



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

May 4, 2021

DIVISION MEMORANDUM

DM No. 250, s. 2021

DISSEMINATION OF TRANSITORY GUIDELINES FOR PROCESSING OF NEW GOVERNMENT PERMIT, RENEWAL OF GOVERNMENT PERMIT AND GOVERNMENT RECOGNITION FOR SY 2021-2022 AND REGIONAL GUIDELINES ON THE VIRTUAL JOINT EVALUATION, VALIDATION AND INSPECTION FOR PRIVATE SCHOOLS

To: OIC – Assistant Schools Division Superintendents,
CID and SGOD Chiefs,
Education Program Supervisors,
Public Schools District Supervisors,
Private School Administrators,
Private Elementary and Secondary School Heads/ Principals
All Others Concerned

1. The Department of Education (DepEd) Regional Office through the Quality Assurance Division issues the Transitory Guidelines for Processing of New Government Permit, Renewal of Government Permit and Government Recognition and Regional Guidelines on the Virtual Joint Evaluation, Validation and Inspection for Private Schools for SY 2021-2022.
2. Please refer to attached Memoranda RM-21-149 dated April 12, 2021 and RM -21-178 dated April 28, 2021 for your information and guidance.
3. Immediate dissemination of this Memorandum is desired

ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

cid-ims/farm/rqn/05/04/2021

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

UPLOADED	
Date/Time:	5/4/21
By:	Rommel
Ref. no.	DM 250, s. 2021



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



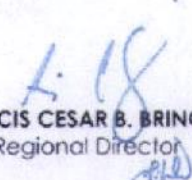
12 April 2021

Regional Memorandum

**TRANSITORY GUIDELINES FOR PROCESSING OF NEW GOVERNMENT PERMIT, RENEWAL
OF GOVERNMENT PERMIT AND GOVERNMENT RECOGNITION FOR SY 2021-2022**

To **Schools Division Superintendents**

1. Section 28 of DepEd Order No. 88, s. 2010 as amended provides that consistent with national educational policies, plans and standards, the Regional Director concerned shall have the authority, accountability and responsibility for approving the establishment of private pre-school, elementary and high schools and learning centers.
2. The same was also the pronouncement of the Filipino people in Item 13(B), Chapter I of Republic act 9155 entitled, Governance of Basic Education Act of 2001.
3. In view thereof, the transitory guidelines in the processing of applications for new government permit, renewal of government permit or government recognition for SY 2021-2022 is hereto attached.
4. All schools division offices are hereby required to furnish copy of this memorandum to all private schools association within their respective jurisdiction. Also, a copy of this memorandum shall be posted in the bulletin board and webpage of respective schools division office until the end of SY 2021-2022.
5. Compliance is hereby enjoined


FRANCIS CESAR B. BRINGAS
Regional Director

QAD/eoi/mlh

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**TRANSITORY GUIDELINES FOR PROCESSING OF NEW GOVERNMENT PERMIT, RENEWAL
OF GOVERNMENT PERMIT AND GOVERNMENT RECOGNITION FOR SY 2021-2022**

1. All applications for new government permit, renewal of government permit or government recognition for SY 2021-2022 which were submitted **after** August 30, 2020 (for new government permit), January 1, 2021 (for renewal of government permit) or February 2, 2021 (for government recognition) shall be accepted **without further hearings until April 30, 2021**.
- 1.1. Applications for SY 2021-2022 which will be submitted after April 30, 2021 shall be denied outright by the Schools Division Office and the reporting procedure in Regional Order 20-8 shall be followed.
2. Upon receipt of the application considering the deadline stipulated in item number 1 of this guideline, the Quality Assurance Division and the Private Schools In-charge in the Schools Division Office shall proceed with the usual rules and procedures in processing application.
3. In the meantime that the government is implementing measures to prevent the spread of COVID-19, Virtual Ocular Inspection shall be done by the Schools Division Inspectorate Team for the application for new government permit and renewal of government permit, the process of which shall be disposed in a separate memorandum.
- 3.1. For application for government recognition, the processing shall commence but the Joint Ocular Inspection of the Schools Division and Regional Office Inspectorate Teams shall be deferred until the lifting of the community quarantine.
- 3.2. After the quarantine is lifted, the Joint Ocular Inspection shall be conducted following the usual rules and procedures in the conduct of ocular inspection.
- 3.3. In the event that community quarantine was not lifted during the school year, renewal of government permit shall be granted instead of government recognition.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



28 April 2021

Regional Memorandum

**TRANSITORY GUIDELINES FOR PROCESSING OF NEW GOVERNMENT PERMIT, RENEWAL
OF GOVERNMENT PERMIT AND GOVERNMENT RECOGNITION FOR SY 2021-2022
AND REGIONAL GUIDELINES ON THE VIRTUAL JOINT EVALUATION, VALIDATION
AND INSPECTION FOR PRIVATE SCHOOLS**

To **Schools Division Superintendents**

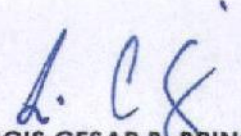

1. Relative to Regional Memorandum (RM-21-149), dated April 12, 2021, the Regional Guidelines on the Virtual Joint Evaluation, Validation and Ocular Inspection for Private Schools Applying for New Government Permit and Renewal of Permit will be sent to the official email addresses of the Schools Division Offices.
2. Attached to the said Guidelines are the Annexes: A1 – Regional Standards for the Joint Ocular Inspection, A2 – Virtual Ocular Inspection Protocols, A3- Rules and Procedures, A4 - Consent for Video Recording of the Virtual Engagement, A5 – Self-Attestation, A6 – Agreement and A7- Virtual Joint Evaluation, Validation and Ocular Inspection Report.
3. Regional Guidelines on the Virtual Joint Evaluation, Validation and Ocular Inspection for Private Schools Applying for New Government Permit and Renewal of Permit and its attachments shall be disseminated to the concerned private schools in the Schools Division.
4. For clarification of Item No. 3 of the aforementioned Memorandum, Virtual Ocular Inspection shall be done with the usual process of Joint Ocular Inspection by Inspectorate Teams composed of the following:
 - a. For New Course Offerings (New Kinder, New Grade 1, New Grade 7, New Grade 11) – 1 RO-QAD Personnel (to be assigned thru a Regional Memorandum) and SDO Inspectorate Team (to be assigned thru a Division Memorandum).
 - b. For New Additional Grade Level for Elementary, Junior High School, Senior High School and Renewal of Government Permits – SDO Inspectorate Team.



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5. SDO Inspectorate Team shall be composed of at least three (3) persons from the SDO (SGOD Chief Education Supervisor/SDO Personnel In-charge of Private Schools/Education Program Supervisor/Public Schools District Supervisor/Senior Education Program Specialist/Education Program Specialist). The PSDS to be assigned must preferably be the PSDS of the schools district where the school to be inspected is located. The Inspectorate Team may include a School Head from a public school nearest to the private school to be inspected.
6. All other processes in lieu of Ocular Inspection adopted in the past such as submission of video showing the school's premises shall be deemed inadmissible with the issuance of this Memorandum.
7. Reiterating that for the application for government recognition, the processing shall commence but the Joint Ocular Inspection of the SDO and RO shall be deferred until the lifting of the community quarantine.
8. After the quarantine is lifted, the Joint Ocular Inspection shall be conducted following the usual rules and procedures in the conduct of ocular inspection. The inspectorate team for Recognition shall be composed of at least 2 RO Personnel (to be assigned thru a Regional Memorandum) with the SDO Inspectorate Team (to be assigned thru a Division Memorandum).
9. In the event that the community quarantine was not lifted during the school year, renewal of government permit shall be granted instead of government recognition.
10. Widest dissemination of and compliance to this Memorandum is hereby enjoined.


FRANCIS CESAR B. BRINGAS
Regional Director 



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

**REGIONAL GUIDELINES ON THE VIRTUAL JOINT EVALUATION, VALIDATION
AND OCULAR INSPECTION FOR PRIVATE SCHOOLS APPLYING
FOR NEW GOVERNMENT PERMIT AND RENEWAL OF GOVERNMENT PERMIT**

I. Introduction

Chapter 3 Section 25 of the Education Act of 1982 defined "private schools as educational institutions maintained and administered by private individuals or groups". It was further stated that all schools shall be established in accordance with law. The quest to provide quality, accessible and affordable basic education in the Philippines is one recurring goal of the private schools and the reason why there are still private individuals aiming to build and put up schools and learning institutions is to contribute to nation's goal. The role of the government is to ensure that these school owner-applicants abide with the set provisions, guidelines and standards that serve as parameters in the operation of the newly established schools. With this premise, the Department of Education issued the DepEd Order No. 88 s. 2010 or the 2010 Revised Manual of Regulations for Private Schools to regulate the private school's operations. As stated in Section 30.6, "A thorough inspection of the school shall be conducted by a supervisor to determine its compliance with the requirements."

It is essential to thoroughly inspect the schools applying for new government permit to ensure that all the factors that may affect the ultimate goal of school establishment shall be given proper attention, validation and evaluation before its full operations. The said inspection as dictated in the said DepEd order is purely a face-to-face engagement and the supervisor must go directly and physically to check and inspect the facilities of the private schools. However, due to the unprecedented and unexpected challenges brought by the pandemic, the Regional Office and the Schools Division Office (SDO) personnel are apprehended to physically visit the schools and conduct the said inspection. But this pandemic never stops the committed DepEd personnel to provide service to the private schools. Thus, the Region through the Quality Assurance Division (QAD) crafted the Regional Guidelines on the Virtual Joint Evaluation, Validation and Ocular Inspection for Private Schools Applying for New Government Permit.



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II. Objectives

The primary objective of these regional guidelines is aligned with the aim of the Department to let the education continue despite of the challenges that the education sector is experiencing amid pandemic. These guidelines specifically aim to:

1. Ensure that the standards of the Region are met and achieved, and not to compromise the quality of education services that the newly-built schools may offer to their target learners.
2. Guide all the Regional Office and Schools Division Office (SDO) personnel on the implementation of the virtual evaluation, validation and ocular inspection of the private schools applying for new government permit.
3. Lead the school administrators on the step-by-step procedure in the conduct of the virtual evaluation, validation and ocular inspection.

III. General Guidelines

1. The Regional Education Program Supervisor (EPS) in-charge of the private schools in a particular division shall coordinate with the Schools Division Office (SDO) counterpart on the scheduled virtual ocular inspection.
2. The SDO counterpart shall provide an advanced copy of the Regional Standards for the Virtual Joint Validation, Evaluation and Ocular Inspection to the school-applicant upon submitting the documentary requirements. Only those who have filed within the prescribed period and have completed all the documents are subject for virtual validation, evaluation and ocular inspection.
3. The soft copy of the documents must have been evaluated and completed before the virtual ocular inspection. The school-applicant during the evaluation and inspection is advised to be ready with the original copy of the documents submitted online.
4. The school owner, an incorporator and/or a member of the Board of Trustees is advised to be in the school site during the evaluation, validation and ocular inspection. In case any of these officials will not be available, an Authorization of the school personnel who will attest the authenticity of the documents on their behalf shall be presented to the Inspectorate Team.
5. The Inspectorate Team members are expected to show utmost courtesy and professionalism during the conduct of the virtual evaluation, validation and ocular inspection.
6. It is necessary that the school-applicant must be informed that the entire virtual engagement shall be recorded for the purpose of reviewing and retrieving the necessary information relevant to the evaluation, validation and inspection. Further, the provisions stated in the Data Privacy Act shall be strictly considered.
7. A consent for recording of the proceedings of virtual ocular inspection from the school owner shall be sought for the purpose of documentation.

8. It should be understood that failure of the school-applicant to cooperate and comply with the standards and course requirements will compel the Team to recommend the disapproval of the application.

IV. Specific Guidelines

A. Preparation

Regional Office

The Quality Assurance Division shall:

1. Evaluate the documents submitted by the school-applicant and ensure that all the documentary requirements are complete before the virtual ocular inspection.
2. Coordinate with the SDO counterpart on the scheduled date and the specific time that the virtual ocular inspection will take place.
3. Issue a regional memorandum to the schools division office to inform the concerned personnel on the scheduled virtual ocular inspection.
4. Provide the SDO the necessary documents to be prepared including the Annexes 1-7 as per attached.
5. Conduct a pre-ocular meeting with the concerned personnel (Regional EPSs and SDO counterpart) to ensure a smooth flow of the inspection.

Schools Division Office

The Personnel in-charge of the private schools through the School Governance Division shall:

1. Inform the school-applicant on the scheduled date and specific time of the virtual ocular inspection.
2. Prepare the link for the chosen meeting platform and inform the regional and division personnel as well as the school-applicant about the link. It is also important that the school-applicant has agreed on the platform to be used during the actual evaluation, validation and inspection.
3. Provide the school-applicant the regional standards and advise thoroughly about the proceedings.

School-Applicant

1. Prepare all the original documentary requirements as per submitted in the Regional Office (RO) and Schools Division Office (SDO).
2. Do an initial dry-run of the virtual ocular inspection based on the standards provided by the RO/SDO to check in advance the status of compliance of the school's facilities.

3. Ensure that the internet connection is stable and the equipment to be used such as projector, laptop, smartphone, headphone and the like are functional and in good condition.
4. Provide a school map/vicinity plan of the school, to the Inspectorate Team for them to have an overview of the school's premises for easy facilitation of the inspection.
5. Accomplish templates: Annex 4- Consent for Video Recording of the Virtual Engagement and Annex 5- Self-Attestation and send the scanned copy to the SDO Personnel In-charge of Private Schools at least a day before the virtual ocular inspection.
6. Identify at least three (3) school personnel, a) school head or school official to facilitate the queries of the Inspectorate Team; b) a teacher who will facilitate the questions to be posted in the chat box; and c) a school staff or teacher who will assist in operating the laptop and/or the facilitation of the meeting platform.
7. Coordinate with the SDO Personnel for any relative concerns a day before the scheduled virtual ocular inspection.

B. Actual Virtual Ocular Inspection

1. All Personnel involved in the virtual ocular inspection are advised to be online 15 minutes before the scheduled time.
2. The Virtual Ocular Protocols shall be presented before the meeting starts. The school-applicant must also be informed that the entire proceedings shall be recorded for documentation purposes.
3. The Regional facilitator will start the meeting with a simple prayer and introduce the Inspectorate Team and discuss the details of the proceedings.
4. The Regional Team Lead shall state the purpose of this activity and establish a parameter that will serve as a guide to all the members of the Inspectorate Team and the representatives of the school-applicant.
5. The Regional EPS in-charge shall state the completion of all the documentary requirements submitted by the school-applicant. Further, attest that the school submitted all the requirements and if there are any clarification on the submitted documents, the EPS may clarify it with the school-applicant before proceeding to the inspection.
6. Only the school proper authority such as the school head or one of the Board of Trustees, shall do self-attestation on the authenticity and veracity of all the documentary requirements the school had submitted to the Regional Office.
7. After such, the virtual ocular inspection will follow.
8. During the virtual ocular inspection, the school head may lead the Inspectorate Team on the facilities and area/s of the school as stated in the Regional Standards. On the other hand, one of the

staff/teacher may relay the concerns posted in the chat box and let the school head address the concerns one at a time.


9. The Inspectorate Team may post their concerns in the chat box as well as their recommendation/s for proper documentation.
10. After the virtual tour, the school-applicant and its representatives will convene in an area wherein they can have a post-conference with the Inspectorate Team.
11. The Regional facilitator shall reiterate the observations and recommendations stated in the chat box.
12. The members of the Inspectorate Team (Regional and Division) shall give their decision if the school will be granted the permit or denial of the application.
13. There shall be a follow-up (face-to-face) inspection/visit to validate whenever there are still doubts in the observation during the virtual ocular inspection considering the guidelines stated by the IATF.
14. In the event that minor deficiencies were noted, the Inspectorate Team may decide on the compliance of the deficiencies and how long shall those be complied.
15. An agreement shall be made between the school and the Inspectorate Team on the date that re-inspection will be made.
16. Failure to comply within the agreed date will compel the Inspectorate Team to recommend the disapproval of the application.

C. Post Virtual Ocular Inspection

1. The Regional EPS will:
 - a. Prepare the Joint Ocular Inspection report and have it e-signed by the members of the Inspectorate Team.
 - b. Submit the report together with the soft copy of the documentary requirements and the processing sheet to the Chief for validation and approval.
 - c. If the application is approved, prepare the order of payment and notify the school-applicant to pay the necessary fees. Then, inform them to email the deposit slip before the issuance of the official receipt.
 - d. If the application is denied, provide the school-applicant a comprehensive report on the observations and recommendations of the Inspectorate Team. Then, prepare a disapproval letter.
 - e. Send the soft copy of the permit or the disapproval letter to the Schools Division Office (SDO), copy furnished the school-applicant.

ANNEXES

- A1- Regional Standards
- A2- Virtual Ocular Protocols
- A3- Rules and Procedures
- A4- Consent for Video Recording of the Virtual Engagement
- A5- Self-Attestation
- A6- Agreement
- A7- Virtual Joint Evaluation, Validation and Ocular Inspection Report

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Annex 2.

VIRTUAL OCULAR INSPECTION PROTOCOLS



Be on time.

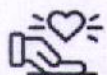
All the members of the Inspectorate Team and the personnel of the school-applicant must access the online platform 15 minutes before the scheduled time.



Be ready.

The Inspectorate Team members and the school-applicant must be ready with all the necessary documents relevant to the evaluation, validation and inspection. Further, all participants on this virtual engagement are encouraged to wear proper attire if in case there is a need to turn on the camera.

All the necessary gadgets must be prepared and ensure that these are all functional and in good condition. Internet connectivity must be checked.



Be respectful.

All participants in the meeting room must be respectful and courteous. Polite expressions and appropriate use of language are highly encouraged. Everyone is advised to use the chat box facility of the platform to communicate with each other. If in case there is a need to turn on the microphone, make sure that the host/s or the lead facilitator recognize you before speaking.



Be attentive.

All the participants are encouraged to give their full attention and focus on the entire conduct of the evaluation, validation and inspection.



Be active.

Everyone is encouraged to actively participate during the conduct of the evaluation, validation and inspection to achieve a collaborative decision in the approval or disapproval of the application.



REGION IV-A CALABARZON
QUALITY ASSURANCE DIVISION (QAD)

Annex 3.

RULES AND PROCEDURES

(Joint Evaluation, Validation and Ocular Inspection)

- I. Preliminaries
 - a. Opening Prayer
 - b. Presentation of the Inspectorate Team Members
 - c. Presentation of School-Applicant Team Members
 - d. Virtual Ocular Protocols
 - e. Statement of Purpose and Regional Guidelines
- II. Evaluation and Validation of Documents
 - a. Attestation of the Regional EPS on the completeness of the submitted documentary requirements.
 - b. School-Applicant Self-Attestation
- III. Virtual Ocular Inspection
 - a. The flow of the ocular or virtual school tour must be based on Regional Standards and/or the school's floor plan or map as per agreed upon by the Team and the school.
 - b. The Inspectorate Team members may ask questions as the virtual school tour is ongoing.
 - c. Post-conference may take place after the virtual school tour.
- IV. Post Ocular Inspection



Department of Education

REGION IV-A CALABARZON

QUALITY ASSURANCE DIVISION (QAD)

Effectivity Date: April 13, 2021

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Annex 4.

CONSENT FOR VIDEO RECORDING OF THE VIRTUAL ENGAGEMENT

I, _____, of legal age, married/single, Filipino
(Name of Affiant)

and with office address at _____
(School Address)

after sworn do hereby depose and state that:

1. I am the _____ of _____;
(Position) (Name of School)
2. I am confirming that I have been informed that the virtual ocular inspection of the school premises including building/s, classrooms, facilities and equipment will be recorded and such recordings will form part of the documentation; and
3. I am declaring my consent for such recordings.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____, in the _____, Philippines.

Affiant
(Signature Above Printed Name)



Department of Education
REGION IV-A CALABARZON
QUALITY ASSURANCE DIVISION (QAD)

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Annex 5.

SELF-ATTESTATION

I, _____, of legal age, married/single, Filipino
(Name of Affiant)
and with office address at _____,
(School Address)
after sworn do hereby depose and state that:

1. I am the _____ of _____;
(Position) (Name of School)
2. I am attesting that all the documents submitted to the Regional Office (RO)/Schools Division Office (SDO) and presented in this evaluation, validation and virtual ocular inspection are authentic, true and correct as per original documents;
3. I am declaring that all the facilities and equipment shown during the conduct of virtual ocular inspection are owned by the school;
4. I am aware that any misrepresentation or falsehood in the documents and facilities/equipment presented during the conduct of the virtual ocular inspection is a ground for the denial of the school's application for government permit, and if found misrepresented and false after the grant of the permit is a ground for its revocation;
5. Likewise, I am aware that I may be held criminally liable for perjury and/or other criminal offense for any misrepresentation or falsehood in this statement and during the video conference;

IN WITNESS WHEREOF, I have hereunto affixed my signature this
_____, in the _____, Philippines.

Affiant
(Signature Above Printed Name)



Department of Education

REGION IV-A CALABARZON

QUALITY ASSURANCE DIVISION (QAD)

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Date: April 13, 2021

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Annex 6.

AGREEMENT

Private Kindergarten/Elementary/Secondary Schools
(Pursuant to Regional Memorandum dated July 10, 2013)

Name of School: _____
Address of School: _____
Schools Division Office: _____
Course Application: _____
School Year: _____ Date: _____

Dear Sir/Madam:

Based on the following deficiencies noted/observed by the Inspectorate Team members conducted on _____, it is advised that compliance to the deficiency/ies must be accomplished within _____ days upon receipt of this letter (due date: _____).

1. _____
2. _____
3. _____
4. _____
5. _____

Failure to do so within the prescribed/agreed period will compel this Office for the non-issuance of the New Government Permit applied for and/or relegation to renewal only of the existing permit/s of the applications for recognition and additional levels.

Very truly yours,

(Signature Above Printed Name)

Conforme:

(Signature Above Printed Name)

Authorized School Official
(Signature Above Printed Name)

(Signature Above Printed Name)



Department of Education

REGION IV-A CALABARZON

QUALITY ASSURANCE DIVISION (QAD)

Effectivity Date: April 13, 2021

Revision No.: 0

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Annex 7.

JOINT EVALUATION, VALIDATION AND OCULAR INSPECTION REPORT

Name of School: _____

Address of School: _____

Schools Division Office: _____

Course Application: _____

School Year: _____ Date: _____

Particular/s	Standards are: Evident (/) Not Evident (x)
1. School frontage with a flagpole displaying the Philippine flag.	
2. Sufficient number of instructional rooms	
3. Proper lighting and ventilation	
4. Playground facilities and equipment's	
5. Computer laboratory	
6. Internet Connectivity	
7. Science laboratory	
8. Library	
9. Home Economics/TLE Laboratory	
10. Guidance Room	
11. Clinic	
12. Administrative Office	
13. Comfort Rooms separated by gender	
14. Emergency Exit/s	

Findings/Recommendations:

Inspected by:

(Signature Above Printed Name) (Signature Above Printed Name) (Signature Above Printed Name)

Conforme:

Authorized School Official
(Signature Above Printed Name)

Note:
This ocular inspection report shall
be accomplished with reference to
A1- Regional Standards.



Annex 1.

REGIONAL STANDARDS FOR THE JOINT OCULAR INSPECTION

(Based from DECS Service Manual as attached in the Regional Memorandum No. 572 s. 2017 entitled Conduct of On-Site Inspection/Validation of Recognized Private Schools issued last October 23, 2017)

1. School frontage with a flagpole displaying the Philippine flag.

- The school frontage should be clean and free from obstructions.
- The name of the school should be easily seen by observers.
- The Philippine flag should not be torn and mutilated.
- The flagpole should be at least 1 foot higher than the nearby/background one-story building.

2. Sufficient number of instructional rooms with at least 1 per grade level.

- Instructional rooms must have a pleasant atmosphere, adequately and properly lighted and ventilated and free from noise.
- Classroom doors should open outwards towards a corridor.
- In a multi-story building, classrooms should lead to two staircases on opposite sides of the building and ramps should be provided for students with special needs.
- The Kindergarten room must have a one table: one student ratio facility; must have provision for audio-visual learning (the projection screen/LCD should be placed so that its bottom edge is approximately at the eye level of the seated pupils/students for best vision); must have cubby holes for the personal care kit of the pupils; must have rubber matting for the safety of the pupils; the bottom of the green board/white board should be one foot from the floor and the green board/whiteboard must have alternating red and blue lines (one inch apart from each other) just like the grade one pad paper; there must be a space (gallery) allotted for the display of the pupils' outputs.
- There must be one instructional room per grade level in the elementary and secondary courses.
- Sufficient functional and appropriate furniture and fixtures should be present inside the classroom for the general needs of the teacher and students.
- The size of the classroom should be enough to accommodate the students; an area of 1.4 - 1.5 square meters per student is required.
- The rooms and the school as such should not be used for private residence or in any way that might directly or indirectly interfere with school operations.



3. Proper lighting and ventilation.

- The offices, classrooms, laboratory rooms and hallways should be adequately and properly lighted and ventilated. A standard 7m x 9m (63 square meters) classroom must have at least two (2) 40-watt fluorescent lamps.

4. School site for athletics/playground facilities and equipment

- There should be playground equipment like swing, slide and seesaw for Kindergarten/Elementary.
- At least half-court basketball area for secondary is a must
- Athletics/playground site should have equipment for game skills and locomotor skills.
- If the school has no site for athletics/playground, it should have a memorandum of agreement (MOA) with the barangay on which it is situated for the use of the athletics/playground facilities of the barangay (not more than 200 meters walking distance from the school) for the students of the school, according to schedule.

5. Complete and Functional Computer Laboratory

- The Computer Laboratory should be a separate room and should have sufficient equipment and sufficient space for students and equipment.
- There should be sufficient functional computer units with internet connectivity for use by the students.
- "Harmful" websites should be blocked and off-limits to students and faculty alike.
- The computer laboratory should be properly lighted and ventilated.

6. Complete and Functional Science Laboratory

- The Science Laboratory should have sufficient equipment and sufficient space for students and equipment.
- The tools, equipment and chemicals must be kept in a cabinet with a glass door and padlocked and may be opened only by the Science teacher.
- The working/experiment table should be tiled or with formica.
- There should be an emergency shower and comfort room.
- Fire extinguisher and emergency exits should be readily available.

7. Complete and Functional Library

- There must be a separate building or room properly constructed for a school library which is well-lighted, ventilated, free from noise, with modified open-shelf system and centrally accessible to teachers and pupils.



- There must be a 10-inch diameter globe map, a world map, an adequate number of library books per pupil by educational level, home reading and general reading books, sets of supplementary reading materials appropriate for each grade level and subject, professional books for the faculty, general references, dictionaries and encyclopedia and subscription to current news periodicals and professional magazines or journals.

8. Complete and Functional Home Economics/TLE Laboratory

- The Home Economics laboratory should be designed as a self-contained Filipino home. It must have a sala or living room, furnished with standard sala set, curtains, drapes and appropriate decors. The bedroom should be furnished with standard bedroom furniture, beddings, curtains and lamps. The dining room should be furnished with standard dining room furniture set. There must be a kitchen unit with stove, sink, working table, shelves and cabinets. Toilet and bath should be provided with standard fixtures and furnishings.
- The TLE Laboratory for Industrial Arts should be designed as a self-contained shop. It should contain the following:
 - a) a classroom area with standard classroom facilities,
 - b) a work area with work benches, stools and fixtures,
 - c) a tool room with cabinets, shelves, racks, etc. for systematic safekeeping of shop tools
 - d) a storeroom for supplies, materials, finished projects, etc.,
 - e) a display area for exhibiting selected finished projects, announcements,
 - f) a toilet and bath with standard fixtures and facilities, including lavatory, and
 - g) an office for the shop teacher.

9. Ancillary rooms like guidance, clinic, administrative office and school canteen

- A guidance room should be set aside and located, if possible, adjacent to the administrative area. It should include separate enclosed space for conducting individual counseling, testing and storage of pupils' records. Among the basic facilities that should be provided in the school guidance center are instruments and devices for testing, diagnosing, measuring aptitudes, intelligence and various literature, reference materials and instructions about guidance and counseling are suggested.



- The school health clinic should be furnished with the following basic facilities:
 - a) bed/cot (preferably the reclining type),
 - b) weighing scale,
 - c) apparatus for measuring height,
 - d) thermometer,
 - e) medical supplies,
 - f) cabinet,
 - g) eye-testing apparatus,
 - h) mirror,
 - i) sink or lavatory,
 - j) first aid equipment and supplies and
 - k) standard office equipment (tables, chairs, stool, trash can, etc.)
- The administrative office may contain the following offices:
 - a) office of the administrator,
 - b) office of the department head,
 - c) office of the auditor,
 - d) cashier or disbursing officer's office,
 - e) accounting office,
 - f) supply office,
 - g) clerical staff room,
 - h) faculty room,
 - i) records room,
 - j) guidance, testing and placement room and
 - k) Clinic

These offices should be provided with the necessary equipment such as computers, tables, chairs, typewriters, etc.

- The school lunch counter/canteen should be clean, with adequate lighting, proper ventilation and properly screened. The service counter should be properly located to facilitate systematic serving of food. The kitchen space should include areas for food preparation, cooking, cleaning and storage. Snacks, lunch supplements and school lunch for sale should be limited to food items that can be easily prepared and will best supplement the children's home diet. A potable water supply is a must.



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10. Comfort rooms separated by gender

- Sufficient and satisfactory clean and sanitary comfort rooms/toilet facilities should be provided and conveniently located, separate for students and faculty by gender, complete with signage.
- There must be 1 detached boys' urinal per 50 pupils/students or 1.00m urinal trough per 100 pupils/students and 1 boys' toilet seat per 100 pupils/students.
- There must be 1 girls' toilet seat per 50 pupils/students.
- There must be 1 lavatory to 1 toilet seat.
- Comfort rooms for NKP may be common for both genders as long as there is a separate urinal inside for the boys.

11. Emergency exits

- The school should have emergency exits (as mandated by the National Building Code), fire escapes, fire extinguishers and other safety devices, and ramps for students with special needs.