



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)
All Private Schools' Administrators
All Others Concerned


FROM : *for* **DORIS DJ. ESTALILLA, Ed.,D.**
OIC –Office of the Schools Division Superintendent

SUBJECT : **CONDUCT OF ON-SITE INSPECTION/VALIDATION OF
RECOGNIZED PRIVATE SCHOOL**

DATE : April 17, 2018

1. Relative to DEPED – 4A - RM -05- 17- 572 re : **Conduct of On- site Inspection/ Validation of Recognized Private Schools**, this office announces the conduct of on-site inspection of all recognized private schools on April 18, 2018 onwards.
2. This activity aims to:
 - a. ensure the protection and promotion of the right of all citizens to quality education at all levels and to make such education accessible to all, and
 - b. check if the recognized private schools still live up to the required standards vital to their recognized status.
3. The results of the division on- site inspection/ validation shall determine the compliance or failure of recognized private schools to observe and maintain all the standards required by the Department of Education.
4. In view of the foregoing, a copy of the Regional Standards of the Joint Ocular Inspection is hereto attached to serve as a guide for all concerned in the said inspection.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.

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REGIONAL STANDARDS FOR THE JOINT OCULAR INSPECTION

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 NKP 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 1.5 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 four 40-watt fluorescent lamps.

4. **School site for athletics/playground facilities and equipment**
 - There should be playground equipment like swing, slide and seesaw for NKP/Elementary.
 - At least half-court basketball area for secondary is a must

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- 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 for the students of the school, according to schedule.

5. Complete/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/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/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/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.

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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, etc., 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 and administrative office

- 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.

10. Comfort rooms separated by gender



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- 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.
- 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.