



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2026-217

To : 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 SELECTED PRIVATE SCHOOL APPLICANTS FOR SY 2026-2027 PERMIT TO OPERATE**

Date : May 4, 2026

1. Pursuant to the enclosed Division Memorandum SGOD-2025-313, this Office informs the field of the conduct of an ocular inspection of selected private schools on May 5, 2026, relative to their application for a permit to operate for SY 2026-2027.
2. Below is the list of private schools to be inspected, the schedule of inspection, and the personnel involved:

Date and Time	Name of School	Responsible Personnel	
May 5, 2026 (Tuesday)		Private Schools Inspection Team Members:	Supervisors
9:00am to 10:30am	Southwill Learning Center (K-G6)	1. Jem Boy Cabrella 2. Ivy Solano 3. Elizabeth Quiñones	1. Ida 1. Juezan 2. Inda D. Nacua 3. Ronald B. Dedace
10:30am to 12:00am	Southern Mindanao Computer College (JHS)	4. Reyzen Monserate 5. Cecile C. Uy 6. Jerick Vergara	1. Jessica G. Lucero 2. Ivy F. Solano
1:30pm to 3:00pm	Mindanao Montessori School, Inc	7. Jayzon Cardines 8. Daissy Jane Sanoy 9. April Rose Alcala	1. Ida 1. Juezan 2. Inda D. Nacua 3. Ronald B. Dedace
3:00pm to 5:00pm	Sunbeam Christian Learning Center of Digos City	10. Jose Israel Maravilles 11. Rofelia De Mesa 12. Airon Alejandro	1. Ferna Renira T. Alde 2. Jem Boy B. Cabrella 3. Leilani T. Señires

3. Results of the inspection shall form part of the requirements submitted to the Regional Office for the approval of the school application.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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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
Officer -in- Charge

DepEd Schools Division of Digos City
RECORDS SECTION
RECEIVED
DATE: 04 MAY 2020 TIME: 7:00 PM
BY: _____

Enclosed: As stated.
SGOD/SMM&E



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OFFICE MEMORANDUM

SGOD-2025-717

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



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

6/1/25

as DB
 DATE: TIME: 4:20p
 BY: *[Signature]*

Enclosed: As stated.
 SGOD: *smm@a/city*

