



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
All Private Schools' Administrators Applying for Government
Recognition
All Others Concerned

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


SUBJECT : **EVALUATION, VALIDATION AND OCULAR INSPECTION OF
PRIVATE SCHOOLS APPLYING FOR GOVERNMENT
RECOGNITION SY 2018-2019**

DATE : April 30, 2018

1. With reference to DEPED-4A- RM-05-18-239 dated April 25, 2018, this office will conduct evaluation, validation, and ocular inspection of private schools applying for **government recognition** on May 9 – 11, 2018.
2. The Division Office in-charge of Private schools, together with Lourdes M. Catolico, Regional Education Program Supervisor-QAD and Anatalia Melegrito, Administrative Aide VI, will facilitate the said activity.
3. In view of the foregoing, a copy of the Regional Standards of the Joint Ocular Inspection is hereto attached in Enclosure No. 1 to serve as a guide for all concerned in the said inspection.
4. The schedule and the list of private schools to be visited are stipulated in the attached Enclose No. 2.
5. Immediate dissemination of this Memorandum is desired.

UM No. 157, s. 2018

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DOCUMENT NO.	VERSION NO. 1.2	REVISION NO. 0.2	DATE:	Page 1 of 4

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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DOCUMENT NO.	VERSION NO. 1.2	REVISION NO. 0.2	DATE:	Page 2 of 4

- 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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DOCUMENT NO.	VERSION NO. 1.2	REVISION NO. 0.2	DATE:	Page 3 of 4

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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**Regional Standards for the Joint Ocular
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DEPED-4A-GF051006-17

DOCUMENT NO.	VERSION NO. 1.2	REVISION NO. 0.2	DATE:	Page 4 of 4
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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.

**LIST OF PRIVATE SCHOOLS APPLYING FOR GOVERNMENT RECOGNITION-
FOR OCULAR INSPECTION, SY 2018-2019
May 9-11, 2018**

No.	Name of School	Date	Government Permit	Address
1	Bible Baptist School of Excellence and Development Inc.	May 9, 2018	Recognition of Grades 1-10	44 Rosario Vill, Sala
2	ACTS Learning Center	May 9, 2018	Recognition of Kindergarten and Grades 1-6	138 Ruby St. Shineland Vill., Sala
3	Young Rock School of Cabuyao	May 9, 2018	Recognition of Kindergarten and Grades 1-6	L1 BC2 Tsimshatsui Road, Banay-banay
4	Kiddie Star Learning Center	May 9, 2018	Recognition of Kindergarten	B227 L19-21 and B190 L8-10 and 12 P2, Mabuhay City, Mamatiid
5	Divinity Infinity Learning Center	May 9, 2018	Recognition of Grades 1-6	B2 L1 P5 Mabuhay City, Mamatiid
6	Saith John mark Montessori De Cabuyao Inc.	May 10, 2018	Recognition of Kindergarten	P1 b10-11-35, LAKESIDE Nest Subd., Banay-banay
7	Emmanuels Christian School of Cabuyao	May 10, 2018	Recognition of Kindergarten	B17 L31-32 P2 St. Joseph, Marinig
8	South Pearl Educational Center	May 10, 2018	Recognition of Kindergarten	B5C L1-2 St. Joseph Homes, Gulod
9	Emmanuels Christian School of Cabuyao	May 10, 2018	Recognition of Grades 1-6	B L2-14, 17&18 St. Joseph Homes 1 Subd. Gulod
10	St. Clare of Assisi Learning School	May 10, 2018	Recognition of Grades 7-10	B1 L17 Villa Estela Subd. Baclaran
11	Princeton Academy	May 11, 2018	Recognition of Kindergarten and Grades 1-6	B34 L49-51-53-54 Birmingham, Pulo
12	Princeton Academy	May 11, 2018	Recognition of Kindergarten and Grades 1-6	77 San Isidro
13	Woodhill Integrated School	May 11, 2018	Recognition of Kindergarten	B31 L22-24 P1 San Isidro Heights
14	St. Aloysius Gonzaga de Castiglione School	May 11, 2018	Recognition of Grades 1-6	B16 L9-11, Mahogany P3, San Isidro
15	Schola Angelicus	May 11, 2018	Recognition of Grades 1-6	B2 L1 Centinnial Homes Pulo