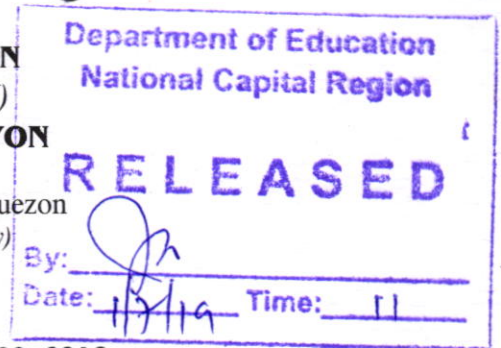


**Republika ng Pilipinas**  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)




December 28, 2018

**Regional Memorandum No.**  
**No. 03 s., 2019**

**To: Schools Division Superintendents**

**TRAINING-WORKSHOP ON THE EVALUATION OF BASIC DOCUMENTS RELATED TO  
GOVERNMENT PERMIT TO OPERATE AND ESTABLISH, OPERATE AND RENAME SCHOOLS**

1. The Department of Education – National Capital Region, Quality Assurance Division will be conducting the above activity on **January 17 – 19, 2019** at **Whitewoods Convention & Leisure Hotel**, Santa Rosa - Tagaytay Rd, Silang, Cavite. This activity aims to assess judiciously the accuracy and authenticity of documents presented in the application for permit to operate, establish or rename a school.
2. The expected participants from the Schools Division Offices are the Assistant Schools Division Superintendents, Education Program Supervisors (Private School Focal Person), Public School District Supervisors, Senior Education Program Specialist for Private Schools and SGOD Chiefs.
3. Board and Lodging of the participants shall be charged against HRTD funds, while transportation expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
4. Check in and opening program on January 17, 2019, 2:00 PM, first meal is PM snacks and last meal to be served is lunch on January 19, 2019
5. Organizers and participants who will stay until Saturday, January 19, 2019 shall be granted one (1) day Compensatory Time Off (CTO) as per CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
6. Attached are the list of the participants and the indicative training matrix.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**WILFREDO B. CABRAL**  
Officer-in-Charge  
Office of the Regional Director

**TRAINING-WORKSHOP ON THE EVALUATION OF BASIC DOCUMENTS RELATED TO  
GOVERNMENT PERMIT TO OPERATE AND ESTABLISH, OPERATE AND RENAME SCHOOLS**

**January 17 – 19, 2019**

**Whitewoods Convention & Leisure Hotel  
Santa Rosa - Tagaytay Rd, Silang, Cavite**

**List of Participants (A)**

<b>Division</b>	<b>Assistant Schools Division Superintend ents</b>	<b>Education Program Supervisors (Private School Focal Person)</b>	<b>Public School District Supervisors</b>	<b>Senior Education Program Specialist for Private Schools</b>	<b>SGOD Chiefs</b>
Caloocan	1	1	1	1	1
Marikina	1	1	1	1	1
Navotas	1	1	1	1	1
Mandaluyong	1	1	1	1	1
San Juan	1	1	1	1	1
Las Pinas	1	1	1	1	1
Pasay	1	1	1	1	1
Paranaque	1	1	1	1	1
Valenzuela	1	1	1	1	1
Manila	1	1	1	1	1
TaPat	1	1	1	1	1
Quezon City	1	1	1	1	1
Makati	1	1	1	1	1
Malabon	1	1	1	1	1
Muntinlupa	1	1	1	1	1
Pasig	1	1	1	1	1

**QAD Personnel**

1. Victoria R. Mayo
2. Rowena S. Ontangco
3. Manuel H. Baligat, Jr.
4. Christian T. Español
5. Marina C. Espino
6. Rowena B. Dino
7. Paulus Andrew T. Manalo
8. Calixtro Simbajon



**TRAINING-WORKSHOP ON THE EVALUATION OF BASIC DOCUMENTS RELATED TO  
GOVERNMENT PERMIT TO OPERATE AND ESTABLISH, OPERATE AND RENAME SCHOOLS**

**Whitewoods Convention & Leisure Hotel**  
Santa Rosa - Tagaytay Rd, Silang, Cavite  
January 17 – 19, 2019

**PROGRAMME**

<b>Day 0</b>		
2:00 PM	Arrival and Check-in	
3:00-4:00	Registration	
4:00-5:00	Opening Program Statement of Purpose	
<b>Day 1</b>		
7:00 – 8:00AM	Breakfast	
8:00-8:30AM	Management of Learning	
8:30-12:00	Assessment of Documentary Requirements for Private Schools and Public Schools to operate, establish and rename	DepEd, Central Office Representative/s
12:00- 1:00	Lunch	
1:00-3:30	Legal Issues in the Regulation of Private Schools	Atty. Ariz Delson Cawilan
3:30- 5:00	Q and A	
5:00-6:00	Post Conference	
6:00-7:00	Dinner	
<b>Day 2</b>		
7:00 – 8:00	Breakfast	
8:00 – 8:30	Management of Learning	
8:30-10:00	Proposal of Online Application	Dr. Victoria R.Mayo
10:00-12:00	Crafting of Agreements	
12:00 – 1:00	Lunch and Check-out	
1:00-2:00	Closing Program and Awarding of Certificates	