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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 14, 2023

REGIONAL MEMORANDUM

No. **329** s.2023

**UPDATES ON THE DIFFERENT QUALITY ASSURANCE DIVISION
CORE PROCESSES AFFECTED BY THE ADOPTION OF
NATIONAL QUALITY MANAGEMENT SYSTEM (NQMS)**

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Quality Assurance Division Compendium version three on Monitoring and Evaluation of Regional Office and Schools Division Offices performance in compliance to statutory and regulatory policy standards and requirements for continuous improvement of the organizational performance and delivery of basic education services, this Office, disseminates the different QAD office processes.

2. Affected Quality Assurance Division Processes

Office Processes	SDO Functions	RO Functions
1. Organization Management: Management of Applications in Basic Education of both Public and Private Schools. a. Establishment, Merging, Conversion, Naming/Renaming of Public Schools and Separation of Public School Annexes in Basic Education b. Establishment of Stand-Alone Senior High School c. Additional Senior High School Offering d. Establishment of Senior High School	<ul style="list-style-type: none"> Evaluate Schools Application Documents as to completeness and veracity of the documents based on DO No. 40, s. 2014, DO No. 51, s. 2015, DO No.45, s. 2017 and DM No. 04, s. 2014 Forward the compliant school application documents to RO with corresponding signed evaluation sheets 	<ul style="list-style-type: none"> Review and validate the SDO evaluated application documents Validate school application qualified through ocular inspection. Revalidate compliance to supporting documents to justify inspection findings. Recommend for appropriate action Issue RM/Permit/Government Authority. Publish the approved



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in existing public school		RM/Permit/Government Authority.
<p>2. Private Education Regulations and Development:</p> <p>a. Grant of Permits to Operate and Recognitions</p>	Refer to SDO and RO Functions of process No. 1	Refer to SDO and RO Functions of process No. 1
b. Grant of Special Orders (SO) of Local Private Schools/ Technical Vocational Institutions (TVI)	<ul style="list-style-type: none"> • Evaluate application documents of Special Orders of Private Schools/TVI, SUCs/LUCs. • Endorse evaluated application with the following document attached: <ol style="list-style-type: none"> a. List of candidates for Graduation for issuance of SO. b. Form 9 c. Form 10 (Report on Promotion) 	<ul style="list-style-type: none"> • Review application documents. • Review basic learners' information requirement for the issuance of SO • Draft SO with assigned document number series for eligible learners • Recommend the SO for graduation for RD's approval • Approved numbered Special Order for Graduation (Form 9) • Prepare RM for publication SO.
<p>3. Monitoring and Evaluation</p> <p>a. Program Implementation Review (PIR) Process – BAR 1</p> <p>b. Program Implementation Review (PIR) - WFP/PAPs</p>	<ul style="list-style-type: none"> • Validate the PAPs vis-à-vis with the BAR: WFP • Participate in the CSW of the DQMTs • Present the approved BAR vis-à-vis with the approved BED of the SDO for validation. • Submit the approved BAR and Quarterly PIR report and other data requirements to RO. 	<ul style="list-style-type: none"> • Validate the BAR submitted • Consolidate the validated BAR, QPIR report and other data requirements submitted • Submit the consolidated BAR to DBM-RO and DepEd- CO.
c. Accomplishments of Private Schools	<ul style="list-style-type: none"> • Conduct head count on GASTPE (ESC and TSS) and SHVP Grantees and 	<ul style="list-style-type: none"> • Validate GASTPE (ESC and TSS) and SHVP Grantees in the PEAC Billing statement



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	<p>submit report by school to RO.</p> <ul style="list-style-type: none"> • Conduct monitoring and Evaluation to Private schools, SUCs, and LUCs offering Basic Education to ensure that compliance to standards and guidelines are met and submit report to RO. • Submit Association of Private Schools' Accomplishment Reports 	<ul style="list-style-type: none"> • Analyze SDO reports possible policy review and recommendations to Central Office. • Prepare consolidated Accomplishment report of Association of Private Schools in Region VIII.
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3. Submission of all evaluated application documents shall be compliant to the timelines stipulated in the previous guidelines set forth per RM No. 078, s. 2020 (Timelines on the submission of application documents for Public and Private School Operations and RM No. 276, s. 2023 (Dissemination of DM No. 019 s. 2023).

4. Immediate dissemination of and strict compliance with this memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director

Enclosures: None

References: Compendium version 3 and DepEd Memorandum No. 014, s. 2022

To be indicated in the Perpetual Index under the following subjects:

Monitoring and Evaluation

Operations

Policies

QAD-GLA

