



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



January 15, 2018

DIVISION MEMORANDUM
No. 08 s. 2018

**DIVISION ORIENTATION ON POLICIES, GUIDELINES, AND REGULATIONS
GOVERNING PRIVATE SCHOOLS**

To: Assistant Schools Division Superintendent
Division Chiefs
School Administrators of Private Schools
All Others Concerned

1. The Department of Education, Region 3, Division of City of San Jose del Monte will conduct the Division Orientation on Policies, Guidelines and Regulations Governing Private Schools on Thursday, February 8, 2018, 8:30 am – 5:00 pm at Starmall Event Center, Quirino Highway, Kaypian, City of San Jose del Monte.
2. The activity aims to re-orient private school administrators on governance for basic education.
3. **Only ONE** school administrator from each private school with Government Recognition/ Permit to operate is expected to attend.
4. Immediate and wide dissemination of this Memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



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RE-ORIENTATION ON POLICIES, GUIDELINES, AND REGULATIONS GOVERNING PRIVATE SCHOOLS

Starmall Event Center, Quirino Highway, Kaypian, City of San Jose del Monte
February 8, 2018

MATRIX OF ACTIVITIES

Time	Activity
7:30 a.m. – 8:30 a.m.	Registration
8:30 a.m. – 8:45 a.m.	Opening Program
8:45 a.m. – 9:45 a.m.	Off-Campus Activities - DepEd Order # 66, s. 2017
9:45 a.m. – 10:00 a.m.	Health Break
10:00 a.m. – 11:00 a.m.	Requirements and Timeline for Submission of Documents - Schedule of Fees - Government Permit/Recognition - School Calendar - Special Order
11:00 a.m. – 12:00 nn	Learner's Information System (LIS) and Enhanced Basic Education Information System (EBEIS) Updates
12:00 nn – 1:00 p.m.	Lunch Break
1:00 p.m. – 2:00 p.m.	New School Forms - DepEd Order # 58, s. 2017
2:00 p.m. – 3:00 p.m.	Certification, Authentication and Verification (CAV) - DepEd Order # 48, s. 2017
3:00 p.m. – 3:15 p.m.	Health Break
3:15 pm – 4:15 p.m.	School Safety
4:15 p.m. – 4:45 p.m.	Open Forum
4:45 p.m. – 5:00 p.m.	Wrap-up