Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2026-097

To : Assistant Schools Division Superintendent
Chiefs of SGOD and CID
Members of the Private Schools Inspection Team
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 : February 18, 2026

1. Pursuant to the enclosed Division Memorandum SGOD-2025-313, this Office informs the field of the conduct of an ocular inspection of private schools on February 20, 2026 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	
February 20, 2026 (Friday)		**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**
8am to 9:30am	AMSAI		1. Jessica G. Lucero 2. Ivy F. Solano
9:30am to 11am	Royal Valley SDA – Rizal (K-G6)		1. Neil D. Bongcayao 2. Atty. Rodel L. Pagayon
11am to 1:pm	PRIME Elementary and JHS		1. Joan M. Niones 2. Elizabeth F. Quiñones

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.

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: 19 FEB 2026 TIME: 12:40 nn
BY:

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

2/18/26

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

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
SGOD-2025-77

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

Subject : **UPDATED COMPOSITION OF THE DIVISION INSPECTION AND MONITORING TEAM FOR PRIVATE SCHOOLS AS OF JUNE 2025**

Date : June 9, 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 **updated composition of the Division Inspection and Monitoring Team for Private Schools** effective June 2025.

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

Name	***Designation/Position***	***Area/s of Responsibilities***
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
Elizabeth F. Quiñones	EPS, TLE/TVL Focal	SHS TLE/TVL Monitor
Neil D. Bongcayao	PSDS/JDVP Focal	JHS TLE/TVL Monitor
Zandria M. Sy	EPS/Kindergarten Focal	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
Jerick S. Vergara	Engr. III	Physical Facilities Evaluator and Monitor
HNU Nurses	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
Airon M. Alejandro	Planning Officer III	Learners Information System

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 effective June 2025 and will remain in effect until a new one is issued.

Immediate dissemination of this Memorandum is earnestly enjoined.

MELANIE P. ESTACIO, PhD, CESO VI,
Schools Division Superintendent
6/9/25

Republic of the Philippines Schools Division of Digos City
RECORDS MANAGEMENT
DATE: JUN 1 2025 TIME: 4:20pm
BY:

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