

Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



July 3, 2018

**DIVISION MEMORANDUM**

No. s. 431 2018

**INTERFACING OF PRIVATE SCHOOL HEADS**

**TO : Assistant Superintendent  
CID and SGOD Chiefs  
Division Supervisors/Coordinators  
Senior Education Program Specialists  
District Supervisors/OIC's  
Private School Heads**

1. This Office announces the conduct of the **INTERFACING OF PRIVATE SCHOOL HEADS** for **SY 2018-2019** on **July 20, 2018** at the Hotel Fortuna, Cebu City from 8:00 a.m. to 5:00 p.m.

2. The conference aims to:

- a. Update the Private School Heads with the following forms namely:
  - i. to open and operate,
  - ii. for government recognition,
  - iii. for confirmation for tuition fee increase,
  - iv. for non-increase of tuition and other fees,
  - v. additional strands in SHS Program and other important concerns relative to private school operations;
- b. Update the Private Schools with SHS offerings, strands and other requirements for ESC and Voucher Program;
- c. Distribute the approved Serial Orders (S.O) for Private Schools;
- d. Explain comprehensively the process flow of Private Schools transaction in the Division Office;
- e. Updates the School Administrators with the Status of their documents submitted in the Division Office;
- f. Present to the Private School Administrators the new set-up and composition of Division Personnel in-charge for private school transactions;
- g. Provide copies and discuss relevant DepEd Memoranda;
- h. Discuss issues and concerns of private schools.

3. Participants include the **Public Schools District Supervisors, and all Private School Administrators** in the Division of Cebu Province. Thus, per private school is only allowed/ given **one slot** during the said conference. Should there be a need to have two participants per private school, please inform us ahead to facilitate the booking of food for the participants. Please see attached confirmation slip for your participation. Definitely, attendance is compulsory. For confirmation, please send the confirmation slip to **Dr. Cartesa M. Perico** at [cartesaperico@yahoo.com](mailto:cartesaperico@yahoo.com) on or before **July 10, 2018**.

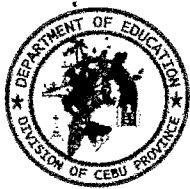
4. To ensure 100 % attendance of private school administrators, all District Supervisors are directed to inform all the private schools regarding this activity.
5. During the conference, participants will be grouped by district, with the PSDS being the head. All private school attendees are required to bring and submit a photocopy of their school's Permit to Operate or Government Recognition.
6. This **Memorandum** serves as **Travel Authority** of the above-mentioned participants.
7. Registration fee of **one-thousand pesos (PhP 1000.00)** shall be collected from the participants to cover the expenses for the food or meals/ snacks (**lunch and two snacks only**), venue rental, and other related/incidental costs for this interfacing activity.
8. For inquiry or clarification, one may contact **Dr. Cartesa M. Perico**, ASDS in – charge for Private School at cell phone number **09176539098**.
9. Immediate dissemination with this Memorandum is directed.

  
**RHEA MAR A. ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent 

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**INTERFACING OF PRIVATE SCHOOL HEADS**

July 20, 2018

Hotel Fortuna , Cebu City

**PROGRAM OF ACTIVITIES**

TIME	ACTIVITIES/TOPICS/DIVISION PERSONNEL ASSIGNED TO DISCUSS
7: 30 - 8: 30 AM	Registration
8:30 - 9: 00 AM	<ul style="list-style-type: none"> <li>✦ Opening Program</li> <li>▪ Invocation <span style="float: right;">-Dr. Norman O. Blanco EPS 2- M &amp; E</span></li> <li>▪ National Anthem and Sugbo Hymn <span style="float: right;">-Dr. Roderic Goles SEPS Planning</span></li> <li>▪ Welcome Remarks <span style="float: right;">-Dr. Novie O. Mangubat Chief, SGOD</span></li> <li>▪ Acknowledgment of Participants <span style="float: right;">-Dr. Gerardo S. Mantos EPS- SGOD</span></li> <li>▪ Rationale and Statement of Purpose <span style="float: right;">-Dr. Cartesa M. Perico Asst. Schools Div. Superintendent ASDS In-Charge for Private Schools</span></li> <li>▪ Message <span style="float: right;">-Dr. Rhea Mar A. Angtud Schools Div. Superintendent</span></li> </ul> <p style="text-align: center;"><b>HOSTS : Dr. Margarita A. Nierra and Dr. Jose Garry N. Napoles</b></p>
9: 00 AM - 11: 00 AM	<ul style="list-style-type: none"> <li>✦ <b>DR. CARTESA M. PERICO'S TIME</b> <ul style="list-style-type: none"> <li>▪ D.O. # 11 S. 2011</li> <li>▪ D.O. # 80 S. 2010</li> <li>▪ D.O. # 20 S. 2010</li> </ul> </li> </ul>
11:00 AM - 12: 00 AM	<ul style="list-style-type: none"> <li>✦ <b>MR. ISAIASH T. WAGAS' TIME</b> <ul style="list-style-type: none"> <li>▪ D.O. # 51 S. 2016 SHS</li> <li>▪ PRIVATE SCHOOL ESC VOUCHER PROGRAM</li> <li>▪ UPDATES ON STATUS OF FORM 9</li> </ul> </li> </ul>
12:00 NN - 1:00 PM	✦ <b>LUNCH BREAK</b>
1:00 PM - 1: 30 PM	<ul style="list-style-type: none"> <li>✦ <b>DR. NOVIE O. MANGUBAT'S TIME</b> <ul style="list-style-type: none"> <li>▪ IMPORTANT DEADLINES/DATES TO REMEMBER ON THE SUBMISSION OF DOCUMENTS FOR APPLICATION</li> <li>▪ PRESENTATION OF DIFFERENT APPLICATION FORMS</li> </ul> </li> </ul>
1: 30: PM - 2:00 PM	<ul style="list-style-type: none"> <li>✦ <b>DR. MARY ANN P. FLORES' TIME</b> <ul style="list-style-type: none"> <li>▪ CURRICULUM UPDATES /CID MATTERS</li> </ul> </li> </ul>
2:00 PM- 2: 30 PM	<ul style="list-style-type: none"> <li>✦ <b>DR. GERARDO S. MANTOS' TIME</b> <ul style="list-style-type: none"> <li>▪ INSPECTION REPORT UPDATES</li> </ul> </li> </ul>
2:30 PM- 3:00PM	<ul style="list-style-type: none"> <li>✦ <b>MRS. MARIA SOCORRO RELACION'S TIME</b> <ul style="list-style-type: none"> <li>▪ PRESENTATION OF THE PROCESS FLOW FOR PRIVATE SCHOOL APPLICATION</li> </ul> </li> </ul>
3:00 PM- 3:30 PM	<ul style="list-style-type: none"> <li>✦ <b>MRS. AGUSTINA ALBISO'S TIME</b> <ul style="list-style-type: none"> <li>▪ LIS UPDATES AND CONCERNS</li> </ul> </li> </ul>
3:30 PM – 4:00 PM	<ul style="list-style-type: none"> <li>✦ <b>OTHER MATTERS AND OPEN FORUM /CIGPS OF PRIVATE SCHOOLS</b> <ul style="list-style-type: none"> <li>▪ DR. CARTESA M. PERICO AND DR. NORMAN O. BLANCO</li> </ul> </li> </ul>
4:30 PM - 5:00 PM	<ul style="list-style-type: none"> <li>✦ <b>CLOSING PROGRAM</b></li> <li>✦ Closing Remarks <span style="float: right;">- Dr. Gerardo S. Mantos</span></li> <li>✦ Distribution of Certificates <span style="float: right;">-Dr. Novie O. Mangubat</span></li> </ul>

Attachment

**CONFIRMATION SLIP for the PRIVATE SCHOOL CONFERENCE  
( to be submitted on or before July 10, 2018 )**

District : \_\_\_\_\_ Name of School : \_\_\_\_\_

<b>NAME OF SCHOOL ADMINSTRATOR</b>	<b>DESIGNATION/POSITION</b>	<b>CONTACT NUMBER</b>	<b>EMAIL ADDRESS</b>

*Submitted by:*

\_\_\_\_\_  
*Signature Over Printed Name of School Administrator*