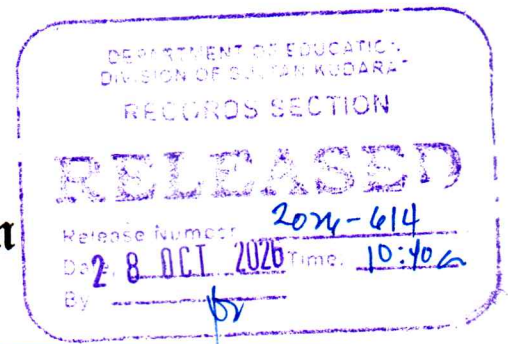




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



October 28, 2026

DIVISION MEMORANDUM
SGOD EPS No. **225**, s. 2026

**CONSTITUTION OF DIVISION MONITORING, EVALUATION,
AND INSPECTION TEAM (MEIT)**

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Education Program Supervisors
Private Schools Administrators
This Division

1. Pursuant to DepEd Order No. 012, s. 2026, entitled Government Recognition of Private Education Institutions Offering the Senior High School (SHS) Program, this Office hereby constitutes the Division Monitoring and Evaluation Inspection Team (MEIT) to conduct ocular inspections as part of the validation of applications for government recognition submitted by private schools offering the SHS program.

2. This MEIT shall undertake the following activities during the conduct of ocular inspection:

a. Opening Meeting of Briefing

The MEIT conducts an initial meeting with the school administration to clarify the objectives, scope, and procedures of the ocular inspection. This includes discussing evaluation areas, required cooperation from the school personnel, and the flow of activities for the day.

b. On-Site Validation Proper

The MEIT verifies the accuracy and authenticity of the previously submitted MOVs by examining actual conditions, implementation practices, and compliance with standards. This includes:

i. Physical Verification

The MEIT inspects physical structures, resources, instructional materials, and documents to confirm alignment with previously submitted evidence. This covers equipment, learning spaces, and safety requirements as reflected in the evaluation tool's indicators.

ii. Classroom Observation

The MEIT observes ongoing classroom instruction to assess teaching practices, learner engagement, use of pedagogical approaches, and alignment with curriculum and lesson plans. This supports validation of curriculum and instructional indicators.

iii. Functional Validation

The MEIT checks whether processes, systems, and procedures described

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/October 28, 2026



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in the MOVs (e.g., assessment practices, guidance, services, record management, safety protocols) are actually implemented and operational on site, confirming alignment with submitted MOVs.

iv. **Inspection of Facilities**

The MEIT verifies the functionality, sufficiency, and compliance of school facilities-such as classrooms, laboratories, workshops, library/IMC, clinics, athletic areas, and offices-according to standards enumerated in the evaluation tool.

v. **Interviews/Clarifications**

The MEIT conducts short interviews with school personnel, teachers, or learners to clarify inconsistencies, confirm implementation details, and gather additional context that supports or disputes submitted MOVs.

vi. **Other Verification Activities**

The MEIT may undertake additional validation steps based on issues identified during the pre-evaluation of MOVs, such as but not limited to rechecking specific documents or confirming compliance with track-specific or context-specific requirements.

vii. **Wrap-Up Session**

The MEIT conducts a closing meeting to present initial observations, highlight areas requiring clarification or improvement, and explain the next steps in the evaluation and reporting process.

3. Specifically, the MEIT members will focus on the Evaluation Areas indicated:

EVALUATION AREA	PERSON/S IN-CHARGE
A. Curriculum and Teaching	Functional Division Chiefs, Private Schools Focal, and Education Program Supervisors
B. Work Immersion and Field Experience	Functional Division Chiefs, Private Schools Focal, and EPS-TLE
C. Leadership and management	Functional Division Chiefs, Private Schools Focal, and Education Program Supervisors
D. School Site and Facilities	SGOD (Engineer, DRRM, Nurse)
E. Learner Support	SGOD (LRPO, Nurse)
F. Planning and Development	SGOD (Planning Officer, SMME)
G. Faculty	Functional Division Chiefs, Private Schools Focal, and Education Program Supervisors
H. Budget and Finance	Functional Division Chiefs, Private Schools Focal, and Education Program Supervisors

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4. Enclosed is the list of members of the Division Monitoring, Evaluation, and Inspection Team (MEIT).
5. All MEIT members are encouraged to attend the capacity-building and/or training program to be facilitated by Regional Office XII on October 28, 2026, at 8:30 a.m. via MS Teams. This activity aims to ensure a common understanding and consistent interpretation and application of the prescribed evaluation standards during the conduct of inspections and evaluations.
6. Expenses incurred in connection with this activity shall be charged against the Division Maintenance and Other Operating Expenses (MOOE), subject to the availability of funds and the usual accounting, budgeting, and auditing rules and regulations.
7. For clarifications and technical assistance, please contact Lazaro P. Oriel, OIC Education Program Supervisor and Private Schools Focal Person, through email at lazaro.oriel@deped.gov.ph.
8. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


ROBERTO J. MONTERO., CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

MONITORING AND EVALUATION

PRIVATE SCHOOLS

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Enclosure No. 1 to Division Memo No. **225** SGOD EPS No. **225**, 2026

**LIST OF DIVISION MONITORING, EVALUATION AND INSPECTION TEAM
(MEIT)**

NAME	POSITION
ISMAEL M. AMBALGAN	Chief Education Supervisor
SADAT T. SINOLINDING	OIC-Chief Education Supervisor
LAZARO P. ORIEL	OIC- Education Supervisor- SGOD/Private Schools Focal
CHERRY B. ESCOTO	SSHS Focal
ARNUILFO D. DINERO	Education Program Supervisor
MARY GRACE B. LEYSA	Education Program Supervisor
HARON B. KARTIL	Education Program Supervisor
RODOLFO B. BERMUDO	Education Program Supervisor
SHERYL L. OSANO	Education Program Supervisor
RONALD F. RAMIREZ	Education Program Supervisor
BAIPINA P. BALUBUGAN	Education Program Supervisor
JOSEVIC F. HURTADA	Education Program Supervisor
PALERMA SEGURA	Education Program Supervisor
WILFREDO PANCERAS	Medical Officer III
KEVIN LLOYD V. HIJASTRO	Planning Officer III
KHAROL JOY LATOZA	PDO II-DRRM
SHEILA MAE DELOS REYES	PDO I-LRPO
ENGR. VIRGIL GLENN VIGO	Engineer III
BERNABE N. FALCIS	SEPS-SMME

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