOR HOMESCHOOLING
PROGRAM (PRIVATE SCHOOLS)**

(Pursuant to DepEd Order #001 s. 2022)

Name of School: _____
 Address & Division: _____
 Program/School Year: _____

DOCUMENTARY REQUIREMENTS

- _____ 1. Letter of Intent addressed to the Regional Director
- _____ 2. Authorization Letter to offer Homeschooling Program as Alternative Delivery Mode (ADM) from SDO
- _____ 3. Original Copy of Board Resolution to Offer Homeschooling Program as an ADM signed by the Corporate Secretary
- _____ 4. Copy of Homeschooling Program Manual, which includes, but is not limited to, a discussion of the program standards: program management, curriculum, instruction, assessment, among others;
- _____ 5. Homeschool Organizational Chart (which shall include the homeschool coordinator) with the corresponding roles and responsibilities of each member
- _____ 6. Certification of availability of learning resources aligned with the K to 12 Curriculum
- _____ 7. Orientation/Training Plan for parents/guardians, duly certified by the School Head
- _____ 8. Annual Homeschooling Program Calendar duly certified by the School Head
- _____ 9. Notarized schedule of tuition and other school fees for the Homeschooling Program
- _____ 10. Copy of accomplished Annex 1 (Learning Plan), Annex 2 (Home Schooling Program Form), Annex 3 (Letter of Intent of Parents/Guardians), Annex 4 (Agreement)

Findings and recommendations:

Evaluated:

 SDO ADM COORDINATOR

 SDO IN-CHARGE OF PRIVATE SCHOOLS

 Date

 Date

Noted:

CID CHIEF

SGOD CHIEF

Date

Date

Reviewed:

Noted:

RO ADM COORDINATOR

CLMD CHIEF

Date

Date

Findings and recommendations:

Validated:

Noted:

QAD IN-CHARGE OF DIVISION

QAD OIC-CHIEF

Date

Date

Enclosure 2

PROCESSING SHEET FOR APPLICATION FOR HOMESCHOOLING PROGRAM (PUBLIC SCHOOLS)

(Pursuant to DepEd Order #001 s. 2022)

Name of School: _____
 Address & Division: _____
 Program/School Year: _____

DOCUMENTARY REQUIREMENTS

- _____ 1. Letter of Intent addressed to the Regional Director
- _____ 2. Authorization Letter to offer Homeschooling Program as Alternative Delivery Mode (ADM) from SDO
- _____ 3. School's implementation plan
- _____ 4. Training plan for parents on curriculum, instruction, and assessment and assistance to enrollees with their corresponding grade levels.
- _____ 5. Copy of accomplished Annex 1 (Learning Plan), Annex 2 (Home Schooling Program Form), Annex 3 (Letter of Intent of Parents/Guardians), Annex 4 (Agreement)

Findings and recommendations:

Evaluated:

 SDO ADM COORDINATOR

 Date

 SDO IN-CHARGE OF PRIVATE SCHOOLS

 Date

Noted:

 CID CHIEF

 Date

 SGOD CHIEF

 Date

Reviewed:

Noted:

RO ADM COORDINATOR

CLMD CHIEF

Date

Date

Findings and recommendations:

Validated:

Noted:

QAD IN-CHARGE OF DIVISION

QAD OIC-CHIEF

Date

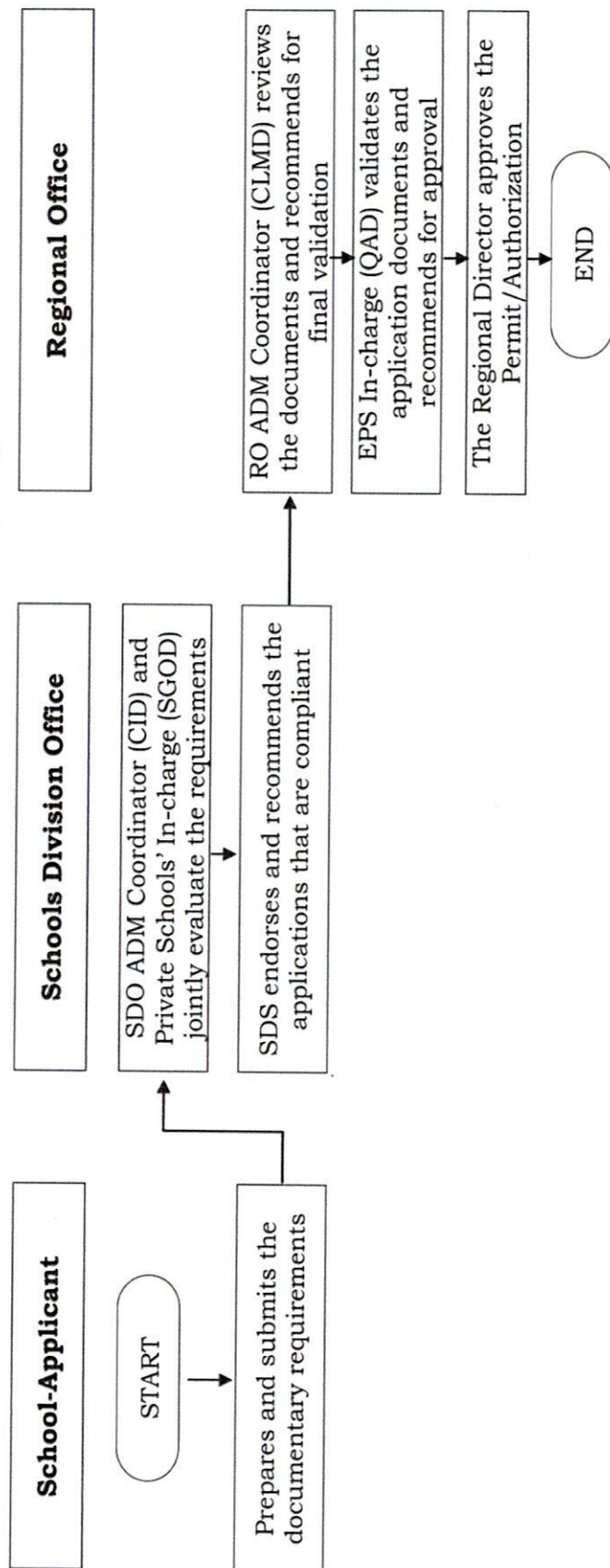
Date



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Enclosure 2

Processing of Applications for Homeschooling Program



QAD/ esg



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