

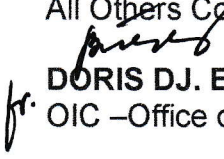


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IV – A CALABARZON  
**City Schools Division of Cabuyao**  
City of Cabuyao, Laguna



## MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent  
OIC – Chief School Governance and Operations Division  
Chief - Curriculum Implementation Division  
Public Schools District Supervisors  
Cabuyao Private Schools Association (CAPRISA) Officers  
All Others Concerned

FROM :  **DORIS DJ. ESTALILLA**  
OIC –Office of the Schools Division Superintendent

SUBJECT : **CAPACITY BUILDING WORKSHOP ON PRIVATE SCHOOLS’  
DOCUMENT EVALUATION AND OCULAR INSPECTION**

DATE : March 6, 2018

1. Relative to DepEd Order No.11, s. 2011 entitled, Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education particularly in the issuance of Government Permit and Recognition, this office announces the conduct of **Capacity Building Workshop on Private Schools’ Document Evaluation and Ocular Inspection** on March 23, 2018 at Technopark Hotel, Sta. Rosa City, Laguna.
2. This activity aims to:
  - a. review the required documents for the following applications:
    - Establishment/Opening of a new private school
    - Renewal of Government Permit/Recognition
    - Senior High School (SHS) Implementation (new, renewal and additional offerings)
    - Special Order;
  - b. re-orient the participants on the guidelines in the processing of documents;
  - c. adapt the conduct of ocular inspection activities and evaluation applicant school’s compliance with the minimum standards set for the program applied for (DO 11, s. 2011); and
  - d. create on-site validating team.
3. The participants to this workshop are the Assistant Schools Division Superintendent, Division Legal Officer, SGOD and CID Chiefs, SEPS (SMME), EPS-II (SMME), all Public Schools District Supervisors (PSDS), Senior High School (SHS) Coordinator and all Cabuyao Private Schools Association (CAPRISA) Officers.
4. A registration of Php1500.00 shall be charged to each private school attendee to cover expenses for meals (2 snacks and lunch), honoraria and other incidental expenses relative to the conduct of the activity. The expenses of SDO participants shall be charged against their Division fund subject to the usual auditing and accounting rules and regulations.
5. All Cabuyao Private School Association (CAPRISA) Officers are requested to register on/or before March 16, 2018 at the SGOD office and look for Ms. Regina D. Cantillan, deadline of payment is on March 19, 2018.

6. Attached herein is programme of activities.

7. Immediate dissemination of this Memorandum is desired.

UM No. 103, s. 2018

## PROGRAMME

I. Registration

**REGINA D. CANTILLAN**  
Clerk- SGOD

II. Opening Program

Philippine National Anthem  
Prayer  
CALABARZON March  
Cabuyao Hymn

III. Welcome Remarks

**JOSE CHARLIE S. ALOQUIN, PhD**  
OIC- Chief - SGOD

IV. Message

**HON. ROMMEL GEOLEA**  
City Mayor

**DORIS DJ. ESTALILLA**  
OIC- Schools Division Superintendent

V. DepEd- Region IV- A

**EDENIA O. LIBRANDA**  
Chief- QAD

VI. DepEd - SDO- CABUYAO

**DORIS DJ. ESTALILLA**  
OIC- Schools Division Superintendent

**ELVIRA B. CATANGAY, Ed.D.**  
Officer- In – Charge  
Asst. Schools Division Superintendent

**EDNA F. HEMEDez, Ed.D.**  
CID Chief

**JOSE CHARLIE S. ALOQUIN, PhD**  
OIC- Chief – SGOD

Lunch-----Lunch-----Lunch-----Lunch

VII. CAPRISA Hours

**NOLI A. OLIVERA**  
President - CAPRISA

**JOSELITO C. LEGASPI**  
Vice President- CAPRISA

VIII. Acknowledgment

**REYARR L. CRUZ**  
SEPS – SMME

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**ESPERANZA A. MAMINTA**  
Master of Ceremony