Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

DEPARTMENT OF EDUCATION
EL SALVADOR CITY- RECORDS SECTION
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November 5, 2026

DIVISION MEMORANDUM
No. 369, s. 2026

ESTABLISHMENT OF THE COMPOSITION OF DIVISION MONITORING, EVALUATION, AND INSPECTION TEAM (MEIT) FOR THE VALIDATION AND OCULAR INSPECTION OF PRIVATE SENIOR HIGH SCHOOLS AND ITS CAPACITY BUILDING

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Concerned Division Personnel
All Private Schools Offering Senior High School
All Others Concerned

1. In line with DepEd Order No. 012, s. 2026, on the Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program, the Schools Division of El Salvador City hereby establishes the Division Monitoring, Evaluation, and Inspection Team (MEIT) to undertake the pre-evaluation of submitted Means of Verification (MOVs), validation of documentary evidence, and ocular inspection of private SHS programs.

2. To ensure the effective implementation of these functions, the designated MEIT members shall also participate in a Capacity-Building Orientation on December 1, 2026, from 1:00 p.m. to 5:00 p.m., at the Conference Room, Schools Division Office of El Salvador City.

3. Composition of the MEIT

The Division Monitoring, Evaluation and Inspection Team (MEIT) shall be composed of the following, with at least (1) authorized representative from the regional Office:

RESPONSIBLE PERSONS	ASSIGNED TASKS
Chairperson: **RANDOLPH B. TORTOLA** Schools Division Superintendent	Provides overall leadership and direction to the MEIT; oversees inspection scheduling and team deployment; ensures compliance with DepEd policies; reviews findings and recommendations; and directs appropriate Division-level action and endorses reports to the Regional Office.
Vice-Chairperson: **CONNIEBEL C. NISTAL, PhD** Assistant Schools Division Superintendent	Assists the SDS in overseeing MEIT operations, coordinating Division offices, monitoring validation,

MEMBERS	
ROLLY B. LABIS, EdD Chief, SGOD	Lead and coordinate the evaluation and inspection process;
NINIAN A. ALCASID, PhD Chief, CID	Responsible for validating faculty qualifications, personnel profiles, and related staffing requirements;
JADE MARIE A. CACAYAN, PhD **ROQUE B. SABASAJE** Education Program Supervisors	Responsible for validating curriculum implementation, instructional practices, classrooms, laboratories, learning resources, assessment, and related requirements;
ANALYN G. FABRIA, PhD Education Program Supervisor	Designated personnel with relevant expertise to assess learner support services, health, guidance, learner protection, work immersion, and field experience, as applicable
MARICRIS P. QUISMUNDO SEPS (SMME) **KEVIN B. ASEQUIA** Planning Officer III	Responsible for school leadership, management systems, planning, and development requirements;
ENGR. DANIEL A. RAMAYAN Division Engineer	Responsible for inspecting school sites, classrooms, laboratories, learning resources, and safety-related facilities;
STEPHANIE SALIGUMBA, CPA Budget Officer III	Qualified personnel responsible for reviewing applicable budget, financial, and school-fee documentation
MARILOU Y. DESCALLAR, RGC EPS II SMME/SDO Private Schools Focal Person	Coordinates with private schools and the Division MEIT, schedules orientation and capacity building of the members, monitors documentary requirements, arranges inspections, maintains records, and facilitates follow-through on compliance gaps with the SGOD and concerned offices, and may assist in the evaluation process that applies her expertise;

4. Functions and Responsibilities

The Division MEIT shall:

a. pre-evaluate submitted MOVs and validate the completeness and authenticity of supporting evidence;
b. conduct ocular inspections to verify actual school conditions, facilities, instructional practices, and the implementation of documented systems and procedures;
c. assess compliance using the prescribed evaluation tool and applicable standards under DO 12, s. 2026;
d. conduct opening and closing meetings with school administrators and document findings and observations;
e. prepare and submit the evaluation report and required inspection documentation within the prescribed period; and
f. recommend appropriate follow-up actions and technical assistance based on identified compliance gaps.

5. Guidelines for Conducting Inspection

The MEIT shall evaluate all private schools with objectivity, confidentiality, professionalism, and consistency. Members shall disclose any actual or potential

conflict of interest and shall not participate in an evaluation where impartiality may be compromised.

All inspections shall be properly scheduled and coordinated with the concerned school. Documentary evidence, actual observations, and the prescribed evaluation tool shall support findings. The MEIT shall submit its report to the concerned Division Office for appropriate review and endorsement to the Regional Office, in accordance with DO 12, s. 2026.

5. Coordination and Capacity Building

The SGOD, in coordination with the CID and other concerned offices, shall facilitate the organization, orientation, and capacity building of the MEIT. Members shall undergo the training or capacity-building program prescribed by the Regional Office, as applicable.

6. Documentary Requirements

Attached is the checklist of documentary requirements with assigned evaluators, excerpted from DepEd Order No. 012, s. 2026, for reference and guidance.

7. Effectivity

This Memorandum shall take effect immediately and shall remain in force unless amended or revoked by a subsequent issuance.

9. This office shall adhere to the Equal Opportunity Principle (EEOP), in all steps to be undertaken for this activity. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

10. Immediate dissemination of and compliance with this Memorandum are directed.

RANDOLPH B. TORTOLA
Schools Division Superintendent

Attachment.: As stated

Reference: DepEd Order No. 012, s. 2026-Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program

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

PRIVATE SCHOOLS
QUALITY STANDARDS

SGOD/M&E/myd

Attachment 1. Assigned MEIT members per Mandatory Documentary Requirement

	Documentary requirement	Assigned evaluator/office	Focus of evaluation
1	Valid SHS Government Permit	**MARILOU Y. DESCALLAR, RGC** Private School Coordinator	Validity, school identity, and consistency with the application
2	Signed Letter of Intent addressed to the RD through the SDS	**MARILOU Y. DESCALLAR, RGC** EPS II, M & E Private School Coordinator	Completeness of the intended school year, tracks offered, and applicable PSO requirements
3	Privacy Notice for PBEIs (Annex A)	**MARILOU Y. DESCALLAR, RGC** EPS II, M & E Private School Coordinator	Use of prescribed template and required privacy information
4	Declaration of Data Privacy Compliance (Annex B)	**MARILOU Y. DESCALLAR, RGC** EPS II, M & E Private School Coordinator	Completeness and consistency of the declaration
5	Checklist, disclosure on pending criminal cases, and sworn statement (Annex C)	**MARILOU Y. DESCALLAR, RGC** EPS II, M & E Private School Coordinator	Completeness of the prescribed form, notarization, and required declarations
6	Approved SHS Class Programs	**JADE MARIE A. CACAYAN, PhD** **ROQUE B. SABASAJE** Education Program Supervisors	Alignment of class programs with the SHS curriculum and tracks applied for
7	Proposed School Calendar	**JADE MARIE A. CACAYAN, PhD** **ROQUE B. SABASAJE** Education Program Supervisors	Compliance with applicable school-calendar laws and DepEd issuances
8	Notarized MOU/MOA for partnerships, or Capstone Manual for the non-immersion track, if applicable	**JADE MARIE A. CACAYAN, PhD** **ROQUE B. SABASAJE** Education Program Supervisors	Relevance and completeness of partnership documents or capstone arrangements
9	Personnel Profile for administrative, teaching, and non-teaching personnel (Annex D)	**NINIAN A. ALCASID, PHD** Chief, CID **JADE MARIE A. CACAYAN, PhD** **ROQUE B. SABASAJE** Education Program Supervisors	Completeness of personnel profiles and supporting qualifications
10	Latest approved Tuition and Other School Fees	**MARICRIS P. QUISMUNDO** SEPS (SMME)	Presence of the latest approved schedule and consistency with the application

11	Board Resolution	**ROLLY B. LABIS, EdD** Chief, SGOD	Required certification, approval, and authorization
12	SEC Certificate of Incorporation, Articles of Incorporation, By-Laws, and updated General Information Sheet	**MARICRIS P. QUISMUNDO** SEPS (SMME)	Completeness, authentication, and applicability to the applicant institution
13	Certificate of Occupancy	**ENGR. DANIEL A. RAMAYAN** Division Project Engineer	Validity and suitability of the occupancy document for the school premises
14	Certificate of Title or acceptable deed/usufruct/lease documents	**ENGR. DANIEL A. RAMAYAN** Division Project Engineer	Acceptability of proof of site ownership or lawful use and compliance with the prescribed term
15	Legal Division clearance for a pending criminal case, when applicable	**ROLLY B. LABIS, EdD** Chief, SGOD	Presence of the required official clearance
17	PSO only: PSO Information Sheet	SDO SGOD / Private School Coordinator	Completeness of the prescribed information
18	PSO only: Host-government permit, authority, or license to operate	RO representative / designated RO technical evaluator, with legal assistance as needed	Authentication or verification, validity, and required English translation
19	PSO only: Philippine Embassy/Consulate endorsement	RO representative / designated RO technical evaluator	Presence and compliance with the prescribed endorsement and routing requirements

Attachment 2. Assigned DO Technical Evaluator for the eight (8) Evaluation areas during pre-evaluation. These areas may require review of supporting evidence and an ocular inspection.

EVALUATION AREA UNDER ANNEX I	PROPOSED LEAD EVALUATOR
Chairperson: **RANDOLPH B. TORTOLA** Schools Division Superintendent	Provides overall leadership and direction to the MEIT, oversees inspection scheduling and team deployment, ensures compliance with DepEd policies, reviews findings and recommendations, and directs appropriate Division-level action and endorsement of reports to the Regional Office.
Vice-Chairperson: **CONNIEBEL C. NISTAL, PhD** Assistant Schools Division Superintendent	Assists the SDS in overseeing MEIT operations, coordinating Division offices, monitoring validation, inspection, and report submission, and performing other delegated functions.
1. Curriculum and Teaching	**NINIAN A. ALACASID, EDD** Chief, CID **JADE MARIE A. CACAYAN, PHD** **ROQUE SABASAJE** Education Program Supervisors
2. Work Immersion and Field Experience	**JADE MARIE A. CACAYAN, PHD** **ROQUE SABASAJE** Education Program Supervisors
3. Leadership and Management	**ROLLY B. LABIS** Chief, SGOD **MARICRIS P. QUISMUNDO** SEPS (SMME)
4. School Site and Facilities	**ENGR. DANIEL A. RAMAYAN** Division Project Engineer
5. Learner Support	**ANALYN G. FABRIA, PhD** Education Program Supervisor
6. Planning and Development	**KEVIN B. ASEQUIA** Planning Officer III
7. Faculty	**JADE MARIE A. CACAYAN, PHD** **ROQUE SABASAJE** Education Program Supervisors
8. Budget and Finance	**STEPHANIE SALIGUMBA** Budget Officer III