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

DepED DIVISION OFFICE BAGUIO CITY
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By:
Time: CTRL No.:

November 16, 2026

DIVISION MEMORANDUM
No. 786-2026

CONDUCT OF OCULAR INSPECTION BY THE DIVISION MONITORING, EVALUATION INSPECTION TEAM (DMEIT) FOR SENIOR HIGH SCHOOL GOVERNMENT RECOGNITION FOR SY 2027-2028

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Division Senior High School Coordinator
School Heads/Administrators of Private Schools Offering Senior High School
All Others Concerned

1. Pursuant to **DepEd Order No. 012, s. 2026**, titled *Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program*, this Office shall conduct the ocular inspection and validation of private schools applying for SHS Government Recognition for SY 2027–2028. The schedule of school visits is provided in **Annex A**.

2. All concerned schools are directed to prepare and make available the necessary documentary requirements and Means of Verification (MOVs), whether in printed or electronic form, subject to the following:

a. **Parts 1 and 2 of the Assessment Tool must have printed copies** readily available during the ocular inspection. Other supporting documents may be presented in printed form or accessed through the SMME Web-Based System.

b. At least one (1) knowledgeable and authorized school personnel for each eight (8) evaluation areas must be available to assist the assessors.

c. Ensure that all submitted documents and MOVs are complete, organized, readable, and readily accessible for verification.

d. Make the necessary school facilities, classrooms, offices, and other relevant areas available for physical inspection, classroom observation, interviews, and validation.

3. The concerned **Public Schools District Supervisors (PSDS)** assigned to the schools are requested to be present during the scheduled visits to provide technical assistance and monitor the schools' compliance with the prescribed requirements. Their assistance shall facilitate the assessment and validation of deficiencies for possible endorsement to the Regional Office.

4. All **MEIT members** (Annex B) are enjoined to perform their respective assignments in accordance with the prescribed evaluation standards and to ensure the proper documentation and consolidation of assessment findings, observations, and recommendations.

4. All concerned schools are expected to extend their full cooperation to the DMEIT and ensure the availability of the required documents, facilities, and personnel during their respective inspection schedules. Findings and identified deficiencies shall be properly documented and communicated for appropriate compliance and corrective action.

5. For inquiries and clarifications, concerned personnel may coordinate with the SGOD-SMME Section, through **Arlani B. Buccat, EPS II, SMME- PRIVATE SCHOOL Focal Person**, at telephone number **074-4466738**.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

ANNEX A		
SCHEDULE OF OCULAR INSPECTION AND ASSIGNED PERSONNEL		
The schedule of ocular inspection and the corresponding assigned personnel and schools to be visited are as follows:		
DATE	**PSDS / PERSONNEL IN CHARGE**	**SCHOOLS TO BE VISITED**
November 20, 2026	Rey Gapasin Nancy Dumalili	1. University of Baguio Science High School 2. University of Baguio High School 3. Academia De Sophia International School 4. Our Lady of Mount Carmel Montessori 5. Data Center Baguio
November 23, 2026	Santiago Bugtong Brendalee Awingan Rosiebeel Marzo	1. University of the Cordilleras 2. Saint Louis School, Inc. (Center) 3. Free Believers in Christ Academy 4. STI College Baguio 5. Small World Christian School
November 24, 2026	Nixon Elahe Jayrerose Guevarra	1. Baguio International Academy 2. Easter College 3. School of St. Isidorous 4. Christian Legacy Academy 5. Union School International 6. Educare College
November 25, 2026	Rosanna Dizon Marilyn Tami-ing Lourdes Lomas-e	1. Berkeley 2. Baguio College of Technology 3. Baguio Siloam Christian Academy 4. Educare College
November 26, 2026	Nancy Dumalili	1. AMA Computer College 2. BSBT College 3. PHISA Institute of Technology 4. Informatics Baguio City

ANNEX B	
ASSESSMENT AREAS AND ASSIGNED MEIT MEMBERS	
The assessment shall cover the eight (8) evaluation areas prescribed under DepEd Order No. 012, s. 2026, Annex I – Evaluation Tool, with the following assigned MEIT members:	
EVALUATION AREAS	**ASSIGNED MEIT MEMBERS**
A. Curriculum and Teaching	**Francisco C. Copsiyan** **Marilyn S. Api-it** **Mary Jane N. Malihod**
B. Work Immersion and Field Experience	**Francisco C. Copsiyan** **Marilyn S. Api-it** **Mary Jane N. Malihod**
C. Leadership and Management	**Chief Niño M. Tibangay** **Asuncion Saguid** **Arlani B. Buccat**
D. School Site and Facilities	**Engr. Jordan Gas-ib**
Specific Validation: Library/Instructional Media Center (IMC)	**Loida C. Mangangey**
E. Learner Support	**Jerry C. Ymson**
F. Planning and Development	**Olivia O. Gomez**
G. Faculty	**Arlani B. Buccat** **Asuncion C. Saguid**
H. Budget and Finance	**Belen Tomin** **Lilibeth Degsi**
Specific Validation: DRRM	**Cliftone Bangsi-il**