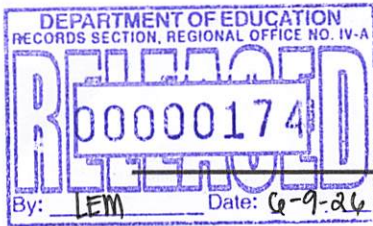




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



03 June 2026

**Regional Memorandum**  
No. 366, s. 2026

**COMPOSITION OF THE MONITORING EVALUATION AND  
INSPECTION TEAM (MEIT) FOR THE GOVERNMENT  
RECOGNITION OF PRIVATE BASIC EDUCATION  
INSTITUTION OFFERING THE SENIOR  
HIGH SCHOOL (SHS) PROGRAM**

To: **Assistant Regional Director  
Chiefs, Functional Division  
Schools Division Superintendents  
SHS Private School Administrators  
All Others Concerned**

1. Pursuant to DepEd Order No. 012, s. 2026, titled *Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program*, this Office, through the Quality Assurance Division (QAD), hereby announces the composition of the **Monitoring, Evaluation, and Inspection Team (MEIT) for the processing of applications for Government Recognition of Private Basic Education Institutions (PBEIs) offering the Senior High School (SHS) Program**. Please see the attached enclosure 1. List of Names of MEIT per Schools Division Office (SDO).
2. The Monitoring, Evaluation, and Inspection Team (MEIT) shall be composed of representatives from the Regional Office (RO) and the concerned Schools Division Office (SDO) having jurisdiction over the applicant private Senior High School (SHS). Please refer to the attached list for the official composition of the MEIT.
3. The Schools Division Office (SDO) shall determine the opening schedule for the acceptance of applications for Government Recognition of Private Educational Institutions offering the Senior High School Program. All applications endorsed to the Regional Office must be submitted on or before December 31, 2026.
4. The Terms of Reference of the Monitoring, Evaluation, and Inspection Team (MEIT) are as follows:
  - a. Complete the capacity-building and/or training program prescribed by the DepEd Regional Office;

- b. Conduct a review and pre-evaluation of all submitted Means of Verification (MOVs) listed in the prescribed Evaluation Tool (Annex I) prior to the scheduled ocular inspection;
  - c. Conduct an ocular inspection to verify the private SHS's compliance with the requirements and prescribed DepEd standards using the approved Evaluation Tool. The entire evaluation process, including the pre-evaluation of MOVs and ocular inspection, shall be completed within fifteen (15) working days from receipt of the recommendation from the SDO-SGOD;
  - d. Issue a Certification of Inspection (Annex K) to the concerned private SHS;
  - e. Consolidate all findings and observations from the inspection and evaluation into an Evaluation Report (Annex L) within five (5) working days after the conduct of the inspection and evaluation; and
  - f. Immediately transmit the Evaluation Report to the Schools Division Superintendent (SDS) for endorsement to the RO-QAD. The SDO shall ensure that, within three (3) working days from receipt of the Evaluation Report, the application is formally endorsed to the RO-QAD together with all required supporting documents.
5. In the absence or unavailability of the Curriculum Implementation Division (CID) Education Program Supervisor (EPS), the Public Schools District Supervisor (PSDS) overseeing the concerned cluster of schools, district, or sub-office shall serve as the alternate member of the MEIT.
  6. Travel expenses relative to this activity such as transportation, meals and other incidental expenses of the MEIT shall be charged against Regional funds for Regional MEIT members, and Schools Division Office funds for SDO MEIT members, subject to the usual accounting and auditing rules and regulations.
  7. For more information and details, please contact Quality Assurance Division through telephone number (02) 8682-2114 or email at [qad.calabarzon@deped.gov.ph](mailto:qad.calabarzon@deped.gov.ph).
  8. For immediate dissemination to all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV