



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0137

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Education Program Supervisors, CID
Education Program Supervisor, SGOD
All Public Schools District Supervisors
Private School Administrators and Principals
All Others Concerned

Subject: **SCHEDULE OF ACTIVITIES FOR THE PROVISION OF TECHNICAL ASSISTANCE ON PRIVATE SCHOOL BRANCHING, READING AND VALIDATION FOR THE ISSUANCE OF SPECIAL ORDER, CHECKING AND SIGNING OF SCHOOL PROFILE, AND INSPECTION AND VALIDATION OF PRIVATE SCHOOLS APPLYING FOR RENEWAL OF GOVERNMENT PERMIT TO OPERATE**

Date: April 21, 2025

1. In compliance with the regulatory requirements for private schools, there will be a provision of technical assistance on private school branching, reading and validation for the issuance of special order, checking and signing of school profile, and inspection and validation of private schools applying for renewal of government permit to operate on the date and at the venue specified in the enclosure.
2. The schools concerned are further advised to bring laptops to work on necessary adjustments, if any, and other documentary preparations during the activities, while the host school or the venue shall provide printer.
3. Travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. In adherence to all policies, everyone is encouraged to continuously support and value the Equal Opportunity Principle (EOP).
5. Immediate and wide dissemination of this memorandum is directed.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



Enclosure/s: As stated
sgod-djql

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ENCLOSURE FOR THE DIVISION MEMORANDUM SGOD-2025-0137

DATE	ACTIVITY	VENUE	PRIVATE SCHOOLS INVOLVED	DIVISION PERSONNEL INVOLVED
April 24, 2025	Provision of Technical Assistance on Private School Branching and Checking and Signing of School Profile for the BEIS	PBCCMI-Main Sto. Tomas, Tibal-og, Sto. Tomas, DDN	All Private School Branching Applicants	SMME Personnel: -Arnel F. Labasan, SEPS -Danilo Jr. Q. Lumayno, EPS II
April 25, 2025	Reading and Validation for the Issuance of Special Order and Checking and Signing of School Profile for the BEIS	KCTI, Maniki, Kapalong, DDN	-PBCCMI -Maryknoll School of Sto. Tomas, Inc. -St. Jude Academy of Mindanao, Inc. -Temple Christian School, Inc.	Team I: -Arnel F. Labasan, SEPS -Danilo Jr. Q. Lumayno, EPS II -April Julie Mae P. Gonzaga, PDO I
			-DWCI -KCTI -Maryknoll High School of Asuncion, Inc.	Team II: -Grace Santa T. Daclan, EPS -Ernie M. Aguan, EPS -Medos O. Jala, EPS
			-Maryknoll School of Maniki, Inc. -QMIS -Maryknoll High School of New Corella, Inc.	Team III: -Evelyn Grace H. Labasan, EPS -Allen T. Guilaran -Adones P. Layaguin, EPS
April 28, 2025	Onsite Inspection and Validation of Private Schools Applying for Renewal of Government Permit to Operate	-Maryknoll School of Maniki, Inc. -St. Jude Academy of Mindanao, Inc. -Kapalong College of Technology, Inc. -RTH Light Academy of Kapalong, Inc.		Division Inspection and Validation Team: -Arnel F. Labasan, SEPS -Danilo Jr. Q. Lumayno, EPS II -April Julie Mae P. Gonzaga, PDO I -Jillian April A. Casal, PDO II -Elielou P. Jumawan, Engr III -Grace Santa T. Daclan, EPS
April 29, 2025		-Quezon Memorial Institute of Kapalong, Inc. -Maryknoll High School of New Corella, Inc. -Maryknoll High School of Asuncion, Inc. -Workman Christian Academy of Asuncion, Inc.		



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May 8, 2025		-Temple Christian School of Sto. Tomas, Inc. -Jireh Mission Academy of Sto. Tomas, Davao del Norte, Inc. -Philippine Baptist Christian College of Mindanao, Inc. -Maryknoll School of Sto. Tomas, Inc.	-Ernie M. Aguan, EPS -Medos O. Jala, EPS -Evelyn Grace H. Labasan, EPS -Adones P. Layaguin, EPS
May 9, 2025		-Ezra Mission Academy of the Philippines -God Reigns Academy of Christian Education, Inc. -Light Bearer Christian School of Balagunan, Sto. Tomas, Inc.	