



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

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# QUALITY ASSURANCE DIVISION

# OPERATIONS MANUAL



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	



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**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	25
FORMS/TEMPLATES	64

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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	



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## INTRODUCTION

*Effective as of May 27, 2024*

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.

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



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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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**Department of Education**  
REGION IV-A CALABARZON

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.

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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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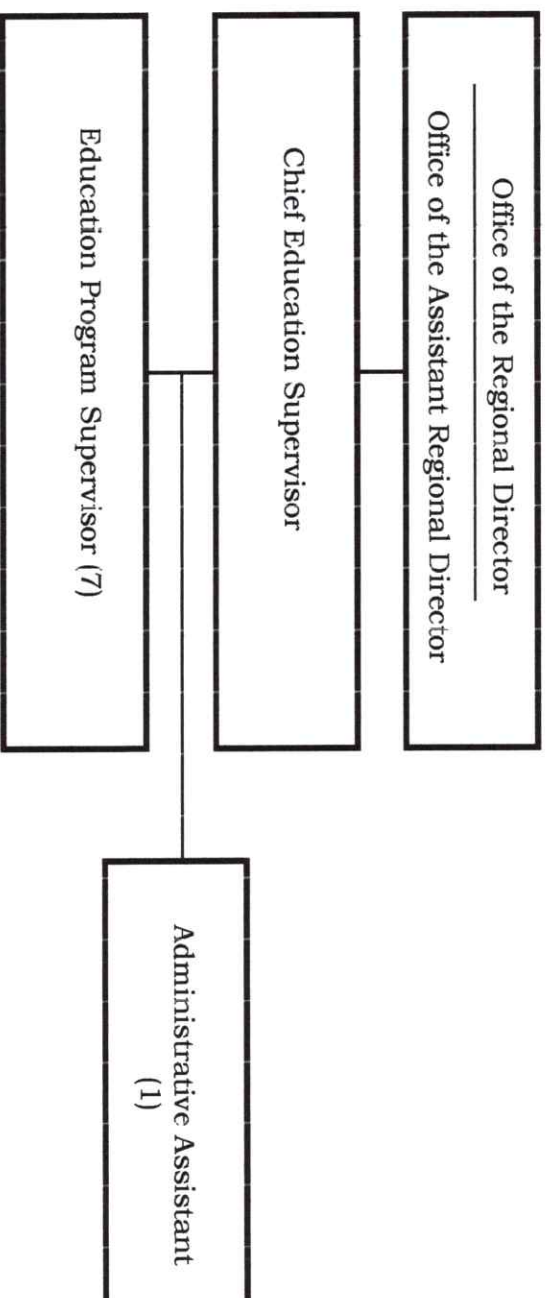


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**ORGANIZATIONAL STRUCTURE, OFFICE FUNCTIONS AND JOB SUMMARY**

*Effective as of May 27, 2024*

**ORGANIZATIONAL STRUCTURE (Quality Assurance Division)**



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DEPED-4A-05-OM			
Doc. Ref. Code	OpManual	Rev	00
Effectivity	09.20.21	Page	3 of 73








Republic of the Philippines  
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**OFFICE FUNCTIONS**

<b>Statement of Purpose</b>	
<p>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.</p>	
<p style="text-align: center;"><b>Outcomes</b></p> <ul style="list-style-type: none"> <li>• ROs and SDOs adjust accordingly to the standards, guidelines, systems, and processes relevant to the context of the region</li> <li>• RO top management base decisions and actions on accurate, timely, validated, and relevant information</li> <li>• All schools operate in compliance with the set policies, guidelines, and standards.</li> </ul>	<p style="text-align: center;"><b>Outcome Indicators</b></p> <ul style="list-style-type: none"> <li>• Percentage of RO functional divisions and SDOs compliant to established standards, policies, guidelines, systems, and processes</li> <li>• Number of contextualized evidence-based regional guidelines, initiatives, and innovations.</li> <li>• Percentage of newly established/converted/renamed public schools</li> <li>• Percentage of Private Schools with approved Government Permit/Recognition</li> </ul>
<ul style="list-style-type: none"> <li>• RO and SDOs achieve targets and efficiently deliver quality services through effective implementation of M&amp;E and organizational assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Percentage of accomplishments vis-à-vis targets set by the RO units and SDOs</li> </ul>




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 DEPED-4A-05-OM  

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





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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"> <li>• QA Framework and tools</li> <li>• M&amp;E Framework and tools</li> <li>• Assessment Framework and tools</li> </ul>	Approved and updated: <ul style="list-style-type: none"> <li>• QA Framework in the QMS Manual</li> <li>• M&amp;E Framework</li> </ul>
	To support SDOs' implementation of M&E systems	<ul style="list-style-type: none"> <li>• Quality assurance and assessment report</li> <li>• SDOs Functional M&amp;E system</li> </ul>	<ul style="list-style-type: none"> <li>• PIRPA</li> <li>• Assessment Framework</li> <li>• Quality assurance and assessment report</li> <li>• Number of SDOs with functional M&amp;E System</li> </ul>
	To establish the quality management systems and processes are observed/adhered in the delivery of quality basic education services	<ul style="list-style-type: none"> <li>• Declared/established QMS processes of RO units and SDOs</li> </ul>	<ul style="list-style-type: none"> <li>• Number of RO units and SDOs with reviewed and updated process manual</li> <li>• Number of RO units and SDOs compliant with declared QMS processes</li> </ul>





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





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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"><li>List of private schools validated and recommended for issuance of government permit to operate and government recognition</li></ul>	<ul style="list-style-type: none"><li>Number of approved applications</li><li>Number of private schools with permit to operate and given government recognition</li><li>Number of private schools assessed, endorsed, and approved by RD</li></ul>
	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"><li>List of public schools established, separated from mother schools, recognized, and closed</li><li>List of public schools with validated application to RO</li></ul>	<ul style="list-style-type: none"><li>Number of approved applications</li><li>Number of public schools assessed, endorsed, and approved by RD</li></ul>



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DEPED-4A-05-OM

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





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Republic of the Philippines  
**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"> <li>• Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Approved and submitted annual report</li> </ul>
Office Administration and Performance Management	To establish and maintain systems and processes geared towards administrative effectiveness and efficiency	<ul style="list-style-type: none"> <li>• Operations Manual and/or Citizens Charter</li> <li>• Document Tracking System</li> <li>• M&amp;E tools</li> </ul>	<ul style="list-style-type: none"> <li>• Streamlined Processes/Services and Procedures as declared in the Operations Manual and Citizen Charter</li> <li>• Operational tracking system</li> </ul>



  
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 DEPED-4A-05-OM			
Doc. Ref. Code	OpstManual	Rev	00
Effectivity	09.20.21	Page	8 of 73





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

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



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DEPED-4A-05-OM

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





Republic of the Philippines

## Department of Education

REGION IV-A CALABARZON

	<p>To conduct periodic monitoring and evaluation of office / staff performance for the provision of relevant learning and development programs</p>	<ul style="list-style-type: none"> <li>• IPCRF/OPCRF Accomplishments</li> <li>• Capacitated staff</li> <li>• Training Completion/ Terminal Reports</li> <li>• Report on performance coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Percentage of achievement of IPCRF/OPCRF</li> <li>• Number of personnel who attended learning and development programs</li> <li>• Number of performance coaching activity conducted</li> <li>• Number of Performance reviews conducted</li> </ul>
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DEPED-4A-05-OM

Doc. Ref. Code	OpManual	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**

<b>Office Key Result</b>	Quality Assurance Framework, Policies, Systems and Processes Assessment, Monitoring and Evaluation 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"> <li>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) in the Regional Office and in all schools' divisions</li> <li>To lead and manage the work of the QAD teams that will facilitate setting up quality</li> </ul>	<ul style="list-style-type: none"> <li>Quality Assurance Policies, Frameworks, Systems and Processes</li> <li>Standards and Policy Formulation &amp; Adoption</li> <li>Progress Monitoring &amp; Evaluation</li> <li>Results M&amp;E</li> <li>Coordination with Other RO Units</li> <li>Technical Assistance</li> <li>Unit Performance</li> </ul>	Regional Director	<ul style="list-style-type: none"> <li>Education Program Supervisor</li> <li>Administrative Assistant I</li> </ul>



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DEPED-4A-05-OM



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





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

		assurance systems and standards and monitoring and evaluating performance of the regional office and that of the school's divisions.			
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DEPED-4A-05-OM

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





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

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	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"><li>Records Management</li><li>Administrative Support</li><li>Secretariat/Frontline</li></ul>	Chief Education Supervisor, Education Program Supervisor	None

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DEPED-4A-05-OM

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







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

## LEGAL BASES AND REFERENCES

Effective as of May 27, 2024

### Organization Management

1. Establishment, Merging, Conversion, and Naming / Renaming of Public Schools and Separation of Public School Annexes in Basic Education
  - a. 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
  - b. DepEd Order No. 40, s. 2014 - Establishment, Merging, Conversion and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education
  - c. DepEd Order No. 29, s. 2011 - Revised Guidelines on the Naming and Renaming of Schools
  
2. 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)
  - a. 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
  - b. 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
  - c. 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

1. Review of Issuances on Public and Private Schools Establishment and Crafting of Modified Processes
  - a. RA 11032 - An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act



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DEPED-4A-05-OM

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



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

- No. 9485, Otherwise known as the Anti-Red Tape Act 2007, and for other purposes.
- b. DepEd Order No. 88, s. 2010 – 2010 Revised Manual of Regulations for Private Schools in Basic Education
  - c. DepEd Order No. 11, s. 2011 - Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education
  - d. 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**

1. Issuance of New Government Permit and Renewal of Permit/Recognition and Provisional Permit for Senior High School
  - 1.1 New Government Permit/Recognition and Provisional Permit for Senior High School
  - 1.2 Renewal of Government Permit
  - 1.3 Homeschooling Program Permit/Authorization
- a. 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
- b. DepEd Order No. 88, s. 2010 - 2010 Revised Manual of Regulations for Private Schools in Basic Education
- c. 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
- d. Regional Memorandum 10, s. 2022 – Transitory Guidelines for Processing New Government Permit, Renewal of Permit and Government Recognition for SY 2022 – 2023
- e. DepEd Order No. 41 s.2022 - Amendment to DepEd Order No. 88 s. 2010
- f. DepEd Order No. 26 s.2023 - Amendment to DepEd Order No. 88 s. 2010 as amended by DepEd Order No. 11 s. 2011 and DepEd Order No. 41 s. 2022

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

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



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DEPED-4A-05-0M

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



Certificate No. PHP QMS  
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- b. DepEd Order No. 88, s. 2010 - 2010 Revised Manual of Regulations for Private Schools in Basic Education
- c. 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**

1. Issuance of Acknowledgement to Schools Applying for Closure
  - a. 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
  - b. 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)
  - c. 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
  - d. Regional Order No. 9, s. 2019, Processing of Voluntary Closure of Private Schools
  - e. 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)
  - f. 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
  - g. 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)**

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



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



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

- b. DepEd Order No. 21, s. 1993 – Guidelines on Tuition and Other School Fees in Private Schools, Colleges, and Universities for SY 1993 – 1994
- c. DepEd Order No. 12, s. 1997 – Amendments to DECS Order No. 21, s.1993, No. 21-A, s. 1993 and No. 20, s. 1994
- d. 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 considering the Adjusted School Calendar for SY 2021-2022

**Quality Assurance and Monitoring and Evaluation (QAME) of Trainings**

- a. 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
- b. DepEd Order No. 43, s. 2010 - “Creation of the Quality Management Team (QMTs)”
- c. DepEd Order No. 44, s. 2010 - Adoption of KRT 3 : “Quality Assurance and Accountability Framework” Institutionalization of the Quality Management System in DepEd
- d. DepEd Order No. 029, s. 2022 - Basic Education Monitoring and Evaluation Framework (BEMEF)
- e. DepEd Memorandum No. 044, s. 2023- Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs

**Management of the Conduct of National Qualifying Examination for School Heads (NQESH)**

- a. DepEd Memorandum No. 80, s. 2016 - 2016 Principals’ Test
- b. DepEd Memorandum No. 174, s. 2017 - 2017 Principals’ Test
- c. DepEd Memorandum No. 0152, s. 2021 - Updates and Reminders on the National Qualifying Examination for School Heads (NQESH) for FY 2021- 2022
- d. DepEd Memorandum No. 0152, s. 2021 - Updates and Reminders on the National Qualifying Examination for School Heads (NQESH) for FY 2021- 2022
- e. Memorandum DM-OUHROD-2024-0821 - Guidelines for the Administration of the FY 2023 National Qualifying Examination for School Heads (NQESH)



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



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REGION IV-A CALABARZON

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

- a. DepEd Memorandum No. 127, s. 2014 - Administration of School Year 2014-2015 National Achievement Test (NAT) and Language Assessment for Primary Graders (LAPG)
- b. DepEd Order No. 55, s. 2016 – Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program
- c. DepEd Memorandum No. 185, s. 2018 - Administration of the National Career Assessment Examination for School Year 2018-2019
- d. DepEd Memorandum No. 054, s. 2019 - Schedule of the Administration of National Assessment of Student Learning for the K to 12 Basic Education Program
- e. DepEd Memorandum No. 016, s. 2024 - Administration of the Early Language, Literacy, and Numeracy Assessment (ELLNA)

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

- a. 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
- b. DepEd Order No. 46, s. 2006 - Guidelines on the Pilot Implementation of the Open High School Program (OHSP)
- c. Regional Memorandum 508, s. 2022 – Transitory Guidelines for Homeschooling Program for SY 2022 – 2023
- d. DepEd Order No. 001, s. 2022 – Revised Guidelines on Homeschooling Program

**Acknowledgement of Private Schools Opening of Classes**

- a. 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
- b. DepEd Order No. 13, s. 2020 - Readiness Assessment Checklist for Learning Delivery Modalities in the Learning Continuity Plan



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

of Private Schools

- c. DepEd Order No. 17, s. 2020 - Additional Provisions to DepEd Order No. 13, s. 2020
- d. 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**  
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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  
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Republic of the Philippines  
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REGION IV-A CALABARZON

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## **DEFINITION OF TERMS AND ACRONYMS**

*Effective as of May 24, 2024*

**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.

**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



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

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**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 must 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 provides the necessary expertise and venue for practical, on-the-job, enterprisc-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.



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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 93 0085





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

**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.

**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.



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DEPED-4A-05-0M

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



Certificate No. PHP QMS  
22 93 0085



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

**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. 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.



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

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**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
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



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DEPED-4A-05-OM

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



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Tracking System

TVL      Technical – Vocational - Livelihood

Prepared by:

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Chief Education Supervisor  
Quality Assurance Division

Approved by:

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
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DEPED-4A-05-OM

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



Certificate No. PHP QMS  
22 93 0085



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**Department of Education**  
 REGION IV-A CALABARZON

**QUALITY CONTROL PLAN**

Effective as of May 27, 2024

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



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DEPED-4A-05-OM

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



Certificate No. PHP QMS  
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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	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	Website
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



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	26of73



Certificate No. PHP QMS  
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REGION IV-A CALABARZON

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
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Chief Education Supervisor  
Quality Assurance Division

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



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Republic of the Philippines  
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 REGION IV-A CALABARZON

## QUALITY CONTROL PLAN

Effective as of May 27, 2024

Name of the Process: **Quality Assurance Monitoring and Evaluation (QAME) and others Program, Projects and Activities (PPAs)**

<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<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 References; Monitoring Tools)</i>
FDS/Unit/ HRDD	Request letter for QAME  Memorandum Training matrix	Route the request letter to M&E Focal	Chief	Routed request letter	QAME Associate/s	Request letter Activity Matrix
QAME Associate/s	Routed request letter	Review the activity matrix and prepare contextualized tool/QAME link/PDP M&E Tool	QAME Associate/s	Contextualized Tool/QAME Link/ PDP M&E Tool	Program Proponent	Pool of QAME Associates Regional Memorandum Template QAME Form 3 DepEd Order No 44 s. 2023



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DEPED-4A-05-OM

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



Certificate No. PHP QMS  
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Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

Program Proponent	Request Results	QAME Associate / s	Accomplished Form 3	Program Proponent, Procurement Unit Personnel, and Asset Management Personnel	QAME Form 3
	Request QAME Results	Consolidate and analyze QAME Results	Prepare the Form 3		

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DEPED-4A-05-OM

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



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**Republic of the Philippines**  
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 REGION IV-A CALABARZON

**QUALITY CONTROL PLAN**

Effective as of May 27, 2024

Name of the Process: **Program Implementation Review (PIR)**

<b>SOURCE OF INPUTS</b> <i>(Position Title, Office Name providing the inputs)</i>	<b>INPUTS</b> <i>(Information, Documents, Materials, etc)</i>	<b>ACTIVITY</b> <i>(Main and Sub-activities, Process Steps)</i>	<b>RESPONSIBILITIES</b> <i>(Position Title/Office Name performing the activity)</i>	<b>OUTPUTS</b> <i>(Title of Documents, Services, Products)</i>	<b>CUSTOMER</b> <i>(Recipient of outputs)</i>	<b>CONTROLS</b> <i>(Input, Process and Output Controls, Activity, Forms and Templates, References, Monitoring Tools)</i>
DepEd Central Office  Pre-Implementation Activities: Activity 1	DO 11, s. 2021 Guidelines on the Operational-ization of PMIS	Prepare Office Memorandum, Activity Proposal, Activity Request, Request Budget Approval and Provisional Agenda	QAD PIR 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  TEAHub System



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	300 of 73



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**Department of Education**

REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Chief	Edited Office Memorandum, Activity Proposal, Activity Request, Request Budget Approval, Provisional Agenda	Check, edit, and initial the PIR documents	Chief  AdAs 1	Checked and initialed PIR documents	Finance ARD	Initialed documents
Finance ARD	Signed and initialed Office Memorandum, Activity Proposal, Activity Request, Request Budget Approval, Provisional Agenda	Follow up submitted PIR documents	AdAs 1	Coded and initialed documents	RID	TEAHub System
RD	Approved Office Memorandum, Activity Proposal, Activity Request,	Provide copies of approved Office Memorandum, Activity Proposal, Activity Request,	AdAs 1	Copies of approved Office Memorandum, Activity Proposal,	Procurement Finance Records All FDS	TEAHub System



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Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	31 of 73



Certificate No. PIP QMS  
22 93 0085





Republic of the Philippines

**Department of Education**

REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
	Request Budget Approval, Provisional Agenda	Request Budget Approval, Provisional Agenda		Activity Request, Request Budget Approval, Provisional Agenda		
Activity 2 Pre-PIR Implementation						
Functional Division PMIS Focal Persons	Accomplished template given link for status of program implementation	Consolidate the submitted FD reports	PIR Focal Person	Consolidated FD reports	PIR Focal Person	PIR Accomplishment Template
QAD PIR Focal Person	Consolidated FD reports	Prepare PIR Slide deck presentation	QAD PIR Focal Person	Prepared PIR Slide deck presentation	QAD PIR Focal Person	PIR Slide deck presentation
QAD PIR Focal Person	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 Template
PIR Implementation:						
QAD	PIR Slide deck presentation	Present the summary of PIR Reports for	QAD	Presented, adjusted, and approved PIR	REXECOM, FD PMIS Focal, QAD, all FD	Approved PIR Reports

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Doc. Ref. Code	OpstManual	Rev	00
Effectivity	09.20.21	Page	32 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
		adjustments, approval, and recommendations		Reports	chiefs and unit heads	
Post PIR Implementation						
REXECOM, FD PMIS Focal Person and QAD	Presented, adjusted, and approved PIR Reports	Adjust and update the WFP in PMIS as necessary based on the conducted PIR	REXECOM, FD PMIS Focal Persons	Adjusted and updated WFP in PMIS	PPRD	Adjusted PIR Reports

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DEPED-4A-05-OM

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



Certificate No. PHP QMS 22 93 0085



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**QUALITY CONTROL PLAN**

Effective as of May 27, 2024

Name of the Process:	Management of the Conduct of National Qualifying Examination for School Heads (NQESH)				
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<b>SOURCE OF INPUTS</b> <i>(Position Title, Office Name providing the inputs)</i>	<b>INPUTS</b> <i>(Information, Documents, Materials, etc)</i>	<b>ACTIVITY</b> <i>(Main and Sub-activities, Process Steps)</i>	<b>RESPONSIBILITIES</b> <i>(Position Title/Office Name performing the activity)</i>	<b>OUTPUTS</b> <i>(Title of Documents, Service, Products)</i>	<b>CUSTOMER</b> <i>(Recipient of outputs)</i>	<b>CONTROLS</b> <i>(Input, Process and Output Controls, Activity, Forms and Templates, References, Monitoring Tools)</i>
Preparation of Regional Memorandum						
DepEd Central Office	DepEd Memorandum on the conduct of National Qualifying Examination for School Heads (NQESH)	RO and SDO Evaluators and Validators evaluate the submitted documents	RO and SDO Evaluators and Validators	List of qualified applicants by SDO	SDO NQESH Focal Persons and applicants/ examinees	Record Book RA 11032 DepEd Memorandum No. 0152, s. 2021 DepEd Memorandum No. 80, s. 2016



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Doc. Ref. Code	Ops/Manual	Rev	00
Effectivity	09.20.21	Page	34 of 73



Certificate No. PFP OMS  
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						DepEd Memorandum No. 80, s. 2017 Regional Memorandum Template TEAHub System

After the online evaluation of applications

SDO NQESH Focal Persons and applicants/ examinees	List of qualified applicants/ examinees by SDO	Consolidate List of Qualified applicants/ Examinees by SDO	RO FPS-in-charge in NQESH	Consolidated List of Qualified applicants/ examinees	Chief	Regional Memorandum Template
		Prepare Regional Memorandum for		Prepared Regional		



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Doc. Ref. Code | OpsManual | Rev | 00  
 Effectivity | 09.20.21 | Page | 35 of 73



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Chief	Edited and initialed Regional Memorandum and final list of applicants / examinees	Forward to ARD for initial	Adas 1	Initialed Regional memorandum	RD	TEAHub System
		the final list of applicants		memorandum on the list of qualified applicants		

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DEPED-4A-05-OM

Doc. Ref. Code	OpManual	Rev	00
Effectivity	09.20.21	Page	36 of 73



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

**QUALITY CONTROL PLAN**  
 Effective as of May 27, 2024

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)**

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 on Assessments	Issue regional memorandum, List of monitoring officials	QAD EPS-in-Charge	List of RO Monitoring Officials	Chief ARD RD RO Monitoring Officials	Record Book RA 11032 DepEd Memorandum No. 127, s. 2014 DepEd Order No. 55, s. 2016



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	37of73



Certificate No. PHP QMS  
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**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 TEAHHub System



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Doc. Ref. Code	OpstManual	Rev	00
Effectivity	09.20.21	Page	38of73



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 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Upon approval of the memorandum						
QAD EPS-in-charge	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/Checklists
RO Monitoring Officials	Monitoring Tools/Checklists	Conduct and submit monitoring report	RO Monitoring Officials	Individual Monitoring Report	QAD EPS-in-charge	Monitoring Tools/Checklists
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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DEPED-4A-05-OM

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



Certificate No. PHP QMS  
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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. ESCOBARNE, CESO II**  
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DEPED-4A-05-OM

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



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

**QUALITY CONTROL PLAN**  
 Effective as of May 24, 2024

Name of the Process: **Grants of Permits and Recognition for Renewal of Government Permit**

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

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

  
 Certificate No. PHP QMS  
 22 93 0085





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**Department of Education**  
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Chief	SDO Inspection Report	Validate application documents	Chief	Validated documents and Processing Checklist	EPS-in-charge	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	SDOs	Letter to SDS for Order of Payment
SDO	List of Payees Copy of Official receipt	Attach List of Payees and Official Receipt Forward to Adas 1 for preparation of permit	EPS-in-charge	List of Payees and Official Receipt	Adas 1	TEAHub System
Adas 1	List of Payees and Official Receipt	Prepare permit and indorsement	Adas 1	Hardcopy of permit and indorsement	Chief ARD RD	TEAHub System



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Doc. Ref. Code	OpManual	Rev	00
Effectivity	09.20.21	Page	42of73



Certificate No. PHP QMS  
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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 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. ESCOBARTE, CESO II**  
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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	43of 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 May 27, 2024*

**Name of the Process:** **Grants of Permits and Recognitions for New Government Permit/Recognition and Provisional Permit for Senior High School**

<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<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



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	44of73



Certificate No. PHP QMS  
 22 93 0085





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**Department of Education**  
**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 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



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	45of 73



Certificate No. PHP QMS  
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**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



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	46of73



Certificate No. PHP QMS  
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Republic of the Philippines

**Department of Education**

REGION IV-A CALABARZON

Chief	Joint Ocular Inspection Report and	Validate the Ocular Inspection Report	Chief	Validated Inspection report	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	SDOs	Letter to SDS for Order of Payment TEAHub System
SDOs	List of Payees Copy of Official receipt	Attach List of Payees and Official Receipt Forward to AdAs 1 for preparation of permit	EPS-in-charge	List of Payees and Official Receipt	AdAs 1	TEAHub System
AdAs 1	List of Payees and Official Receipt	Prepare permit and indorsement	AdAs 1	Hardcopy of permit and indorsement	Chief ARD/RD	TEAHub System



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	47 of 73



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Republic of the Philippines

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REGION IV-A CALABARZON

Chief ARD RD	Hardcopy of permit and indorsement	Approve permit	Chief ARD RD	Approved permit	Records Section/ QAD EPS-in-Charge	TEAHub System
--------------	------------------------------------	----------------	--------------	-----------------	---------------------------------------	---------------

Prepared by:

  
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Chief Education Supervisor  
Quality Assurance Division

Approved by:

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09/20/21	Page	48 of 73



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Republic of the Philippines

**Department of Education**

REGION IV-A CALABARZON

**QUALITY CONTROL PLAN**

Effective as of May 27, 2024

Name of the Process: **Review and Implementation of Policies (Homeschooling Program Permit/Authorization)**

<b>SOURCE OF INPUTS</b> <i>(Position Title, Office Name providing the inputs)</i>	<b>INPUTS</b> <i>(Information, Documents, Materials, etc)</i>	<b>ACTIVITY</b> <i>(Main and Sub-activities, Process Steps)</i>	<b>RESPONSIBILITIES</b> <i>(Position Title/ Office Name performing the activity)</i>	<b>OUTPUTS</b> <i>(Title of Documents, Services, Products)</i>	<b>CUSTOMER</b> <i>(Recipient of outputs)</i>	<b>CONTROLS</b> <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	EPS-in-charge	RA 11032 DepEd Order No. 001, s. 2022 Regional Memorandum Template TEAHHub System



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DEPED-4A-05-OM

Doc. Ref. Code	OpManual	Rev	00
Effectivity	09.20.21	Page	49of73



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Republic of the Philippines

**Department of Education**

REGION IV-A CALABARZON

<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<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>
EPS-in-charge	Evaluated documents and signed the processing sheets	Validate documents and sign processing sheets	Chief	Validated documents and signed processing sheets	AdAs 1	Processing Sheet Google sheet
AdAs 1	Validated and signed documents	Prepare the permit for private schools or special order for public schools	AdAs 1	Prepared permit for private schools or special order for public schools	AdAs 1	
AdAs 1	Prepared 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	Chief	



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DEPED-4A-05-OM

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



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<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>
Chief	Recommended application	Approve application	RD	Approved permit and special order	Records Section /SDO / School-Applicant	TEAHub System

Prepared by:

  
**LUZ E. OSMEÑA**  
 Chief Education Supervisor  
 Quality Assurance Division

Approved by:

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
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DEPED-4A-05-0M

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



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

**QUALITY CONTROL PLAN**

Effective as of May 27, 2024

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 / Record Section	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	ADAS	Official Google Drive TEAHub System RA 11032 DepEd Order No. 88, s. 2010
ADAS	SDO Attestation	Upload attestation in TEAHub System to generate barcode	ADAS	SDO Attestation with barcode	EPS-in-charge	TEAHub System



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DEPED-4A-05-OM

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



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 REGION IV-A CALABARZON

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	Copy 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	TEAHub System
EPS-in-charge	Printed SO	Initial the printed SO	EPS-in-charge	Initialed printed SO	ADAS	TEAHub System
ADAS	Initialed printed SO	Forward the printed SO to ORD for approval/ signature	ORD	Approved and signed SO	ORD-ADAS	TEAHub System
ORD-ADAS	Approved and signed SO	Notify thru e-mail the private school on the releasing of the approved SO	QAD- ADAS	Sent e-mail to private school on the release of the SO	QAD-ADAS	Official SO Email Account



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DEPED-4A-05-OM

Doc. Ref. Code	OpManual	Rev	00
Effectivity	09.20.21	Page	53of 73



Certificate No. PHP QMS  
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	Forward the printed SO to Records Section for release		Forwarded printed SO to Records Section for release		
--	---	--	---	--	--

Prepared by:

  
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DEPED-4A-05-01M

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



Certificate No. PHP QMS  
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Republic of the Philippines

**Department of Education**

REGION IV-A CALABARZON

**QUALITY CONTROL PLAN**

Effective as of May 27, 2024

Name of the Process: **Review and Approval of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools**

<b>SOURCE OF INPUTS</b> <i>(Position Title, Office Name providing the inputs)</i>	<b>INPUTS</b> <i>(Information, Documents, Materials, etc)</i>	<b>ACTIVITY</b> <i>(Main and Sub-activities, Process Steps)</i>	<b>RESPONSIBILITIES</b> <i>(Position Title/ Office Name performing the activity)</i>	<b>OUTPUTS</b> <i>(Title of Documents, Service, Products)</i>	<b>CUSTOMER</b> <i>(Recipient of outputs)</i>	<b>CONTROLS</b> <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Records section	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 AdAs 1 processing checklist and prepared reply letter and indorsement		Record Book  TEAHub System  Processing Checklist RA 11032 DepEd Order No. 21. s. 1993



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	55of73



Certificate No. PHP QMS  
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Republic of the Philippines

**Department of Education**

REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
AdAs 1	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	AdAs 1	DepEd Record Book DepEd Memorandum No. 011, s. 2021
AdAs 1	Checked and initialed processing checklist and 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



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	56of73



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	Page
Effectivity	09.20.21	00	57 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 May 27, 2024

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

<b>SOURCE OF INPUTS</b> <i>(Position, Title, Office Name providing the inputs)</i>	<b>INPUTS</b> <i>(Information, Documents, Materials, etc)</i>	<b>ACTIVITY</b> <i>(Main and Sub-activities, Process Steps)</i>	<b>RESPONSIBILITIES</b> <i>(Position, Title/Office Name performing the activity)</i>	<b>OUTPUTS</b> <i>(Title of Documents, Service, Products)</i>	<b>CUSTOMER</b> <i>(Recipient of outputs)</i>	<b>CONTROLS</b> <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Records Section	SDOs Indorsement Letter of intent	Prepare reply letter	EPS-in-charge	Hard copy of reply letter and indorsement	Adas 1	Record Book TEAHub System RA 11032 DepEd Order No. 039, s. 2020



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DEPED-4A-05-OM

Doc. Ref. Code	OpstManual	Rev	00
Effectivity	09.20.21	Page	58 of 73



Certificate No. PHP QMS  
22 93 0085



Republic of the Philippines  
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 REGION IV-A CALABARZON

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

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DEPED-4A-05-OM

Doc. Ref. Code	OpManual	Rev	00
Effectivity	09.20.21	Page	59of73



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**Department of Education**  
 REGION IV-A CALABARZON

**QUALITY CONTROL PLANS**

Effective as of May 27, 2024

Name of the Process: **Organization Management (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annex in Basic Education)**

<b>SOURCE OF INPUTS</b>	<b>INPUTS</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITIES</b>	<b>OUTPUTS</b>	<b>CUSTOMER</b>	<b>CONTROLS</b>
<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, Mentoring Tools)</i>
Records Section	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
Chief	Accomplished Processing	Validate and check the application documents	Chief	Validated Documents	AdAs I	TEAHub System



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Doc. Ref. Code	OpManual	Rev	00
Effectivity	09.20.21	Page	600f73



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**Department of Education**  
REGION IV-A CALABARZON

	Checklist					
Adas I	Validated Documents	Prepare Special Order	Chief	Hard Copy 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:

  
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Chief Education Supervisor  
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Approved by:

  
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DEPED-4A-05-OM

Doc. Ref. Code	OpManual	Rev	00
Effectivity	09.20.21	Page	61of73



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

**QUALITY CONTROL PLAN**

Effective as of May 24, 2024

**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)**

<b>SOURCE OF INPUTS</b> <i>(Position Title, Office Name providing the inputs)</i>	<b>INPUTS</b> <i>(Information, Documents, Materials, etc)</i>	<b>ACTIVITY</b> <i>(Main and Sub-activities, Process Steps)</i>	<b>RESPONSIBILITIES</b> <i>(Position Title/Office Name performing the activity)</i>	<b>OUTPUTS</b> <i>(Title of Documents, Service, Products)</i>	<b>CUSTOMER</b> <i>(Recipient of outputs)</i>	<b>CONTROLS</b> <i>(Input, Process and Output Controls, Templates, References, Monitoring Tools)</i>
Records Section	Application documents	Evaluate application documents	EPS-in-Charge	Accomplished Processing Checklist	AdAs 1	Record Book TEAHub System RA 11032 DepEd Order No. 51, s. 2015 DepEd Order No. 26, s. 2017



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	62of73



Certificate No. PHP QMS  
 22 93 0085





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**Department of Education**  
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Adas 1	Accomplished Processing Checklist	Validate the application documents	Chief	Validated documents and processing checklist	Adas I	TEAHub System
Adas 1	Validated documents and processing checklist	Prepare Special Order and Indorsement	Adas 1	Hard Copy of Special Order and Indorsement with initial	Chief	TEAHub System
Chief	Hard Copy of Special Order and Indorsement with initial	Approve Special Order and sign Indorsement	RD	Approved Special Order and signed Indorsement	Records Section	TEAHub System

Prepared by:

  
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Chief Education Supervisor  
 Quality Assurance Division

Approved by:

  
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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	63of73



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

**FORMS/TEMPLATES**

Effective as of May 27, 2024

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	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F002	Processing Sheet for Applications for New Government Permit	QAD	Chief/EPSS	02	June 6, 2024	one4a.edu.ph/ deped-portal	A
RO-QAD-F003	Joint Ocular Inspection Report	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F004	Regional Standards for the Joint Ocular Inspection	QAD	Chief/EPSS	00	Feb. 9, 2022	one4a.edu.ph/ deped-portal	A
RO-QAD-F005	Processing Sheet for Tuition Fee	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A



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DEPED-4A-05-OM

Doc. Ref. Code	OpsManual	Rev	Page
Effectivity	09.20.21	00	64of 73



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

RO-QAD-F006	Increase Application for Establishment of Public Elementary/Junior High School	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/deped-portal	A
RO-QAD-F007	Application for Merging of Elementary-Junior High Schools	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/deped-portal	A
RO-QAD-F008	Application for Conversion from Non-Implementing Unit to Implementing Unit	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/deped-portal	A
RO-QAD-F009	Application for Conversion into an Integrated School	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/deped-portal	A
RO-QAD-F010	Application for Conversion of Junior High School to a Science School	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/deped-portal	A



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DEPED-4A-05-OM

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



Certificate No. PFP OMS  
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**Department of Education**  
REGION IV-A CALABARZON

RO-QAD-F011	Application for Conversion of Junior High School to a Tech-Voc School	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F012	Application for Separation of School Annex	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F013	Application for Establishment of a Stand-alone Senior High School	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F014	Application for Conversion of Existing Elementary and JHS into a Stand-alone SHS	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F015	Application for Implementation of Senior High School Program in Existing JHSS and ISS	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F016	Processing Sheet for Applications for New/Renewal	QAD	Chief/EPSS	00	Feb. 9, 2022		O



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DEPED-4A-05-OM

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



Certificate No. PHP OMS  
22 93 0085



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

RO-QAD-F017	Ocular Inspection Report for New OHS and HEP	QAD	Chief/EPSS	00	Feb. 9, 2022		O
RO-QAD-F018	Monitoring Guide/ Checklist on the Evaluation of SPED Schools	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F019	Senior High School- Qualitative Evaluation Processing Sheet	QAD	Chief/EPSS	00	Feb. 9, 2022	one4a.edu.ph/ deped-portal	A
RO-QAD-F020	On-site Monitoring and Evaluation	QAD	Chief/EPSS	01	June 6, 2024	one4a.edu.ph/ deped-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/ deped-portal	A
RO-QAD-F022	QAME Analysis Form 3 Summary of Regional	QAD	Chief/EPSS	00	Feb. 9, 2022	one4a.edu.ph/ deped-portal	A



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DEPED-4A-05-OM

Doc. Ref. Code	Ops/Annual	Rev	00
Effectivity	09.20.21	Page	67 of 73



Certificate No. PHP OMS  
22 93 0085



Republic of the Philippines

## Department of Education

REGION IV-A CALABARZON

RO-QAD-F023	Monitoring and Evaluation	Monitoring and Evaluation of Special Program in Sports	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F024	Checklist for Evaluation of Special Program in the Arts	Checklist for Evaluation of Special Program in the Arts	QAD	Chief/EPSS	02	June 6, 2024	one4a.edu.ph/ deped-portal	A
RO-QAD-F025	Checklist for Evaluation of Special Science Curricula	Checklist for Evaluation of Special Science Curricula	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F026	Monitoring Tool on the Opening of Classes	Monitoring Tool on the Opening of Classes	QAD	Chief/EPSS	00	Feb. 9, 2022		O
RO-QAD-F027	NCAE Monitoring Tool	NCAE Monitoring Tool	QAD	Chief/EPSS	00	Feb. 9, 2022		O
RO-QAD-F028	NAT Monitoring Tool	NAT Monitoring Tool	QAD	Chief/EPSS	00	Feb. 9, 2022		O
RO-QAD-F029	RMEA Table 1 - A : Physical Output	RMEA Table 1 - A : Physical Output	QAD	Chief/EPSS	00	Feb. 9, 2022		O



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DEPED-4A-05-OM

Doc. Ref. Code  
Effectivity

OpsManual  
09.20.21

Rev  
Page

00  
68of 73



Certificate No. PFP OMS  
22 93 0085





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

RO-QAD-F030	RMEA Table 1 - B: Status of Regional Programs & Projects' Physical Accomplishments	QAD	Chief/EPSS	00	Feb. 9, 2022		0
RO-QAD-F031	RMEA Table 1 - F : Status of Unaccomplished Programs and Projects for the Quarter	QAD	Chief/EPSS	00	Feb. 9, 2022		0
RO-QAD-F032	RMEA Table 1 - G : Valued Added Contributions by ID	QAD	Chief/EPSS	00	Feb. 9, 2022		0
RO-QAD-F033	RMEA Table 4-A : List of Lessons Learned (Findings) During the Quarter	QAD	Chief/EPSS	00	Feb. 9, 2022		0
RO-QAD-F034	RMEA Table 5 - B : Summary of recommendation	QAD	Chief/EPSS	00	Feb. 9, 2022		0



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DEPED-4A-05-OM

Doc. Ref. Code	Ops/Manual	Rev	00
Effectivity	09.20.21	Page	69 of 73



Certificate No. PHP QMS  
22 93 0085



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RO-QAD-F035	ns (For Unaccomplished Output) Application for Establishment of Private Learning Institutions Serving Indigenous Peoples Learners (Permit/Recognition)	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F036	Application for Additional Track/Strand/Specialization of Public Senior High School	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F037	Application for Renaming of Public Schools	QAD	Chief/EPSS	00	Feb. 9, 2022	one4a.edu.ph/ deped-portal	A
RO-QAD-F038	Affidavit of Attestation for Video Conference	QAD	Chief/EPSS	00	Feb. 9, 2022		O



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DEPED-4A-05-OM

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





Republic of the Philippines

**Department of Education**  
REGION IV-A CALABARZON

RO-QAD-F039	Affidavit of Attestation for Video in CD	QAD	Chief/EPSS	00	Feb. 9, 2022		O
RO-QAD-F040	Agreement	QAD	Chief/EPSS	00	Feb. 9, 2022	one4a.edu.ph/ deped-portal	A
RO-QAD-F041	Order of Payment	QAD	Chief/EPSS	00	Feb. 9, 2022		O
RO-QAD-F042	Special Order Form	QAD	Chief/EPSS	00	Feb. 9, 2022	one4a.edu.ph/ deped-portal	A
RO-QAD-F043	Referral Slip	QAD	Chief	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F044	Processing Sheet for Application for Face-to-Face Classes	QAD	Chief/EPSS	00	Feb. 9, 2022	one4a.edu.ph/ deped-portal	O
RO-QAD-F045	Processing Sheet for Application for Homeschooling Program (Public Schools)	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F046	Processing Sheet for Application for Homeschooling	QAD	Chief/EPSS	00	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A



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DEPED-4A-05-OM

Doc. Ref. Code: OpstManual  
Effectivity: 09.20.21  
Page: 71 of 73



Certificate No. PHP OMS





Republic of the Philippines

## Department of Education

REGION IV-A CALABARZON

RO-QAD-F039	Affidavit of Attestation for Video in CD	QAD	Chief/EPSS	00	Feb. 9, 2022		O
RO-QAD-F040	Agreement	QAD	Chief/EPSS	00	Feb. 9, 2022	one4a.edu.ph/ deped-portal	A
RO-QAD-F041	Order of Payment	QAD	Chief/EPSS	00	Feb. 9, 2022		O
RO-QAD-F042	Special Order Form	QAD	Chief/EPSS	00	Feb. 9, 2022	one4a.edu.ph/ deped-portal	A
RO-QAD-F043	Referral Slip	QAD	Chief	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A
RO-QAD-F044	Processing Sheet for Application for Face-to-Face Classes	QAD	Chief/EPSS	00	Feb. 9, 2022	one4a.edu.ph/ deped-portal	O
RO-QAD-F045	Processing Sheet for Application for Homeschooling	QAD	Chief/EPSS	01	Jan. 9, 2023	one4a.edu.ph/ deped-portal	A



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DEPED-4A-05-OM

Doc. Ref. Code  
Effectivity  
OpsManual  
Rev  
Page

09.20.21  
00  
71 of 73



Certificate No. PHP OMS



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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-F046	Processing Sheet for Application for Homeschooling Program (Private schools)	QAD	Chief/EPSS	00	July 19, 2022	one4a.edu.ph/ deped-portal	A

Prepared by:

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DEPED-4A-05-OM

Doc. Ref. Code	OpstManual	Rev	00
Effectivity	09.20.21	Page	73 of 73



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