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/exg

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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

Findings and recommendations:


______________________________
Evaluated:

________ SDO ADM COORDINATOR

________ SDO IN-CHARGE OF PRIVATE SCHOOLS
Noted:

CID CHIEF

Date

SGOD CHIEF

Date

Reviewed:

RO ADM COORDINATOR

Date

Noted:

CLMD CHIEF

Date

Findings and recommendations:

Validated:

QAD IN-CHARGE OF DIVISION

Date

Noted:

QAD OIC-CHIEF

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.

Findings and recommendations:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Evaluated:

________________________________________________________________________
SDO ADM COORDINATOR
Date

________________________________________________________________________
SDO IN-CHARGE OF PRIVATE SCHOOLS
Date

Noted:

________________________________________________________________________
CID CHIEF
Date

________________________________________________________________________
SGOD CHIEF
Date
Reviewed:

RO ADM COORDINATOR

Date

Noted:

CLMD CHIEF

Date

Findings and recommendations:


Validated:

QAD IN-CHARGE OF DIVISION

Date

Noted:

QAD OIC-CHIEF

Date
Enclosure 2

Processing of Applications for Homeschooling Program

**School-Aplicant**

START

Prepares and submits the documentary requirements

**Schools Division Office**

SDO ADM Coordinator (CID) and Private Schools’ In-charge (SGOD) jointly evaluate the requirements

SDS endorses and recommends the applications that are compliant

**Regional Office**

RO ADM Coordinator (CLMD) reviews the documents and recommends for final validation

EPS In-charge (QAD) validates the application documents and recommends for approval

The Regional Director approves the Permit/Authorization

END

QAD/escg