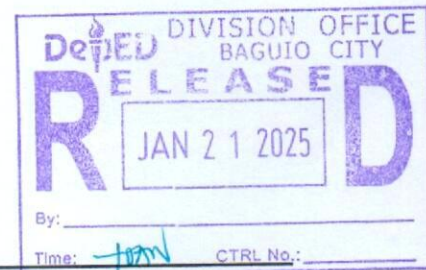




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



January 21, 2025

**DIVISION MEMORANDUM**

No. **058-2025**

To: Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors – SGOD and CID  
Public Schools District Supervisor  
All Other Concerned

**COMPOSITION OF THE DIVISION REVIEW AND  
EVALUATION COMMITTEE (DREC) FOR PRIVATE SCHOOLS**

1. This memorandum is issued to establish standardized processes and mechanisms for reviewing plans, proposals, projects, and reports related to regulatory services to ensure quality and well-informed decision-making of all undertakings of schools, learning centers and the SDO.
2. Enclosure No. 1 outlines the Mechanisms and processes of the DREC.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**SORAYA T. FACULO, PhD, CESO VI**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

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1. Terms of Reference:

- a. The DREC shall perform initial evaluation/assessment as to the completeness and veracity of the submitted documents for Government Permit and Special Order (SO).
- b. Once the documents are complied with, the DREC shall conduct on-site validation as to whether or not the existing school building/classrooms of plan for classrooms to be constructed are in accordance with the technical specifications stipulated in the latest DepEd Education Facilities manual.
- c. If the requirement have been satisfied, the SDS shall submit his/her recommendation to the Office of the Regional Director through the ARD.
- d. The DREC shall convene on a scheduled date for the assessment/evaluation of the said documents.

2. Composition of DREC for Private Schools:

Chair	: Schools Division Superintendent
Co-Chair	: Asst. Schools Division Superintendent
Members	: Chief Education Supervisor -SGOD
	: (2) Education Program Supervisor (Academics)
	: Education Program Supervisor (TVL)
	: Education Program Supervisor (Private Schools)
	: Education Program Supervisor (SGOD)
	: Administrative Officer V
	: Planning Officer
	: PSDS (of the District of the applying school)
	: In-charge of Education Facilities
	: SMME – Coordinator for Private Schools

References:

- DO 88, S. 2010 Regulatory Requirement for Private Schools  
DO 10, S. 2018 Guidelines on the Issuance of Special Order