



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 194, s. 2021

March 22, 2021

CONDUCT OF CONFERENCE WITH PRIVATE SCHOOL HEADS

To: SGOD and CID Chiefs
Division Private Schools Focal Person
Planning Officer III
Senior Education Program Specialist-II, SMM&E
Presidents/Directors/Principals of Private Elementary and Secondary Schools
All Others Concerned

1. In reference to the implementation of the Division Education Development Plan (DEDP), this office informs all private school administrators that the Schools Division of Digos City will conduct Virtual Conference with Private School Heads on March 31, 2021 (Wednesday) at 1:00 PM via google meet through the link <https://meet.google.com/mbp-mtyv-ezo>.
2. The agenda of this virtual conference are as follows:
 - a. Updates of Division Private Schools Focal on the following:
 - i. Compliance of RM 054 and 064, s. 2020;
 - ii. Private Schools Monitoring on Distance Learning Delivery Modality
 - b. Checking of School Forms for SHS Special Orders and for lower levels;
 - c. QAD Forms 1 to 5 – Evaluation Checklist for New Application, Government Recognition, Renewal of Government Permit to Operate, School Branch, and Private SHS;
 - d. Requirements for the issuance of Certifications that the private school is utilizing K to 12 Curriculum and the teachers' class programs are aligned to K to 12 Curriculum;
 - e. Division Monitoring Tool for April to June 2021 Monitoring of Division Personnel; and
 - f. Other Matters
 - i. Completion of Number of Schools Days based on DO 007, s. 2020
 - ii. Conduct of Virtual Moving-up/Graduation Ceremonies
 - iii. Diploma Template
 - iv. Introduction of the newly hired Division Personnel and their school assignments.
3. Participants are required to register to the link <https://forms.gle/NdWAjmnKqumcwfHu6> in compliance to OUA MEMO 00-2020-0164 also known as Precautionary Guidelines on the Conduct of Online Meetings. To ensure confidentiality of the sensitive issues that may be brought up in this conference, only those who are pre-registered can join the virtual conference. The deadline of the pre-registration will be on March 30, 2021 (Tuesday) at 5:00 PM.



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



4. Incidental expenses incurred for the above-mentioned activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Expenses incurred by private school administrators for the said activity shall be charged against their local funds.
5. Immediate dissemination to this Memorandum is desired.



CRISTY C. EPE
Schools Division Superintendent

