



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-679

To : Assistant Schools Division Superintendent
Chiefs of SGOD and CID
Members of the Private Schools Inspection Team -June 2025
Education Program Supervisors and Public Schools District Supervisor
Private School Heads Concerned

Subject : **OCULAR INSPECTION OF PRIVATE SCHOOL APPLICANTS FOR SY 2026-2027 PERMIT TO OPERATE**

Date : October 8, 2025

1. Pursuant to the enclosed Division Memorandum SGOD-2025-30 which has its legal bases from the DO 88, s.2010, DO No.88, s.2010, DO No.24, s.20 and D.O No. 41, s2022, this Office informs the field of the conduct of an ocular inspection of private schools on October 15-16, 2025 relative to their application of permit to operate for SY 2026-2027.
2. Below is the list of private schools to be inspected, the schedules of inspection, and the personnel involved:

Date and Time	Name of School	Responsible Personnel	
October 10 (Wednesday)		Private Schools Inspection Team Members: 1. Jem Boy Cabrella 2. Ivy Solano 3. Elizabeth Quiñones 4. Reyzen Monserate 5. Cecile C. Uy 6. Jerick Vergara 7. Jayzon Cardines 8. Daissy Jane Sanoy 9. April Rose Alcala 10. Jose Israel Maravilles 11. Rofelia De Mesa	Supervisors
8:30am to 10am	Arkstone (SHS-Renewal)		Arkstone: 1) Gervasio Salinas, Jr. 2) Eleser D. Mateo
10:00am to 12:00nn	Dela Calzada Tachado Rioja College and Driving School (SHS-New)		Dela Calzada: 1) Jem Boy B. Cabrella 2) Ivy F. Solano 3) Elizabeth F. Quinoñes
1:30pm-3:00pm	Preschool Adventures (Elem-Renew)		Preschool: 1) Joan M. Niones 2) Elizabeth F. Quinoñes
3:00pm to 4:30PM	Divine Mercy (Elem-Renew)		Divine Mercy: 1) Ida I. Juezan 2) Inda D. Nacua
October 11 (Thursday)			
8:30am to 10am	Little Ambassador (Elem-Renew)		Little Ambassador: 1) Mary Joy Fortun 2) Zandria Sy
10:00am to 12:00nn	Saver's (SHS)	Saver's: 1) Jessica G. Lucero 2) Ivy F. Solano	



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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3. Results of the inspection shall form part of the requirements submitted to the Regional Office for the approval of the school application.
4. For immediate dissemination, and compliance with, by all concerned.

For and in the absence of the SDS:

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Asst. Schools Division Superintendent

[Handwritten signature]
10/8/25

Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: OCT 13 2025 TIME: 9:17 am

BY: *[Handwritten signature]*

Enclosed: As stated.
SGOD/smm&e/cuy



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Republic of the Philippines
Department of Education
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Office of the Schools Division Superintendent

OFFICE MEMORANDUM

SGOD-2025- 070

To : Assistant School Division Superintendent
Chiefs of SGOD and CID
Concerned Personnel

Subject : **NEW COMPOSITION OF THE DIVISION INSPECTION AND
MONITORING TEAM FOR PRIVATE SCHOOLS FOR 2025**

Date : January 17, 2025

Pursuant to the enclosed DO No. 88, S.2010 regarding the participation of the Schools Division Office (SDO) in the evaluation process of the application documents from private schools, this Office informs the field of the **new member-composition of the Division Inspection and Monitoring Team for Private Schools** effective CY 2025.

The following are the team members with their designation and respective areas of responsibility:

<i>Name</i>	<i>Designation/Position</i>	<i>Area/s of Responsibilities</i>
Sollie B. Oliver	SGOD CES	Chairman
Jem Boy B. Cabrella	EPS, Math Private School Focal	Private School Focal; K to JHS Curriculum Document Evaluator; Inspector and Monitor
Ivy F. Solano	EPS, Science SHS Focal	SHS Curriculum Document Evaluator; Inspector and Monitor
Gemma P. Salanga	EPS, TLE/TVL Focal	SHS TLE/TVL Monitor
Neil D. Bongcayao	PSDS, JDVP Focal	JHS TLE/TVL Monitor
Zandria M. Sy	EPS, Kindergarten	Kindergarten Monitor
Reyzen O. Monserate	SEPS, SMM&E	Private School Inspector and Monitor
Cecile C. Uy	EPS II-SMM&E	Operations Requirements-Document Evaluator and Monitor; and Inspection Secretariat



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Jerick S. Vergara	Engr. III	Physical Facilities Evaluator and Monitor
Daissy Jane P. Sanoy	Nurse II	Evaluator and Monitor: Canteen, Health Protocols and Other Health Matters
Jayzon T. Cardines	PDO II, DRRM	Evaluator and Monitor: DRRM Program
Jose Israel Maravilles / April Rose A. Alcala	PDO I, YFP Designate	Evaluator and Monitor: Child Protection Program
Rofelia T. De Mesa	Guidance Coordinator	Homeroom, Career and Guidance Services

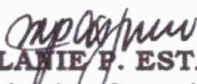
The team shall: a) conduct the required ocular inspection during the application process of the private schools and recommend for their approval/disapproval to the Chief ES of the SGOD who in turn shall recommend to the Office of the SDS for endorsement to the Region; and b) conduct regular monitoring activities and provide technical assistance for continuous improvement in the inspected private schools to ensure continuous compliance to the minimum standards of operations. Members identified to conduct inspections perform the task whenever necessary or when operational issues arise.

All matters/issues relative to the implementation of D.O. No.88, s. 2010 shall be addressed/discussed with the Division Inspection and Monitoring Team for Private Schools.

All concerned personnel shall be guided according to the provisions of DO No.88, s.2010, DO No.24, s.20 and D.O No. 41, s2022.

This Memorandum shall cover all inspection and monitoring tasks throughout FY 2025 and will remain in effect until a new one is issued.

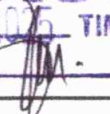
Immediate dissemination of this Memorandum is earnestly enjoined.


MELANIE F. ESTACIO
Schools Division Superintendent

Department of Education - Schools Division Office of Digos City

RECORDS SECTION

RELEASED

DATE: JAN 21 2025 TIME: 8:11 AM
BY: 

Enclosed: As stated.
SGOD/smm&e/cuy



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