



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. 204 , s. 2025

22 APR 2025

**PROGRAM MONITORING AND COMPLIANCE OF THE SENIOR HIGH SCHOOL  
VOUCHER PROGRAM PARTICIPATING PRIVATE SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit and Section Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to the guidelines stipulated in DepEd Order No. 020, s. 2023 entitled "Guidelines on the Implementation of the Senior High School Voucher Program", and in reference to Regional Memorandum No. 474, s. 2025, this Division shall carry out the scheduled monitoring of private Senior High Schools within its jurisdiction that are participating in the Senior High School Voucher Program (SHS-VP).
2. The monitoring, in coordination with the Division Task Force for Private School Matters, shall be undertaken in two phases:
  - a. During the last week of September, following the posting of application results via the QVA Account Panel.
  - b. During the last week of November, after the submission of billing statements to the Central Office.
3. This activity is being implemented to ascertain proper documentation and strengthen internal control mechanisms, particularly in mitigating excess payments due to input errors, learner dropouts, or student transfers within the first semester. It also aims to verify real-time tracking systems for enrollment and attendance of voucher beneficiaries.
4. The following documents are subject to validation during the monitoring visits:
  - Class Records
  - DepEd School Forms 1, 2, and 4
  - Photocopy of PSA-issued Birth Certificate
  - Voucher Program Beneficiary (VPB) Folder
  - Attendance Sheet from Orientation Activities
5. Monitoring visits shall be conducted without prior notice to ascertain the integrity of the data collected. All designated SDO monitors are required to submit their monitoring reports within seven (7) working days after the conduct of the activity.
6. For questions or further clarifications, you may reach out to the Division Monitoring Team.
7. For information and compliance.

By the Authority of the SDS:

  
**ARNEL S. BANDIOLA**  
Assistant Schools Division Superintendent

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

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Encl.: RM No. 474, s. 2025

Reference:

To be included in the Perpetual Index  
Under the following subject:

Voucher Program  
Private Schools

Program Monitoring  
Senior High School

250031 GVD/Legal-SHS Voucher Program  
2505488/ April 21, 2025



Republic of the Philippines  
**Department of Education**  
REGION I



By: [Signature] Date: JUN 21 2024

**REGIONAL MEMORANDUM**

No. 701 s. 2024

**COMPOSITION OF THE REGIONAL TASK FORCE FOR  
PRIVATE SCHOOL MATTERS**

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Functional Divisions  
Heads of Units/Sections

1. In compliance with Memorandum DM-OUOPS-2024-01-0174 otherwise known as Regulatory Functions Pursuant to DepEd Order No. 88, s. 2010 titled Revised Manual of Regulations for Private Schools in Basic Education, this Office hereby organizes the Composition of the Regional Task Force for Private School Matters.

2. The Regional Task Force shall be composed of the following:

Chairperson: **ATTY. ROSEMARIE M. WAILAN**  
Attorney IV  
ORD-Legal Unit

Members: **OSCAR P. FLORES**  
Chief Education Supervisor  
Quality Assurance Division  
  
**ARLENE A. NIRO**  
Chief Education Supervisor  
Curriculum and Learning Management Division  
  
**MA. TERESA M. BAUTISTA**  
Chief Education Supervisor  
Field Technical Assistance Division  
  
**ATTY. RHEA JOY L. CARBONELL**  
Chief Administrative Officer  
Administrative Division

Provisional Members: **All Legal Officers of Schools Division Offices**

Auxiliary Members:

**ATTY. KAYE MARTINEZ-CARAME**

Attorney III  
ORD-Legal Unit

**RALPH JEFFERSON D. ALVAREZ**


Legal Assistant  
ORD-Legal Unit

**All Education Program Supervisors**

Quality Assurance Division

3. The Regional Task Force shall perform the functions and responsibilities as stipulated in DM-OUPS-2024-01-0174 and provide available assistance to private schools based on the findings gathered during the monitoring conducted by the RO and SDO Task Forces.

4. For information, guidance and strict compliance.



**TOLENTINO G. AQUINO**

Director IV

QAD/mmt/OM-Composition of RTF  
June 19, 2024



DepEd RO1



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Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 284 s. 2024

**CONDUCT OF OCULAR INSPECTION TO ALL PRIVATE SCHOOLS IN DEPED  
REGION 1 BY THE REGIONAL TASK FORCE**

**To: Schools Division Superintendents**

1. In compliance to DM-OUOPS-2024-01-01704, titled "Regulatory Functions Pursuant to DepEd Order No. 88, s. 2010", this Office, informs all Schools Division Offices (SDOs) of the conduct of ocular inspection to all private schools by the Regional Task Force from **March 11 – 22, 2024**.
2. Section 25 of DepEd Order No. 88, s. 2010 known as "Revised Manual of Regulations for Private Schools in Basic Education", states that "All private educational institutions shall be subject to reasonable supervision and regulation by the Department".
3. In view of this, each SDO shall create a Division Task Force (based on the sound discretion of the SDS) with a minimum of 5 members which shall be headed by the Legal Unit or Any Legal Officer. Other members shall be the SDO CID Chief; SDO SGOD Chief; and Other offices or personnel of CID, SGOD, or other Unit from the SDO as deemed necessary.
4. The Division Task Force shall submit the duly signed SDO Consolidated Report to [qad.region1@deped.gov.ph](mailto:qad.region1@deped.gov.ph) using the attached template not later than March 25, 2024 for consolidation of the Regional Office.
5. For clarifications, please contact the Quality Assurance Division (QAD) through telephone number (072) 682-23-24 local 117.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**TOLENTINO G. AQUINO**  
Director IV



DepEd RO1



Document 1

Encl.: None

Reference: DM-OUOPS-2024-01-0704

To be indicated in the Perpetual Index

Under the following subjects:

PRIVATE SCHOOLS    REGULATORY    SUPERVISION

QAD/cmm/RM\_ConductofOcularInspectiontoAllPrivateSchoolsinDepEdRegion1bytheRTF  
March 7, 2024



Republic of the Philippines  
Department of Education  
REGION I

**CONSOLIDATED SDO REPORT ON PRIVATE SCHOOLS**  
**SCHOOLS DIVISION OFFICE: \_\_\_\_\_**

[illegible]



Republic of the Philippines  
Department of Education  
REGION I

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**Prepared by:**

\_\_\_\_\_  
*SDO CID Chief*

\_\_\_\_\_  
*SDO SGOD Chief*

\_\_\_\_\_  
*\*Other Office*

**Noted by:**

\_\_\_\_\_  
*SDO Legal Officer*

**Approved by:**

\_\_\_\_\_  
*Schools Division Superintendent*

\*other offices or personnel of CID, SGOD, or other Unit from the SDO





Republic of the Philippines  
**Department of Education**  
REGION I

**REGIONAL MEMORANDUM**

No. 474 s. 2025

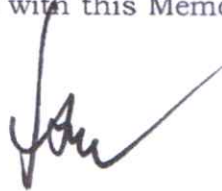
**PROGRAM MONITORING AND COMPLIANCE OF THE SENIOR HIGH SCHOOL  
VOUCHER PROGRAM PARTICIPATING PRIVATE SCHOOLS**

To: Schools Division Superintendents  
Chiefs of Functional Divisions  
Head, ORD-Legal Unit  
All Others Concerned

1. Relative to DepEd Order No. 020, s. 2023, titled *Guidelines on the Implementation of the Senior High School Voucher Program*, the Regional Task Force for Private School Matters shall oversee the monitoring of Senior High Schools participating in the Voucher Program within the region.
2. The planned monitoring schedule shall take place during the last week of September, after the posting of the application results in the QVA Account Panel, and during the last week of November, after submission to the DepEd Central Office for payment. This monitoring activity aims to strengthen internal control to address possible refunds due to excess payment resulting from inadvertent errors, dropouts in the first semester, and transfers to another school before the end of the first semester. Also, to track the real-time monitoring system of grantees' enrollment and attendance.
3. In view of the foregoing, the monitoring of the Voucher Program participating Senior High Schools shall validate the following documents:
  - a. Class records
  - b. DepEd School Form 1, 2, and 4
  - c. Photocopy of PSA Certified Birth Certificate
  - d. VPB Folder
  - e. Orientation Attendance Sheet
4. The Regional and SDO Task Forces for Private School Matters, as contained in Regional Memoranda Nos. 701 and 284, s. 2024 (*copies attached*), shall conduct the aforementioned activity.
5. Monitoring shall be done through unannounced visits to SHS-VP participating SHSs. Additionally, the SDO monitors shall submit their monitoring report after seven working days.
6. For more information and/or clarification, please contact the Quality Assurance Division at telephone number (072) 682-2324 local 117 or Dr. Oliver F. Gutierrez, Education Program Supervisor / Regional Focal Person of Government

Assistance and Subsidies (GAS) through email address at [qad.region1@deped.gov.ph](mailto:qad.region1@deped.gov.ph) or mobile number 09958921777.

7. Immediate dissemination of and strict compliance with this Memorandum is desired.



**TOLENTINO G. AQUINO**  
Director IV

Encl.: None

Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

COMMITTEE	MONITORING
EVALUATION	GRANT

QAD/ofg/RM\_ProgramMonitoringComplianceSHSVP  
April 2, 2025



DepEd RO1



QAD250304

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