



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

QUALITY ASSURANCE DIVISION

OPERATIONS MANUAL



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	



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 REGION IV-A CALABARZON

TABLE OF CONTENTS

INTRODUCTION 1
 ORGANIZATIONAL STRUCTURE, OFFICE FUNCTIONS, AND JOB SUMMARY..... 3
 LEGAL BASES AND REFERENCES 14
 DEFINITION OF TERMS AND ACRONYMS 20
 QUALITY CONTROL PLANS 26
 FORMS/TEMPLATES..... 65

Prepared by:

LUZ E. OSMEÑA
 Chief Education Supervisor
 Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
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 Website: depedcalabarzon.ph



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	



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REGION IV-A CALABARZON

INTRODUCTION

Effective as of April 27, 2023

The Quality Assurance Division (QAD) promotes accountability and transparency in the region and ensures compliance with standards of quality basic education and in the performance of organizational roles and functions, by facilitating the setting up and maintenance of quality assurance systems and standards, assessing compliance with standards, monitoring and evaluating region and schools division's overall performance in achieving outputs and results to inform decision making and guide policy directions compliant with standards, and by promoting accountability and transparency towards continuous improvement in the delivery of quality basic education services.

The Department of Education – Region 4A CALABARZON (R4A) Quality Assurance Division's Operations Manual is developed following the Key Result Area with specific objectives:

On Quality Assurance, this office institutionalizes regional Quality Assurance Frameworks which are responsive to changes in policies, systems, and processes; support SDOs' implementation of M&E systems; raise the performance rating of RO and SDO personnel and establish that quality management systems and processes are observed/adhered in the delivery of quality basic education services

On Assessment, Monitoring and Evaluation, this office implements quarterly/mid- term review of the performance of RO/SDO for policy actions and plan adjustments; support RO units and SDOs in understanding their situational analysis and craft adjustment plans as results of the quarterly/midterm reviews; monitor the effectiveness of conducted learning and development activities, and ensure the proper implementation of initiatives and innovations (PPAs) for continuous improvement and sustainability.



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	1 of 73



Certificate No. PHP QMS
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

On Regulatory and Developmental Services to Schools, this office validates private schools' compliance with requirements and standards of quality basic education; recommend the establishment, separation, recognition, closure, and accreditation of the public schools based on the assessment of their compliance with requirements and standards of quality basic education and present to the regional management committee an annual report on the performance of private schools in the region in compliance with quality education standards to arrive at recommendations on further improving the quality of basic education in the region.

On Office Administration and Performance Management, this office establishes and maintains the systems and processes geared towards administrative effectiveness and efficiency; promote a culture of excellence, innovation, and collaboration and conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs.

Prepared by:

LUZ E. OSMEÑA
Chief Education Supervisor
Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	2 of 73



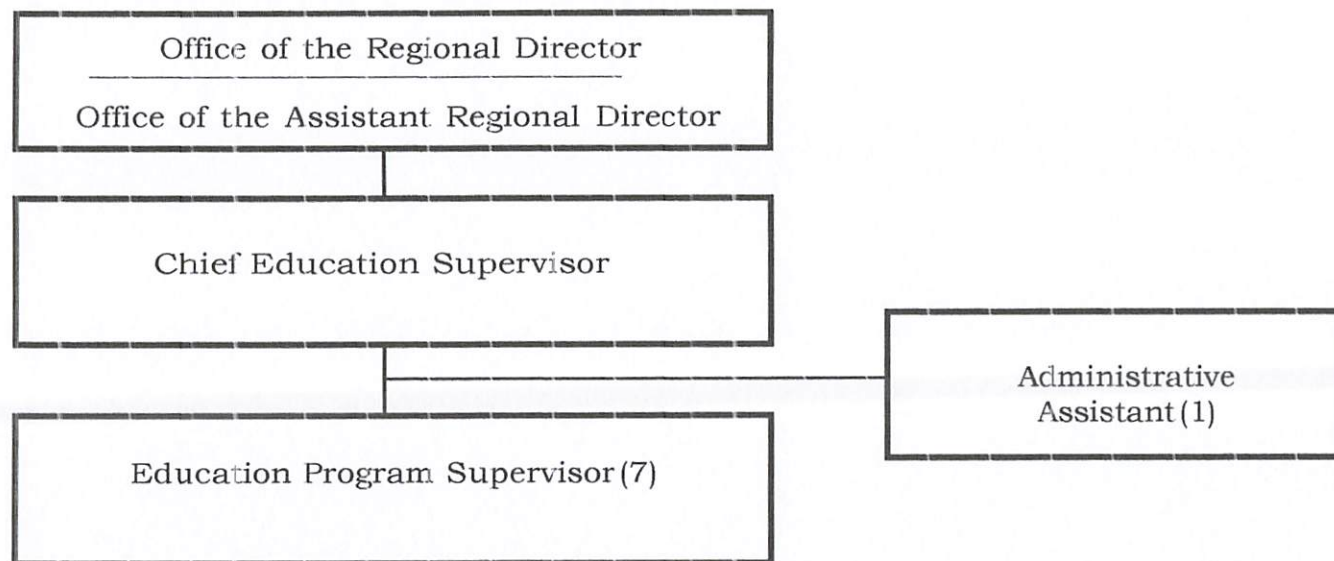
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ORGANIZATIONAL STRUCTURE, OFFICE FUNCTIONS AND JOB SUMMARY
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ORGANIZATIONAL STRUCTURE (Quality Assurance Division)



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	3 of 73



Certificate No. PHP QMS
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Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

OFFICE FUNCTIONS

Statement of Purpose	
The Quality Assurance Division (QAD) monitors and evaluates the performance of RO units and SDOs on the compliance to statutory and policy standards and requirements for the continuous improvement of organizational performance and delivery of basic education services.	
Outcomes	Outcome Indicators
<ul style="list-style-type: none"> ROs and SDOs adjust accordingly to the standards, guidelines, systems, and processes relevant to the context of the region 	<ul style="list-style-type: none"> Percentage of RO functional divisions and SDOs compliant to established standards, policies, guidelines, systems, and processes
<ul style="list-style-type: none"> RO top management base decisions and actions on accurate, timely, validated, and relevant information 	<ul style="list-style-type: none"> Number of contextualized evidence-based regional guidelines, initiatives, and innovations.
<ul style="list-style-type: none"> All schools operate in compliance with the set policies, guidelines, and standards. 	<ul style="list-style-type: none"> Percentage of newly established/converted/renamed public schools Percentage of Private Schools with approved Government Permit/Recognition
<ul style="list-style-type: none"> RO and SDOs achieve targets and efficiently deliver quality services through effective implementation of M&E and organizational assessment 	<ul style="list-style-type: none"> Percentage of accomplishments vis-à-vis targets set by the RO units and SDOs



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Doc. Ref. Code	Ops Manual	Rev	00
Effectivity	09.20.21	Page	4 of 73



Certificate No. PHP QMS
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 REGION IV-A CALABARZON

Key Result/s Area	Objectives	Outputs	Output Indicators
Quality Assurance	To institutionalize regional Quality Assurance Frameworks which are responsive to changes in policies, systems, and processes.	<ul style="list-style-type: none"> • QA Framework and tools • M&E Framework and tools • Assessment Framework and tools 	Approved and updated: <ul style="list-style-type: none"> • QA Framework in the QMS Manual • M&E Framework
		<ul style="list-style-type: none"> • Quality assurance and assessment report 	<ul style="list-style-type: none"> • RMEA System • Assessment Framework • Quality assurance and assessment report
	To support SDOs' implementation of M&E systems	<ul style="list-style-type: none"> • SDOs Functional M&E system 	<ul style="list-style-type: none"> • Number of SDOs with functional M&E System
	To establish that quality management systems and processes are observed/adhered in the delivery of quality basic education services	<ul style="list-style-type: none"> • Declared/established QMS processes of RO units and SDOs 	<ul style="list-style-type: none"> • Number of RO units and SDOs with reviewed and updated process manual • Number of RO units and SDOs compliant with declared QMS processes



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DEPED-4A-05-0M

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	5 of 73



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Department of Education
 REGION IV-A CALABARZON

Key Result/s Area	Objectives	Outputs	Output Indicators
Assessment, Monitoring and Evaluation	To implement quarterly/ midterm review of the performance of RO/SDO for policy actions and plan adjustments	<ul style="list-style-type: none"> • RMEA/PIRPA Report • Consolidated DMEA Report • Midterm review report results • Analyzed BAR 1 Report 	<ul style="list-style-type: none"> • Number of RO functional divisions and SDOs assessed • Approved and consolidated RMEA/DMEA/PIRPA Report • Number of quarterly/ midterm reviews conducted • Approved and submitted BAR 1 Report
	To support RO units and SDOs in understanding their situational analysis and craft adjustment plans as results of the quarterly/midterm reviews		
	To monitor the effectiveness of conducted Learning and development activities	<ul style="list-style-type: none"> • Consolidated QAME results and analysis 	<ul style="list-style-type: none"> • Number of consolidated QAME results and analysis submitted and adopted
	To ensure the proper implementation of initiatives and innovations (PPAs) for continuous improvement and sustainability	<ul style="list-style-type: none"> • RMEA/Consolidated DMEA Report 	<ul style="list-style-type: none"> • Approved and timely submission of RMEA/Consolidated DMEA Report



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Doc. Ref. Code	Ops Manual	Rev	00
Effectivity	09.20.21	Page	6 of 73



Certificate No. PHP QMS
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Department of Education
 REGION IV-A CALABARZON

Key Result/s Area	Objectives	Outputs	Output Indicators
Regulatory and Developmental Services to Schools	To validate private schools' compliance to requirements and standards of quality basic education	<ul style="list-style-type: none"> List of private schools validated and recommended for issuance of government permit to operate and government recognition 	<ul style="list-style-type: none"> Number of approved applications Number of private schools with permit to operate and given government recognition Number of private schools assessed, endorsed, and approved by RD
	To recommend the establishment, separation, recognition, closure, and accreditation of the public schools based on the assessment of their compliance to requirements and standards of quality basic education	<ul style="list-style-type: none"> List of public schools established, separated from mother schools, recognized, and closed List of public schools with validated application to RO 	<ul style="list-style-type: none"> Number of approved applications Number of public schools assessed, endorsed, and approved by RD



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Doc. Ref. Code	Ops Manual	Rev	00
Effectivity	09.20.21	Page	7 of 73



Certificate No. PHP QMS
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Department of Education
REGION IV-A CALABARZON

Key Result/s Area	Objectives	Outputs	Output Indicators
	To present to the regional management committee an annual report on the performance of private schools in the region in compliance with quality education standards to arrive at recommendations on further improving the quality of education in the region	<ul style="list-style-type: none">• Annual Report	<ul style="list-style-type: none">• Approved and submitted annual report
Office Administration and Performance Management	To establish and maintain systems and processes geared towards administrative effectiveness and efficiency	<ul style="list-style-type: none">• Operations Manual and/or Citizens Charter• Document Tracking System• M&E tools	<ul style="list-style-type: none">• Streamlined Processes/Services and Procedures as declared in the Operations Manual and Citizen Charter• Operational tracking system



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	8 of 73



Certificate No. PHP QMS
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Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

Key Result/s Area	Objectives	Outputs	Output Indicators
			<ul style="list-style-type: none"> Number of M&E tools developed
		<ul style="list-style-type: none"> Administrative and Financial Reports 	<ul style="list-style-type: none"> Number of pertinent forms and documents accomplished and submitted on time (e.g., WFP, PPMP, APP)
	To promote a culture of excellence, innovation, and collaboration	<ul style="list-style-type: none"> List of employees given rewards and recognition Citizen/Client Satisfaction Survey (CCSS) Results and Analysis 	<ul style="list-style-type: none"> Number of recognition initiatives conducted CCSS rating received
		<ul style="list-style-type: none"> Report on Actions taken relative to the CCSS results (if there's any) 	<ul style="list-style-type: none"> Number of satisfied clients/ customers based on feedback received



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	9 of 73



Certificate No. PHP QMS
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Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

	To conduct periodic monitoring and evaluation of office /staff performance for the provision of relevant learning and development programs	<ul style="list-style-type: none"> • IPCRF/OPCRF Accomplishments • Capacitated staff • Training Completion/Terminal Reports Report on performance coaching 	<ul style="list-style-type: none"> • Percentage of achievement of IPCRF/OPCRF • Number of personnel who attended learning and development programs • Number of performance coaching activity conducted Number of Performance reviews conducted
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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	10 of 73



Certificate No. PHP QMS
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Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

JOB SUMMARY

Office Key Result	1. Quality Assurance Framework, Policies, Systems and Processes 2. Assessment, Monitoring and Evaluation 3. Regulatory and Developmental Services to Schools
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JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	Chief Education Supervisor (SG24)	<ul style="list-style-type: none"> To facilitate, coordinate ,and provide technical inputs in the crafting of the region's policies and strategic directions towards ensuring quality, accountability and transparency in all aspects of educational management and operations, by setting up, making operational, and sustaining a Quality Management System (QMS) 	<ul style="list-style-type: none"> Quality Assurance Policies, Frameworks, Systems and Processes Standards and Policy Formulation & Adoption Progress Monitoring & Evaluation Results M&E Coordination with Other RO Units Technical Assistance 	Regional Director	<ul style="list-style-type: none"> Education Program Supervisor Administrative Assistant I



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	11 of 73



Certificate No. PHP QMS 22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

		in the Regional Office and in all schools divisions • To lead and manage the work of the QAD teams that will facilitate setting up quality assurance systems and standards and monitoring and evaluating performance of the regional office and that of the school's divisions.	• Unit Performance		
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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	12 of 73




Certificate No. PHP QMS
22 93 0085




Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
		schools divisions. Also, this position provides technical assistance to functional divisions/units of the Region and those of the Schools Divisions for quality assuring their processes and outputs towards continuous improvement.			
	Administrative Assistant I (SG7)	This position provides administrative support to the management and staff in the effective and efficient operation of the Quality Assurance Division.	<ul style="list-style-type: none"> Records Management Administrative Support Secretariat/Frontline 	Chief Education Supervisor, Education Program Supervisor	None

Prepared by:


LUZ E. OSMEÑA
 Chief Education Supervisor
 Quality Assurance Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	13 of 73



Certificate No. PHP QMS
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

LEGAL BASES AND REFERENCES

Effective as of April 27, 2023

Organization Management

- a. Establishment, Merging, Conversion, and Naming / Renaming of Public Schools and Separation of Public School Annexes in Basic Education
 1. RA 11032 - An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act 2007, and for other purposes
 2. DepEd Order No. 40, s. 2014 - Establishment, Merging, Conversion and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education
 3. DepEd Order No. 29, s. 2011 - Revised Guidelines on the Naming and Renaming of Schools.

Organization Management

- b. Establishment of a Stand-Alone Senior High School (SHS), Conversion of Existing Elementary and Junior High School (JHS) into a Stand-Alone Senior High School (SHS) and Existing Junior High School (JHS) and Integrated School (ISs) or Requests for Additional Tracks/Strands/Specializations
 1. RA 11032 - An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise known as the Anti-Red Tape Act 2007, and for other purposes
 2. DepEd Order No. 51, s. 2015 - Guidelines on the Implementation of the Senior High School (SHS) Program in Existing Public Junior High Schools (JHSs) and Integrated Schools (ISs), Establishment of Stand Alone Public SHSs, and Conversion of Existing Public Elementary and JHSs into Stand Alone SHSs
 3. DepEd Order No. 26, s. 2017 - Addendum to DepED Order No. 51, s. 2015 (Implementation of the Senior High School (SHS) Program in Existing Public Junior High Schools (JHSs) and integrated Schools (ISs), Establishment of Stand-Alone Public SHSs, and Conversion of Existing Public Elementary and JHSs into Stand-Alone SHSs)

Review and Development of Policies

- a. Review of Issuances on Public and Private Schools



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	14 of 73



Certificate No. PHP QMS
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Department of Education
 REGION IV-A CALABARZON

Establishment and Crafting of Modified Processes

1. RA 11032 - An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise known as the Anti-Red Tape Act 2007, and for other purposes.
2. DepEd Order No. 88, s. 2010 – 2010 Revised Manual of Regulations for Private Schools in Basic Education
3. DepEd Order No. 11, s. 2011 - Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education
4. DepEd Order No. 40, s. 2014 - Establishment, Merging, Conversion and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education

Grant of Permits and Recognitions

- a. Issuance of New Government Permit and Renewal of Permit/Recognition and Provisional Permit for Senior High School
 - a.1 New Government Permit/Recognition and Provisional Permit for Senior High School
 - a.2 Renewal of Government Permit
 - a.3 Homeschooling Program Permit/Authorization
1. RA 11032 - An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise known as the Anti-Red Tape Act 2007, and for other purposes
2. DepEd Order No. 88, s. 2010 - 2010 Revised Manual of Regulations for Private Schools in Basic Education
3. DepEd Order No. 001, s. 2022 – Revised Guidelines on Homeschooling Program
4. Regional Memorandum 178, s. 2021 – Transitory Guidelines for Processing of New Government Permit, Renewal of Government Permit and Government Recognition for SY 2021-2022 and Regional Guidelines on the Virtual Joint Evaluation, Validation and Inspection for Private Schools
5. Regional Memorandum 10, s. 2022 – Transitory Guidelines for Processing New Government Permit, Renewal of Permit and Government Recognition for SY 2022 – 2023
6. Regional Memorandum 508, s. 2022 – Transitory Guidelines for Homeschooling Program for SY 2022 – 2023

Grant of Special Orders (SO) of Private Schools/Technical Vocational Institutions(TVI)/Non DepEd Public Schools

- a. Issuance of Special Order
 1. RA 11032 - An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	15 of 73



Certificate No. PHP QMS
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Department of Education
REGION IV-A CALABARZON

Purpose Republic Act No. 9485, Otherwise known as the Anti-Red Tape Act 2007, and for other purposes

2. DepEd Order No. 88, s. 2010 - 2010 Revised Manual of Regulations for Private Schools in Basic Education
3. DepEd Order No. 10, s. 2018 - Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Private Schools/Colleges and Technical- Vocational Institutions for School Year 2017-2018

Acknowledgement of Private School Voluntary (Temporary/Permanent) Closure

- a. Issuance of Acknowledgement to Schools Applying for Closure
 1. RA 11032 - An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise known as the Anti-Red Tape Act 2007, and for other purposes
 2. DepEd Order No. 039, s. 2020 - Special Provision on Private School Voluntary Closures and Participation in Government Assistance and Subsidies Programs in light of the COVID-19 Pandemic (Amends Certain Provisions of DepEd Order No. 88, s. 2010)
 3. DepEd Order No. 002, s. 2022 - Interim Guidelines on Private School Voluntary Closures and Participation in Government Assistance and Subsidies Programs in light of the COVID-19 Pandemic Effective SY 2021-2022
 4. Regional Order No. 9, s. 2019, Processing of Voluntary Closure of Private Schools
 5. DepEd Order No. 039, s. 2020 - Special Provision on Private School Voluntary Closures and Participation in Government Assistance and Subsidies Programs in light of the COVID-19 Pandemic (Amends Certain Provisions of DepEd Order No. 88, s. 2010)
 6. DepEd Order No. 002, s. 2022 - Interim Guidelines on Private School Voluntary Closures and Participation in Government Assistance and Subsidies Programs in light of the COVID-19 Pandemic Effective SY 2021-2022
 7. Regional Order No. 9, s. 2019, Processing of Voluntary Closure of Private Schools

Review and Approval of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools (Tuition Fee Increase and Other School Fees)

1. RA 11032 - An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	16 of 73



Certificate No. PHP QMS
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

- Purpose Republic Act No. 9485, Otherwise known as the Anti-Red Tape Act 2007, and for other purposes
2. DepEd Order No. 21, s. 1993 – Guidelines on Tuition and Other School Fees in Private Schools, Colleges and Universities for SY 1993 – 1994
 3. DepEd Order No. 12, s. 1997 – Amendments to DECS Order No. 21, s.1993, No. 21-A, s. 1993 and No. 20, s. 1994
 4. DepEd Memorandum No. 011, s. 2021 - Adjustments to the Period of Consultation and Application for Changes in Tuition and other School Fees by Private Educational Institutions in light of the Adjusted School Calendar for SY 2021-2022

Quality Assurance and Monitoring and Evaluation (QAME) of Trainings

1. RA 11032 - An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise known as the Anti-Red Tape Act 2007, and for other purposes
2. DepEd Order No. 43, s. 2010 - "Creation of the Quality Management Team (QMTs)"
3. DepEd Order No. 44, s. 2010 - Adoption of KRT 3 : "Quality Assurance and Accountability Framework" Institutionalization of the Quality Management System in DepEd

Management of the Conduct of Principals' Test

1. DepEd Memorandum No. 80, s. 2016 - 2016 Principals' Test
2. DepEd Memorandum No. 174, s. 2017 - 2017 Principals' Test
3. DepEd Memorandum No. 0152, s. 2021 - Updates and Reminders on the National Qualifying Examination for School Heads (NQESH) for FY 2021-2022
4. DepEd Memorandum No. 0152, s. 2021 - Updates and Reminders on the National Qualifying Examination for School Heads (NQESH) for FY 2021-2022

Management of the Conduct of National Achievement Test (NAT)/National Career Assessment Examination (NCAE)/Early Language Literacy and Numeracy Assessment (ELLNA)

1. DepEd Memorandum No. 127, s. 2014 - Administration of School Year 2014-2015 National Achievement Test (NAT) and Language Assessment for Primary Graders (LAPG)



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	17 of 73



Certificate No. PHP QMS
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Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

2. DepEd Order No. 55, s. 2016 – Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program
3. DepEd Memorandum No. 185, s. 2018 - Administration of the National Career Assessment Examination for School Year 2018-2019
4. DepEd Memorandum No. 054, s. 2019 - Schedule of the Administration of National Assessment of Student Learning for the K to 12 Basic Education Program

Application for Open High School Program (OHSP) and Home Education Program (HEP)

1. RA 11032 - An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise known as the Anti-Red Tape Act 2007, and for other purposes
2. DepEd Order No. 46, s. 2006 - Guidelines on the Pilot Implementation of the Open High School Program (OHSP)

Acknowledgement of Private Schools Opening of Classes

1. RA 11032 - An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise known as the Anti-Red Tape Act 2007, and for other purposes
2. DepEd Order No. 13, s. 2020 - Readiness Assessment Checklist for Learning Delivery Modalities in the Learning Continuity Plan of Private Schools
3. DepEd Order No. 17, s. 2020 - Additional Provisions to DepEd Order No. 13, s. 2020
4. DepEd Order No. 29, s. 2021 - School Calendar and Activities for School Year 2021-2022

Prepared by:

LUZ E. OSMEÑA

Chief Education Supervisor
 Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	18 of 73



Certificate No. PHP QMS
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Department of Education
REGION IV-A CALABARZON

DEFINITION OF TERMS AND ACRONYMS

Effective as of April 27, 2023

Academic Track. This refers to the program for SHS learners who intend to pursue higher education or careers along four specific strands: 1) Accountancy, Business and Management (ABM) Strand; 2) Science, Technology, Engineering and Mathematics (STEM) Strand; 3) Humanities and Social Sciences (HUMSS) Strand; and 4) General Academic Strand (GAS).

ABM Strand. This refers to those who plan to take up business-related courses in higher education or engage in business, entrepreneurship, and other business-related careers.

Arts and Design Track. This refers to the program for SHS learners who intend to pursue careers in the world of arts. This track covers a wide range of art forms: Theatre, Music, Dance, Creative Writing, Visual Arts, and Media Arts. This track has three arts field specializations. SHS learners may choose from depending on their inclination and aptitude. These specializations are: apprenticeship, art exhibition/performance, or production.

Catchment Area. This refers to the area within a two-kilometer (2-km) radius and one-kilometer (1 km) radius from any existing public school in rural and urban areas, respectively.

Conversion of School(s). This refers to the process of changing, altering or transferring of the status, character of the curricular offerings or the administration, maintenance, supervision and conduct of a school from its present status, character, administration or management.

Crucial Resources. This refers to classrooms/school buildings, teaching and non-teaching positions, instructional materials, school desks/armchairs, equipment and other facilities necessary for the operation of school(s) in the delivery of basic education services to learners.



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Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	19 of 73



Certificate No. PHP QMS
22 03 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Emergency Remote Service. This refers to the continuity of delivery towards amidst destruction.

Establishment of a Stand-Alone SHS. This refers to the process of initiating, instituting, organizing, operating, conducting and maintaining a new SHS in a barangay, municipality, city or province by administrative authority of the DepEd RO

Establishment of School. This refers to the process of initiating, instituting, organizing, operating, conducting and maintaining a new school, in a barangay, municipality, city or province by administrative authority of the DepEd Regional Office.

Form 9. This refers to the student's graduation form.

GAS Strand. This refers to the subjects selected from the different academic strands and it is ideal for SHS students who have not yet decided on a particular specialization.

High-risk or Disaster-prone Areas. These refer to hazard and no-build-zones as defined under joint DENR-DILG-DND-DPWH-DOST Memorandum Circular No. 2014-01. Hazard zones are the areas identified in the hazard maps as susceptible to natural hazards, such as flooding, rain-induced landslide, storm surges, earthquakes, volcanic activities, and ground subsidence. No-build-zones are the easement areas defined by the Water Code, Civil Code and the Revised Forestry Code of the Philippines.

HUMSS Strand. This refers to those students who intend to pursue studies in the fields of Humanities and Social Sciences at the tertiary level.

Immersion. This refers to the prescribed eighty-hour culminating activity each SHS student has to complete as the practical application of the skills he or she has learned from his/her chosen track/strand program, as well as a requirement for graduation. Immersion is implemented in collaboration with a business or industry-partner which



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	20 of 73



Certificate No. PHP QMS
22 02 0088



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

provides the necessary expertise and venue for practical, on-the-job, enterprise-based training for SHS learners.

Integrated School. This refers to a school that offers complete basic education from Kindergarten to Grade 10, or Kindergarten to Grade 12 upon the full implementation of K to 12 Law, in one school site and has unified instructional program.

Merging of Schools. This refers to the process of joining or combining of two (2) or more existing schools of the same level adjacent to each other into one (1) school.

Mother or Main School. This refers to a school which maintains full administrative management and instructional supervision and control over one or more school annex(es).

Renaming of School. This refers to the changing, modification or correction of the name of an existing school.

School Annex. This refers to an existing public school campus that is fully dependent on its mother school but located in another school site. School annexes are issued separate DepED School IDs for purposes of school site identification. Administration, management and instructional supervision and control rests with the mother school.

Science School. This refers to a specialized school that offers the accelerated curriculum on Science and Mathematics, information and technology, with required courses and a wide selection of electives, and opportunities for independent student research.

Senior High School (SHS). This refers to the third stage of compulsory basic education. It consists of two (2) years (Grades 11 and 12) high school education following the completion of four (4) years of JHS. The entrant age is typically sixteen (16) years old. It shall serve as a specialized upper (upper level or higher-level) secondary education. The SHS program consists of different tracks, strands and specializations that learners may choose from depending on their aptitude, interests, and school capacity.



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Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	21 of 73



Certificate No. PHP QMS
22 02 0000



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Separation of School Annex. This refers to the process of detaching an existing school annex from its mother school to become a separate and independent school.

SHS Catchment Area. This refers to the area within a one-, two- or three-kilometer radius from any existing public school in urban, rural and remote areas, respectively.

Sports Track. This refers to the designed program for students who intend to pursue sports-related careers, i.e., athlete development, fitness training, coaching and officiating.

Stand-alone SHS. This refers to a school situated in a new site separate from a JHS or IS and has its own School Head. It can be established on a buildable space inside an elementary school or on a separate school site.

Strand. This refers to the specialized curricular offerings under a particular track.

STEM Strand. This refers to SHS students who are inclined toward or have the aptitude for Math or Science or Engineering studies.

Technical-Vocational-Livelihood Track. This refers to the program for SHS learners who intend to pursue careers specializing in vocational learning or technical-vocational livelihood. The Technical-Vocational-Livelihood (TVL) track has four strands: 1) Agri- Fishery Arts Strand; 2) Home Economics (HE) Strand; 3) Information and Communications Technology (ICT) Strand; and 4) Industrial Arts Strand. These are aligned with the Technology and Livelihood Education (TLE) Learning Area in Grades 7 to 10. Each TVL strand offers various specializations that may or may not have a National Certificate (NC) equivalent from the Technical Education and Skills Development Authority (TESDA).

Technical-Vocational School. This refers to a specialized school which implements technical-vocational education programs major in areas such as but not limited to agriculture, fisheries, and arts and trades.



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	22 of 73



Certificate No. PHP QMS
22 03 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

The technical-vocational course to be offered should be aligned with existing Technical Education and Skills Development Authority (TESDA) Training Regulations and should be relevant to the needs of the community/local industry.

TEAHub. This refers to a computer program to aid in tracking, retrieval and archiving of all communications in the Office.

Track. This refers to specific program in SHS a learner may choose based on his/her interest and aspiration. SHS has four (4) tracks, namely: 1) Academic Track; 2) Technical-Vocational-Livelihood Track; 3) Arts and Design Track; and 4) Sports Track. A track is further sub-classified into strands.

Acronyms

ABM	Accountancy, Business and Management
DREC	Division Review and Evaluation Committee
EL	Enrolment List
GAS	General Academic Strand
GASTPE	Government Assistance to Students and Teachers in Private Education
HE	Home Economics
HEP	Home Education Program
HUMSS	Humanities and Social Sciences
ICT	Information and Communications Technology
IS	Integrated School
JHS	Junior High School
K to 12	Kindergarten to Grade 12
ELLNA	Early Language Literacy Numeracy Assessment
NAT	National Achievement Test
NCAE	National Career Assessment Examination



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	23 of 73



Certificate No. PHP QMS
22 03 0086



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

QAME	Quality Assurance and Monitoring and Evaluation
QEPS	Qualitative Evaluation Processing Sheet
SHS	Senior High School
SPED	Special Education
STEM	Science, Technology, Engineering, and Mathematics
TESDA	Technical Education and Skills Development Authority
TLE	Technology and Livelihood Education
TEAHub	Transparent, Ethical and Accountable Document Tracking System
TVL	Technical – Vocational - Livelihood

Prepared by:

LUZ E. OSMEÑA
Chief Education Supervisor
Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	24 of 73



Certificate No. PHP QMS
22 02 0086



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process:	Review and Implementation of Policies
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
DepEd Central Office Other governing bodies	DepED Order No. 88, s. 2010 DepED Order No. 11, s.2011 DepED Order No. 40, s.2014	Review the policies and operationalize the implementing guidelines	EPS-in-charge	Reviewed policies and operationalized implementing guidelines	Chief	Record Book RA 11032



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Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	25of 73



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Chief	Reviewed policies and operationalized implementing guidelines	Validate the reviewed policies and operationalized implementing guidelines	Chief	Validated the reviewed policies and operationalized implementing guidelines	EPS-in-charge	TEAHub System
EPS-in-charge	Validated the reviewed policies and operationalized implementing guidelines	Prepare Regional Memorandum	EPS-in-charge	Hardcopy of Regional Memorandum	Chief ARD RD	Regional Memorandum Template TEAHub System
Chief ARD RD	Hardcopy of Regional Memorandum	Approve Regional Memorandum	Chief ARD RD	Approved Regional Memorandum	Records Section/ QAD EPS-in-charge/SDOs	TEAHub System



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	26 of 73



Certificate No. PHP QMS 22 93 0085



Republic of the Philippines
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REGION IV-A CALABARZON

Prepared by:

LUZ E. OSMEÑA
Chief Education Supervisor
Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	27 of 73



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Quality Assurance, Monitoring and Evaluation (QAME) of Regional Trainings

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						Pool of QAME Associates Regional Memorandum Template TEAHub System
FDs/Unit/HRDD	Prepared QAME link and assigned QAME Associate	Provide the QAME link to participants	QAME Associate/s	Accomplished QAME Forms 1 and 2	QAME Associate/s	QAME Form 1 QAME Form 2
QAME Associate/s	Accomplished QAME Forms 1 and 2	Consolidate and analyze QAME results	QAME Associate/s	Consolidated and analyzed QAME Form 1 and 2	Activity Proponent and Asset Management Section	QAME Form 1 QAME Form 2



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 Telephone Nos.: 02-8682-2114
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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	28 of 73



Certificate No. PHP QMS



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

FDs/Unit	Request letter Memorandum Training matrix	Assign available QAME Associate and prepare QAME link	EPS-in-Charge	Prepared QAME link and assigned QAME Associate	FDs/Unit/HRDD	RA 11032 DepEd Order No. 43, s. 2010 DepEd Order No. 44, s. 2010
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Prepared by:

LUZ E. OSMEÑA
 Chief Education Supervisor
 Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
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DEPED-4A-05-0M

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	29 of 73



Certificate No. PHP QMS
 22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN
 Effective as of April 27, 2023

Name of the Process: Program Implementation Review (PIR)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Pre-Implementation Activities: Activity 1						
DepEd Central Office	DO 11, s. 2021 – Guidelines on the Operationalization of PMIS	Prepare Office Memorandum, Activity Proposal, Activity Request, Request Budget Approval and Provisional Agenda	QAD PMIS Focal Person	Printed Office Memorandum, Activity Request, Request Budget Approval and Provisional Agenda	Chief	RA 11032 Regional Memorandum and Power Point Template Activity Proposal, Activity Request, and Request Budget Approval Template



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 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	30of 73



Certificate No. PHP QMS 22 02 0025



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Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						TEAHub System
Chief	<ul style="list-style-type: none"> • Printed Office Memorandum • Activity Proposal • Activity Request • Request Budget Approval • Provisional Agenda 	Check and initial the PIR documents	Chief	Checked and initialed PIR documents	AdAs 1	Initialed documents
AdAs 1	Checked and initialed the PIR	Assign QR Code for tracking and forward the initialed PIR documents to RD	AdAs 1	Coded and initialed documents	RD	TEAHub System
Activity 2						
Functional Division PMIS Focal Persons	Status of Program Implementation	Accomplish template given link for status of	FD PMIS Focal Persons	Accomplished PIR Template via	QAD PMIS Focal Person	PIR Accomplishment Template



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 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	31 of 73



Certificate No. PHP QMS 22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
	on	program implementation		link		
QAD PMIS Focal Persons	Accomplished PIR Template via link	Consolidate the submitted FD reports	QAD PMIS Focal Person	Consolidated PIR Reports	Chief	Filled- up PIR Template
QAD PMIS Focal Person	Checked and reviewed PIR consolidated reports	Prepare PIR Slide deck presentation	QAD PMIS Focal Person	Prepared PIR slide deck presentation	Chief	PIR Slide deck Presentation
Chief	Prepared PIR Slide deck presentation	Check, review and approve the slide deck presentation	Chief	Checked, reviewed and approved the slide deck presentation	QAD PMIS Focal Person	PIR Slide deck Presentation
PIR Implementation:						
QAD	Checked, reviewed, and approved the slide decks presentation	Present the summary of PIR Reports for adjustments, approval, and recommendations	QAD	Presented, adjusted, and approved PIR Reports	REXECOM, FD PMIS Focal Person and QAD	Approved PIR Reports
Post PIR Implementation						
REXECOM,	Presented,	Adjust and	REXECOM, FD	Adjusted and	QAD	Adjusted PIR



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
FD PMIS Focal Person and QAD	adjusted, and approved PIR Reports	Update the WFP in PMIS as necessary based on the conducted PIR	PMIS Focal Persons and QAD	updated WFP in PMIS		Reports
QAD	Adjusted and updated the WFP in PMIS as necessary based on the conducted PIR	Adjust plan and calendar of activities for the next quarter; The Regional Calendar - PMIS	QAD	Adjusted PIR plan and calendar of activities for the next quarter	REXECOM, FD, PMIS Focal Person and QAD	Adjusted WFP in PMIS and Calendar of Activities

Prepared by:

LUZ E. OSMEÑA
Chief Education Supervisor
Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	33of 73



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Management of the Conduct of Principals' Test

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Preparation of Regional Issuance						
DepEd Central Office	DepED Memorandum on Principal's Test	Issue Regional Memorandum and list of assigned TWG from RO and SDO	EPS-in-Charge	Confirmation from assigned TWG from RO-SDO Personnel	RO-SDO Personnel/ SDO Testing Coordinators	Record Book RA 11032 DepEd Memorandum No. 0152, s. 2021 DepEd Memorandum No. 80, s. 2016



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph



Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	34of 73



Certificate No. PHP QMS 22 02 0095



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Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						DepEd Memorandum No. 80, s. 2017 Regional Memorandum Template TEAHub System
Online evaluation of applications						
Applicants	Softcopy of the required documents	Evaluate and validate online applications	SDO Testing Coordinators RO EPS-in-charge	Validated applications	Applicants	Acknowledged Email
After the online evaluation of applications						
RO EPS-in-charge	Validated applications	Issue regional memorandum for the final list of applicants	RO EPS-in-charge	Regional memorandum and final list of applicants	Chief ARD RD	Regional Memorandum Template





Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						TEAHub System
Chief ARD RD	Regional Memorandum and final list of test takers	Approve the documents	Chief ARD RD	Approved regional memorandum	Records Section/RO EPS-in-charge/SDO Testing Coordinators/SDO/RO Cashier	TEAHub System
RO EPS-in-charge/SDO Testing Coordinators	Approved regional memorandum	Disseminate the final list of test takers for the payment	RO EPS-in-charge/SDO Testing Coordinators	List of paid test takers	RO Cashier RO EPS-in-charge	Validated payment
RO EPS-in-charge	List of paid test takers	Issue a regional memorandum and final list of test takers by testing centers	RO EPS-in-Charge	Regional Memorandum and final list of test takers by testing centers	Chief ARD RD	Regional Memorandum Template Record Book



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 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	36 of 73




Certificate No. PHP QMS 22 02 0005



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Chief ARD RD	Regional Memorandum and final list of test takers by testing centers	Approval of the regional memorandum	Chief	Approved regional memorandum	Applicants/ RO EPS-in-charge/ SDO Testing Coordinators	TEAHub System

Prepared by:


LUZ E. OSMEÑA
Chief Education Supervisor
Quality Assurance Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director





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Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process:	Management of the Conduct of National Achievement Test (NAT)/National Career Assessment Examination (NCAE)/Early Language Literacy and Numeracy Assessment (ELLNA)
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc.)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
DepEd Central Office	DepED Memorandum (DM) on Assessments	Issue regional memorandum , List of monitoring officials	QAD EPS-in-Charge	Confirmed List of RO Monitoring Officials	ChiefARD RD RO Monitoring Officials	Record Book RA 11032 DepEd Memorandum No. 127, s. 2014 DepEd Order No. 55, s. 2016



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 Telephone Nos.: 02-8682-2114
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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	38 of 73



Certificate No. PHP QMS 22 03 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						DepEd Memorandum No. 185, s. 2018 DepEd Memorandum No. 054, s. 2019 Regional Memorandum Template TEAHub System



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	39of 73



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Upon approval of the documents						
QAD EPS-in-charge	Confirmed List of RO Monitoring Officials	Conduct orientation	QAD EPS-in-charge	Orientation report Guidelines and Tools	RO Monitoring Officials	Guidelines in conducting monitoring of assessments Monitoring Tools/Checklist
RO Monitoring Officials	Monitoring Tools/Checklists	Conduct and submit monitoring report	RO Monitoring Officials	Individual Monitoring Report	QAD EPS-in-charge	Monitoring Tools/Checklist
QAD EPS-in-charge	Individual Monitoring Report	Consolidate monitoring reports for submission to CO	QAD EPS-in-charge	Consolidated Monitoring Report	Chief RD	Submitted Individual Monitoring Report



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	40 of 73



Certificate No. PHP QMS



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Chief RD	Consolidated Monitoring Report	Approval of Monitoring Report	Chief RD	Approved Monitoring Report	Central Office	TEAHub System

Prepared by:

LUZ E. OSMEÑA
Chief Education Supervisor
Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	41 of 73



Certificate No. PHP QMS
22 02 0005



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN
Effective as of April 27, 2023

Name of the Process:	Grants of Permits and Recognition for Renewal of Government Permit
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Records Section	SDO Indorsement Letter of Intent Other documentary requirements related to application	Evaluate of application documents	EPS-in-charge	Accomplished Processing Checklist	Chief	Record Book Processing Checklist RA 11032 DepED Order No. 88, s. 2010 Regional



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	42 of 73



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 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
	SDO Inspection Report					Memorandum No. 10, s. 2022
Chief	Accomplished Processing Checklist	Validate application documents	Chief	Validated documents and Processing Checklist	EPS-in-charge	TEAHub System
EPS-in-charge	Validated Inspection report	Prepare Letter to SDS for Order of Payment	EPS-in-charge	Softcopy of Letter to SDS for Order of Payment	SDO	Letter to SDS for Order of Payment TEAHub System
SDO	List of Payees Copy of Official receipt	Attach List of Payees and Official Receipt Forward to Adas I for preparation of permit	EPS-in-charge	List of Payees and Official Receipt	Adas I	TEAHub System
AdAs I	List of Payees and Official Receipt	Prepare permit and indorsement	AdAs I	Hardcopy of permit and indorsement	Chief ARD RD	TEHub System



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Chief ARD RD	Hardcopy of permit and indorsement	Approve permit	Chief RD	Approved permit	Records Section/ QAD EPS-in-charge/ Applicant-School	TEAHub System

Prepared by:

LUZ E. OSMEÑA
Chief Education Supervisor
Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBAR, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	44 of 73



Certificate No. PHP QMS



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process:

Grants of Permits and Recognitions for New Government Permit/Recognition and Provisional Permit for Senior High School

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Records Section	SDO Indorsement Letter of Intent Other documentary requirements related to application	Evaluate application documents	EPS-in-charge	Accomplished Processing Checklist	Chief	Record Book Processing Checklist RA 11032 Regional



Republic of the Philippines
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 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						Memorandum No.178, 2021 Regional Memorandum No.10, s. 2022
Chief	Accomplished Processing Checklist	Validate the checklist and the the documents	Chief	Validated documents and signed processing checklist	EPS-in-charge	TEAHub System
EPS-in-charge	Validated documents and signed processing checklist	Prepare Regional Memorandum for the Joint Ocular Inspection	EPS-in-charge	Hardcopy of Regional Memorandum	Chief ARD RD	TEAHub System Regional Memorandum Template



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Chief ARD RD	Hardcopy of Regional Memorandum	Approve the Regional Memorandum	Chief ARD RD	Approved Regional Memorandum	Records Section/ QAD EPS-in-charge/ Applicant-School	TEAHub System
After the approval of the documents						
EPS-in-charge SDO Counterparts/ Joint Ocular Inspection Team	Approved Regional Memorandum	Conduct joint ocular inspection	EPS-in-charge SDO counterparts/ Joint Ocular Inspection Team	Joint Ocular Inspection Report	Chief	TEAHub System Processing Sheet Regional Standards on facilities Joint ocular Inspection Report Agreement
Chief	Joint Ocular Inspection Report and	Validate the Ocular Inspection Report	Chief	Validated Inspection report	EPS-in-charge	TEAHub System



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Date	17-176





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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
EPS-in-charge	Validated Inspection report	Prepare Letter to SDS for Order of Payment	EPS-in-charge	Softcopy of Letter to SDS for Order of Payment	SDO	Letter to SDS for Order of Payment TEAHub System
SDO	List of Payees Copy of Official receipt	Attach List of Payees and Official Receipt Forward to Adas I for preparation of permit	EPS-in-charge	List of Payees and Official Receipt	Adas I	TEAHub System
AdAs I	List of Payees and Official Receipt	Prepare permit and indorsement	AdAs I	Hardcopy of permit and indorsement	Chief ARD RD	TEAHub System
Chief ARD RD	Hardcopy of permit and indorsement	Approve permit	Chief ARD RD	Approved permit	Records Section/ QAD EPS-in-charge/	TEAHub System



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	16 177





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Prepared by:

LUZ E. OSMEÑA
Chief Education Supervisor
Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director





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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process:	Homeschooling Program Permit/Authorization
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
CLMD-ADM Coordinator	Reviewed documents	Evaluate documents and sign the processing sheets	EPS-in-charge	Evaluated documents and signed the processing sheets	Chief	RA 11032 DepEd Order No. 001, s. 2022 Regional Memorandum Template TEAHub System



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	50 of 73



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Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Chief	Evaluated documents and signed the processing sheets	Validate documents and sign processing sheets	Chief	Validated documents and signed processing sheets	Adas I	Processing sheet Google sheet
Adas I	Validated and signed documents	Prepare the permit for private schools or special order for public schools	Adas I	Prepared the permit for private schools or special order for public schools	Chief	
Chief	Prepared the permit for private schools or special order for public schools	Recommend for approval (private schools) and initial special order and indorsement for public schools	Chief	Recommended application	RD	
RD	Recommended application	Approve application	RD	Approved permit and special order	Records Section/SDO/School-Applicant	TEAHub System



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	51 of 73



Certificate No. PHP QMS 22 02 0025



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Prepared by:

LUZ E. OSMEÑA
Chief Education Supervisor
Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-3682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	52of 73



Certificate No. PHP QMS
2021-007



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REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process:

Grant of Special Orders (SO) of Private Schools/Technical Vocational Institutions (TVI)/Non DepEd Public Schools (Request for Issuance of Special Order (SO))

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Private Schools	Submitted thru Official Google Form Form 9 Attestation Excel File (List of Graduates)	Access and view, check the soft copy of the submitted Form 9 from the google drive.	ADAS	Checked List of Graduates and Form 9	EPS-in-charge	Official Google Drive TEAHub System RA 11032 DepEd Order No. 88, s. 2010



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
EPS-in-charge	Checked List of Graduates and Form 9	Review the Form 9 (subject offerings and number of hours based on the standards)	EPS-in-charge	Reviewed Form 9	ADAS	Official Google Drive
ADAS	Reviewed Form 9	Encode the list of Graduates based from the reviewed Form 9 in the SO template	ADAS	SO template with the list of graduates	EPS-in-charge	Official Google Drive
EPS-in-charge	SO template with the list of graduates	Print the SO	ADAS	Printed SO	EPS-in-charge Chief	TEAHub System
EPS-in-charge Chief	Printed SO	Initial the printed SO	EPS-in-charge Chief	Initialed printed SO	ADAS	TEAHub System
ADAS	Initialed printed SO	Forward the printed SO to ORD for approval/	ORD	Approved and signed SO	ORD-ADAS	TEAHub System



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	54 of 73



Certificate No. PHP QMS



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 REGION IV-A CALABARZON

		signature				
ORD-ADAS	Approved and signed SO	Notify thru e-mail the private school on the releasing of the approved SO Forward the printed SO to Records Section for release	QAD- ADAS	Sent e-mail to private school on the release of the SO Forwarded printed SO to Records Section for release	QAD-ADAS	Official SO Email Account TEA Hub System

Prepared by:

LUZ E. OSMEÑA
 Chief Education Supervisor
 Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	55 of 73



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 REGION IV-A CALABARZON

QUALITY CONTROL PLAN
Effective as of April 27, 2023

Name of the Process:	Review and Approval of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
SDOs Private Schools	Indorsement Request for Tuition and Other Fees Documentary Requirements	Review the application documents and prepare reply letter and indorsement	EPS-in-Charge	Accomplished and signed processing checklist and prepared reply letter and indorsement	Chief	Record Book TEAHub System Processing Checklist RA 11032 DepEd Order No. 21. s. 1993



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Doc. Ref. Code	CpsManual	Rev	00
Effectivity	09.20.21	Page	56 of 73



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 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						DepEd Order No. 21. s. 1997 DepEd Memorandum No. 011, s. 2021
Chief	Accomplished and signed processing checklist and prepared reply letter and indorsement	Check and affix initial in the reply letter and indorsement	Chief	Checked and initialed processing checklist and reply letter and indorsement	RD	Record Book
RD	Checked and initialed processing checklist and reply letter and	Sign the reply letter and indorsement	RD	Signed reply letter and indorsement	Records Section/ QAD EPS-in-charge/	TEAHub System





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	indorsement				Private Schools	
--	-------------	--	--	--	-----------------	--

Prepared by:

LUZ E. OSMEÑA
Chief Education Supervisor
Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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 REGION IV-A CALABARZON

QUALITY CONTROL PLAN
 Effective as of April 27, 2023

Name of the Process: Acknowledgement of Private School Voluntary (Temporary/Permanent) Closure

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
SDOs Private Schools	SDOs Indorsement Letter of intent	Prepare reply letter	EPS-in-charge	Hard copy of reply letter and indorsement	Chief	Record Book TEAHub System RA 11032 DepEd Order No. 039, s. 2020



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	59 of 73




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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						DepEd Order No. 022, s. 2022 Regional Memorandum No. 9, s. 2019
Chief	Hard copy of reply letter and indorsement	Check and affix initial in the documents	Chief	Checked and initialed reply letter and indorsement	RD	Record Book
RD	Checked and initialed reply letter and indorsement	Sign the reply letter and indorsement	RD	Signed reply letter and indorsement	Records Section/ QAD EPS-in-charge/ Private Schools	TEAHub System

Prepared by:


LUZ E. OSMEÑA
 Chief Education Supervisor
 Quality Assurance Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	60 of 73



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 REGION IV-A CALABARZON

QUALITY CONTROL PLANS

Effective as of April 27, 2023

Name of the Process:	Organization Management (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annex in Basic Education)
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
SDOs	Application documents	Evaluate application documents	EPS-in-Charge	Accomplished Processing Checklist	Chief	Record Book TEAHub System RA 11032 DepEd Order No. 40, s. 2014 Processing Checklist



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DEPED-4A-05-OM

Doc. Ref. Code	Ops/Manual	Rev	00
Effectivity	09.20.21	Page	61 of 73



Certificate No. PHP QMS
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 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Chief	Accomplished Processing Checklist	Validate and check the application documents	Chief	Validated Documents	AdAs I	TEAHub System
AdAs I	Validated Documents	Prepare Special Order	Chief	Hardcopy of Special Order with Initial	RD	TEAHub System
RD	Hardcopy of Special Order with Initial	Approve Special Order	RD	Approved Special Order	Records Section/QAD EPS-in-charge/ Applicant-School	TEAHub System

Prepared by:

LUZ E. OSMEÑA
 Chief Education Supervisor
 Quality Assurance Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph



Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	62cf 73



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QUALITY CONTROL PLAN
 Effective as of April 27, 2023

Name of the Process:	Organization Management (Establishment of a Stand-Alone Senior HS, Conversion of Existing Elementary and Junior HS into a Stand Alone SHs, Junior High School (JHs) and Integrated Schools (ISs) or request for additional Tracks/Strands/Specializations)
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
SDOs	Application documents	Evaluate application documents	EPS-in-Charge	Accomplished Processing Checklist	Chief	Record Book TEAHub System RA 11032 DepEd Order No. 51, s. 2015 DepEd Order No. 26, s. 2017



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	63of 73



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Chief	Accomplished Processing Checklist	Validate the application documents	Chief	Validated documents and processing checklist	AdAs I	TEAHub System
AdAs I	Validated documents and processing checklist	Prepare Special Order and Indorsement	AdAs I	Hardcopy of Special Order and Indorsement with initial	Chief	TEAHub System
Chief	Hardcopy of Special Order and Indorsement with initial	Approve Special Order and sign Indorsement	RD	Approved Special Order and signed Indorsement	Records Section/ Applicant-School	TEAHub System

Prepared by:

LUZ E. OSMEÑA
 Chief Education Supervisor
 Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	64 of 73



Certificate No. PHP QMS



Republic of the Philippines
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REGION IV-A CALABARZON

FORMS/TEMPLATES

Effective as of April 27, 2023

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A - Active O- Obsolete
RO-QAD-F001	Processing Sheet for Applications for Renewal of Government Permit/Recognition	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F002	Processing Sheet for Applications for New Government Permit	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F003	Joint Ocular Inspection Report	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F004	Regional Standards for the Joint Ocular Inspection	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F005	Processing Sheet for Tuition Fee Increase Application	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F006	Application for Establishment of	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	65 of 73



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DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A - Active O - Obsolete
	Public Elementary/Junior High School						
RO-QAD-F007	Application for Merging of Elementary-Junior High Schools	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F008	Application for Conversion from Non-Implementing Unit to Implementing Unit	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F009	Application for Conversion into an Integrated School	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F010	Application for Conversion of Junior High School to a Science School	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F011	Application for Conversion of Junior High School to a Tech-Voc School	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A



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 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph



DEPED-4A-05-OM

Doc. Ref. Code	Ops Manual	Rev	00
Effectivity	09.20.21	Page	66 of 73



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DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A - Active O - Obsolete
RO-QAD-F012	Application for Separation of School Annex	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F013	Application for Establishment of a Stand-alone Senior High School	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F014	Application for Conversion of Existing Elementary and JHS into a Stand-alone SHS	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F015	Application for Implementation of Senior High School Program in Existing JHSs and ISS	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F016	Processing Sheet for Applications for New/Renewal OHSP and HEP Permit	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	O



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	67 of 73



Certificate No. PHP QMS 22 02 0025



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 REGION IV-A CALABARZON

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RO-QAD-F017	Ocular Inspection Report for New OHSP and HEP	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	O
RO-QAD-F018	Monitoring Guide/Checklist on the Evaluation of SPED Schools	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F019	Senior High School-Qualitative Evaluation Processing Sheet	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F020	On-site Monitoring and Evaluation	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F021	QAME Analysis Form 2 Summary of Daily Monitoring and Evaluation	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F022	QAME Analysis Form 3 Summary of Regional Monitoring and Evaluation	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F023	Checklist for Evaluation of	QAD	Chief/EPSs	00	Feb. 9, 2022		A



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	68 of 73



Certificate No. PHP QMS 00 02 0005



Republic of the Philippines
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DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A – Active O- Obsolete
	Special Program in Sports					one4a.edu.ph/d eped-portal	
RO-QAD-F024	Checklist for Evaluation of Special Program in the Arts	QAD	Chief/EPSSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F025	Checklist for Evaluation of Special Science Curricula	QAD	Chief/EPSSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F026	Monitoring Tool on the Opening of Classes	QAD	Chief/EPSSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-27	NCAE Monitoring Tool	QAD	Chief/EPSSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F028	NAT Monitoring Tool	QAD	Chief/EPSSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F029	RMEA Table 1 – A : Physical Output	QAD	Chief/EPSSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	O



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	69 of 73



Certificate No. PHP QMS 22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A – Active O- Obsolete
RO-QAD-F030	RMEA Table 1 – B : Status of Regional Programs & Projects' Physical Accomplishments	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	O
RO-QAD-F031	RMEA Table 1 – F : Status of Unaccomplished Programs and Projects for the Quarter	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	O
RO-QAD-F032	RMEA Table 1 – G : Valued Added Contributions by ID	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	O
RO-QAD-F033	RMEA Table 4-A : List of Lessons Learned (Findings) During the Quarter	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	O
RO-QAD-F034	RMEA Table 5 – B : Summary of recommendations	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	O



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	70of 73



Certificate No. PHP QMS 22 22 0005



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Department of Education
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DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A – Active O- Obsolete
	(For Unaccomplished Output)						
RO-QAD-F035	Application for Establishment of Private Learning Institutions Serving Indigenous Peoples Learners (Permit/Recognition)	QAD	Chief/EPSSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F036	Application for Additional Track/Strand/Specialization of Public Senior High School	QAD	Chief/EPSSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F037	Application for Renaming of Public Schools	QAD	Chief/EPSSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F038	Affidavit of Attestation for Video Conference	QAD	Chief/EPSSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	O



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Department of Education
 REGION IV-A CALABARZON

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A - Active O - Obsolete
RO-QAD-F039	Affidavit of Attestation for Video in CD	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	O
RO-QAD-F040	Agreement	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F041	Order of Payment	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	O
RO-QAD-F042	Special Order Form	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F043	Referral Slip	QAD	Chief	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F044	Processing Sheet for Application for Face-to-Face Classes	QAD	Chief/EPSs	00	Feb. 9, 2022	one4a.edu.ph/d eped-portal	O
RO-QAD-F045	Processing Sheet for Application for Homeschooling Program (Public Schools)	QAD	Chief/EPSs	00	July 19, 2022	one4a.edu.ph/d eped-portal	A
RO-QAD-F046	Processing Sheet for Application for	QAD	Chief/EPSs	00	July 19, 2022	one4a.edu.ph/d eped-portal	A



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Effectivity			



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	Homeschooling Program (Private schools)						

Prepared by:

LUZ E. OSMEÑA
Chief Education Supervisor
Quality Assurance Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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DEPED-4A-05-OM

Doc. Ref. Code	Ops Manual	Rev	00
Effectivity	09.20.21	Page	73 of 73



Certificate No. PPD 0114