



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

March 11, 2022

DIVISION MEMORANDUM

No. 307, s. 2022

**GUIDELINES ON THE CONDUCT OF EVALUATION ON HOMESCHOOLING PROGRAM
APPLICATIONS OF PUBLIC AND PRIVATE EDUCATIONAL INSTITUTIONS**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, Curriculum Implementation Division (CID)
Chief, Education Program Supervisor, School Governance and Operations Division
Education Program Supervisors, Curriculum Implementation Division (CID)
Education Program Supervisor, School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Public and Private School Heads, Integrated, Elementary and Secondary Schools

1. All concerned are hereby informed of the Regional Memorandum No. 016, s. 2022 titled Guidelines on the Conduct of Evaluation on Homeschooling Program Applications of Public and Private Educational Institutions in Consonance with DepEd Order No. 001, s. 2022 or the Revised Policy Guidelines on Homeschooling program.
2. Everyone is advised to obtain a copy of the said guidelines for reference purposes and basis for implementation.
3. This office reiterates for the STRICT observance of the health protocols as prescribed by the Inter-Agency Task Force (IATF) on COVID 19 during this pandemic. Further, all is also encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
4. For widest dissemination and compliance.

For and in the absence of Schools Division Superintendent

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

Enclosure: Regional Memo 016, s. 2022





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

March 8, 2022

REGIONAL MEMORANDUM
No. **016**, s. 2022

**GUIDELINES ON THE CONDUCT OF EVALUATION ON HOMESCHOOLING PROGRAM
APPLICATIONS OF PUBLIC AND PRIVATE EDUCATIONAL INSTITUTIONS IN
CONSONANCE WITH DO 001, S. 2022 OR THE REVISED POLICY
GUIDELINES ON HOMESCHOOLING
PROGRAM**

To : Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Pursuant to **DepEd Order 001, s. 2022 (Revised Policy Guidelines on Homeschooling Program)**, specifically items 1 to 4, letter C of VII (Roles and Responsibilities in each governance level) which states, "*Schools Division Office (SDO) through the Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD) shall: (1) recommend to the RO the issuance of an Authorization to Offer Homeschooling Program to public schools and Permit to Offer Homeschooling Program to private schools seeking to offer the program as an ADM; (2) ensure the compliance of public and private schools with the Homeschooling Program implementation guidelines; (3) provide technical assistance and other forms of support to schools offering Homeschooling Program for effective program delivery; and (4) monitor the implementation of the Homeschooling Program, this Regional Office directs the Schools Division Offices to accept and evaluate applications for the homeschooling program from public or private schools. The School Governance and Operations Division (SGOD) is tasked to take the lead in the evaluation process.*
2. The evaluation process shall look into the authenticity of and completeness of documents, human resources, curriculum and other requirements vital to the homeschooling program. A **narrative report must be submitted to the Office of the Regional Director, attention: Quality Assurance Division (QAD) and must clarify whether the application is recommended for approval or disapproval. The reasons for the recommendation of approval or disapproval must be clearly stipulated. Also, application documents of concerned schools shall be submitted to the Regional Office.**
3. The Quality Assurance Division (QAD) is tasked to validate all homeschooling applications from public and private applicant schools utilizing the SDO evaluation and shall recommend to the Regional Director the issuance/non-issuance of an Authorization to Offer



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Office of the Regional Director

Homeschooling Program to public schools or Permit to Offer Homeschooling Program to private schools seeking to offer the program as an ADM.

The checklist for the evaluation is attached as **Enclosures No. 1 and 2.**

4. **Curriculum Evaluation** – The Curriculum Implementation Division (CID) shall handle the curriculum evaluation in the SDOs. The Chief of the CID is required to submit evaluation findings to the Office of the Schools Division Superintendent, attention: The Chief, SGOD.

The Curriculum and Learning Management Division (CLMD) shall handle the curriculum validation in the RO. The Chief of the CLMD is required to submit validation findings to the Office of the Regional Director, attention: The Chief, QAD. Template for curriculum evaluation is attached as **Enclosure No. 3.**

5. Evaluation activities must stringently adhere to the alert level status of the applicant school. Likewise, SDO and RO evaluators are strictly required to follow the alert level guidelines corresponding to the **said alert** level status when conducting evaluation and validation activities respectively.

6. **Documentary Requirements for Public Schools:**

1. letter of intent to offer the homeschooling program as an ADM;
2. school's implementation plan; and
3. training plan for parents on curriculum, assessment and assistance to enrollees with their corresponding grade levels.

The above requirements shall be addressed to the Office of the Regional Director through the SDO addressed to the Office of the Schools Division Superintendent.

7. **Documentary requirements for private schools:**

1. **Certificate** of Recognition as a **recognized school** issued by the Department of Education;
2. original copy of board resolution to offer homeschooling program as an ADM;
3. copy of homeschooling program manual which include but not limited to, a discussion of the program standards; program management, curriculum, instruction, assessment among others;
4. homeschool organizational chart (which shall include homeschool coordinator) with corresponding roles and responsibilities of each member;



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5. certification of the availability of learning resources aligned with the K to 12 Curriculum;
6. orientation/training plan for parents/guardians;
7. annual homeschooling program calendar; and
8. schedule of tuition and/or other fees for the homeschooling program.

The above requirements shall be addressed to the Office of the Regional Director through the SDO addressed to the Office of the Schools Division Superintendent.

8. Also, in compliance with existing laws, rules, regulations and DepEd Orders, the following documents are required for submission:

Documentary Requirement	Legal Basis
Fire Safety Inspection Certificate applicant school	Section 9.0.4.1 of RA 9514 or the Fire Code of the Philippines
PRC Teacher licenses of the following: <ul style="list-style-type: none"> • principal/school head • homeschool coordinator • homeschool teacher – adviser • homeschool learning area teachers 	<ul style="list-style-type: none"> • Section 26, Article III of RA 7836 or the Philippine Teachers Professionalization Act of 1994 • Section 70 of the 2011 Manual of Regulations for Private Schools in Basic Education
Note: All PRC Teacher licenses must be valid (renewed) in order to be appropriate for the period of operation.	<ul style="list-style-type: none"> • Section 27 of RA 7836 or the Philippine Teachers Professionalization Act of 1994
Master of Arts (MA) credentials of the principal/school head Note: principal must be full-fledged MA and his/her MA must be education related	<ul style="list-style-type: none"> • Items 1 and 2, Section 59 of the 2011 Manual of Regulations for Private Schools in Basic Education
<ul style="list-style-type: none"> • Class and Teacher Programs • Documents showing compliance to K to 12 Curriculum 	2011 Manual of Regulations for Private Schools in Basic Education
<ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Incorporation 	<ul style="list-style-type: none"> • RA 11232 An Act Providing for the Revised Corporation Code of the Philippines
<ul style="list-style-type: none"> • SEC Articles of Incorporation 	<ul style="list-style-type: none"> • 2011 Manual of Regulations for Private Schools in Basic Education



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Contract Number: AJA-24-0227



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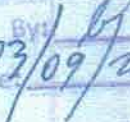
Office of the Regional Director

9. All provisions stipulated in **DO 001, S. 2022** or the **Revised Policy Guidelines on Homeschooling Program** shall be strictly followed.
10. Schools Division Superintendents shall ensure that all private schools within their jurisdiction are informed of this Regional Memorandum.
8. For information, guidance and compliance.


ALLAN G. FARNAZO
Director IV

ROQ1/ssa

DEPARTMENT OF EDUCATION RO
RECORDS SECTION
RELEASED

By: 
Date: 03/09/2022 Time: 9:25
0322-1538



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Telephone Number: 0432-0237



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Enclosure No. 1

**HOMESCHOOLING PROGRAM FOR
PUBLIC SCHOOLS**
QAD FORM NO. 26

Application for School Year: _____
Division: _____
Name of the School: _____ School ID: _____
Complete Address: _____ Legislative District: _____
Province, Municipality / City Barangay
School Principal: _____ Contact Number: _____
Official Email Address: _____

CHECKLIST OF REQUIREMENTS

Description of Document/Requirement	Tick (/) if complied and (x) if not complied	Remarks
1. Letter of Intent to offer Homeschooling Program;		
2. School's homeschooling implementation plan;		
3. School's training plan for parents on curriculum, instruction and assessment;		
4. School's assistance plan to enrollees with their corresponding grade levels		
5. Specialized degree on child education (Example: Bachelor in Early Childhood Education or with at least 18 units of Early Childhood Education (ECE).		
6. Class and Teacher programs for Homeschooling duly approved by the Chief of Curriculum and Instruction Division (CID) of the concerned Schools Division Office;		
7. List of personnel involved in the homeschooling program: 1. Principal/School Head 2. Homeschool Coordinator 3. Homeschool Teacher-Adviser 4. Homeschool Learning Area Teachers		
8. SDO Indorsement indicating the recommended action with findings in the attach Evaluation Checklist for the Regional Office.		

Note: All above-cited documentary requirements must be placed in 1 color coded folder. Color of which is assigned to the Schools Division Office (SDO) where the applicant school is located.



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SUMMARY OF FINDINGS:

RECOMMENDATION:

Evaluated by:

Conformed:

Evaluator/ Monitor

Evaluator/ Monitor

Private School Representative

Date: _____

RO2/mjd



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Certificate Number: 2017-0237



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Enclosure No. 2

**HOMESCHOOLING PROGRAM FOR
 PRIVATE SCHOOLS
 QAD FORM NO. 27**

Application for School Year: _____
 Division: _____ Government Recognition: _____ s. _____
 Name of the School: _____ School ID: _____
 Complete Address: _____ Legislative District: _____
Province, Municipality / City Barangay
 School Principal: _____ Contact Number: _____
 Official Email Address: _____

CHECKLIST OF REQUIREMENTS

Description of Document/Requirement	Tick (/) if complied and (x) if not complied	Remarks
1. Letter of Intent to offer Homeschooling Program;		
2. Original copy of board resolution to offer homeschooling program as an ADM;		
3. Homeschooling Program Manual which include but not limited to, a discussion of the program standards; program management, curriculum, instruction, assessment among others;		
4. Homeschool Organizational Chart (which shall include homeschool coordinator) with corresponding roles and responsibilities of each member;		
5. Certification of the availability of learning resources aligned with the K to 12 Curriculum;		
6. orientation/training plan for parents/guardians;		
7. annual homeschooling program calendar;		
8. Schedule of tuition and/or other fees for the homeschooling program		
9. Fire Safety Inspection Certificate (FSIC) under the name of the applicant-school covering the applied school- year period;		
10. PRC Teacher licenses of the following. Said PRC licenses must be valid (renewed) for the School Year of operation: 1. Principal/School Head 2. Homeschool Coordinator 3. Homeschool Teacher-Adviser 4. Homeschool Learning Area Teachers		
11. Master of Arts credentials of the principal/school head (principal/school head must be full-fledged MA and his/her MA must be education related)		



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Department of Education
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12. Specialized degree on child education (Example: Bachelor in Early Childhood Education or with at least 18 units of Early Childhood Education (ECE).		
13. Class and Teacher programs for Homeschooling duly approved by the Chief of Curriculum and Instruction Division (CID) of the concerned Schools Division Office;		
14. Certification from the concerned Schools Division Superintendent confirming that the applicant school is utilizing the K to 12 DepEd Curriculum		
15. Certified photocopy of the Certificate of Recognition as a recognized school issued by the Department of Education to the applicant school		
16. photocopy of the Securities and Exchange Commission (SEC) Certificate of registration of the applicant school;		
17. Complete Articles of Incorporation and By-Laws registered with the Securities and Exchange Commission (SEC).		
18. SDO Indorsement indicating the recommended action with findings in the attach Evaluation Checklist for the Regional Office.		

Note: All above-cited documentary requirements must be placed in 1 color coded folder. Color of which is assigned to the Schools Division Office (SDO) where the applicant school is located.

SUMMARY OF FINDINGS:

RECOMMENDATION:

Evaluated By:

Conformed:

 Evaluator/ Monitor

 Evaluator/ Monitor

 Private School Representative

Date:



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Enclosure No. 3

CURRICULUM EVALUATION TEMPLATE

I. CURRICULUM IMPLEMENTATION

Learning Areas	Standards	Findings
(for Kindergarten and/or Elementary and/or Junior High School)	(Legal Bases, DepEd Orders, etc.)	(Must enumerate the findings vis-à-vis the standards)

II. SYNTHESIS FOR THE APPLICATION

(Enumerate the major findings that impact the application)

Example:

1. English	<ul style="list-style-type: none"> • • So on and so forth.....
2. Filipino	<ul style="list-style-type: none"> • • So on and so forth....

III. RECOMMENDATION:

(Must indicate whether the applicant school is compliant or not compliant with the K to 12 Curriculum)

Submitted by:

 Chief
 Curriculum Implementation Division

ROQ1/jsa



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