



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Reference No.: RU-2026-029

Office of the Schools Division Superintendent

September 18, 2026

DIVISION MEMORANDUM

No. 416, s. 2026

**CONSTITUTION OF THE DIVISION MONITORING, EVALUATION AND INSPECTION
TEAM (MEIT) FOR THE GOVERNMENT RECOGNITION OF PRIVATE BASIC
EDUCATION INSTITUTIONS OFFERING THE SENIOR HIGH SCHOOL (SHS)
PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads of Private Schools with Senior High School Program
All Others Concerned

1. Pursuant to DepEd Order (DO) No. 012, s. 2026, titled "*Guidelines on the Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program*", and Regional Memorandum [DepEd-CAR] No. 672, s. 2026, titled "*Establishment of the DepEd-CAR Monitoring, Evaluation and Inspection Team (MEIT)*", this Office hereby establishes the **Division Monitoring, Evaluation and Inspection Team (MEIT)**.

2. The Division MEIT shall conduct the evaluation, inspection, and assessment of the compliance of applicant private Senior High Schools (SHSs) within the Schools Division of Tabuk City, ensuring strict adherence to DepEd minimum quality standards and regulatory requirements prior to the issuance of Government Recognition.

3. In accordance with Section VII.C(1) of DO No. 012, s. 2026 and the recommendation of the Regional Office - Quality Assurance Division, the Division MEIT is composed of designated key personnel from the School Governance and Operations Division (SGOD), Curriculum Implementation Division (CID), and the legal unit from the Office of the Schools Division Superintendent:

Member	Governance Unit	Primary Function
Federico C. Flores, Jr. <i>Education Program Supervisor</i>	SGOD	Team lead - quality assurance oversight, evaluation synthesis, and SDS endorsement.
Kenneth A. Atiwag <i>Senior Education Program Specialist</i>	SGOD	Ensures monitoring framework execution, evaluation tool score consolidation, overall score calculations, evaluation report, etc.
Vincent B. Matinez <i>Education Program Specialist II</i>	SGOD	Screening and intake validation of submitted applications, MOV compliance tracking, database management, field inspection support, etc.
Emmanuel C. Ubulan/ Josefina B. Balisong	CID	As curriculum & instruction leads, they evaluate Academics and TechPro curricula, track



Member	Governance Unit	Primary Function
<i>Education Program Supervisors - SHS Focal Persons (Academics & TechPro Tracks)</i>		offerings, class programs, school calendar, and other Academics/TechPro curriculum-related requirements.
Helen B. Orap <i>Education Program Supervisor/ LRMDS Focal Person</i>	CID	Ensures learning resource compliance by evaluating learning modules, library holdings, supplementary materials, and other related instructional media resources.
Menchie P. Gamongan <i>Disaster Risk Reduction and Management (DRRM) Focal Person</i>	SGOD	Assessment of DRRM plans, emergency exits, fire safety, sanitation, and other safety standards
Paul N. Palliso <i>Physical Facilities Focal Person/ Division Engineer</i>	SGOD	Assessment of physical facilities like school grounds, classrooms, science/computer laboratories, TVL workshops, accessibility law standards, occupancy permits, etc.
Deewail B. Bagayao/ Atty. Sandy L. Basungit <i>Learner Rights and Protection Focal Persons</i>	SGOD/ Legal	Legal document validation, SEC registration, land title/lease agreements, data privacy compliance, and other LRP-related requirements.

**The participation of SGOD and CID in all ocular inspections is mandatory pursuant to Section VII.C(1) of DO No. 012, s. 2026. Per RM No. 672, s. 2026, the SMME serves as the core operational link of the MEIT for this purpose. **

4. The Division MEIT shall perform, among others, the following core technical and administrative functions:

- a) *Pre-Evaluation of Means of Verification (MOVs):* Conduct a thorough review and pre-evaluation of all submitted MOVs listed in the prescribed Evaluation Tool (Annex I) at least ten (10) working days before the scheduled on-site inspection visit.
- b) *Ocular Inspection and On-Site Validation:* Execute on-site validation activities, including the opening briefing, physical verification of facilities, classroom observations, functional validation of procedures, interviews with school personnel/learners, and the closing wrap-up session.
- c) *Scoring and Report Preparation:* Utilize the 4-point Likert Scale to rate institutional compliance across all eight (8) evaluation areas weighted according to their strategic importance (Section VII.C(3)). The SEPS and EPS II of SMME shall lead the score consolidation, draft the Certificate of Inspection (Annex K), and finalize the evaluation report (Annex L) within five (5) working days post-inspection.
- d) *Endorsement and Submission:* Submit the completed evaluation report to the Schools Division Superintendent (SDS) for formal endorsement to the Regional Office within three (3) working days from report completion.
- e) *Post-Recognition Periodic Monitoring:* Conduct periodic monitoring of recognized private SHSs once every three (3) years for Substantially Compliant institutions and once every five (5) years for Fully Compliant institutions, as mandated by DO No. 012, s. 2026, or as often as required to ensure sustainability and continuous improvement.

5. Furthermore, the following application workflow, coding of documents, and timelines shall be observed:

- a) *Application Coding Format*: Upon receipt of application documents, the SDO Records Unit/ SGOD-SMME shall assign a standardized application code following Annex F: GRS-[ROCODE]-[SDOCODE]-[####], e.g., GRS-CAR-TAB-0001 or GRS-CAR-TAB-0002.
 - b) *Intake & Validation*: The SGOD, through the SMME, shall assess document completeness at least within ten (10) working days of receipt, issuing either a Completion Slip (Annex G) or a Return Slip (Annex H).
 - c) *Inspection & Evaluation Turnaround*: The total evaluation process - inclusive of MOV pre-evaluation and on-site ocular visit - shall be completed at least within fifteen (15) working days from SGOD clearance.
6. Travel and operational expenses incurred by the Division MEIT during field monitoring and inspection activities shall be charged against local funds, subject to existing accounting and auditing rules.
7. This Memorandum shall take effect immediately. Immediate dissemination of and strict compliance with this Order is directed.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent/Officer-in-Charge
Office of the Schools Division Superintendent