



Republic of the Philippines

Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-183

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisor, In-Charge of Senior High School
Education Program Supervisor, In-Charge of Private School
Public Schools District Supervisors
School Heads, Public/ Private Elementary, Integrated, and Secondary Schools
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **UTILIZATION OF NEW QUALITY ASSURANCE (QAD) PROCESSING SHEETS**

DATE: October 21, 2025

1. This Office, thru the School Governance and Operations Division – School Management, Monitoring and Evaluation Section, informs the field of the new and updated forms and processing sheets in handling applications of both public and private schools, effective immediately:

RO-QAD-F-038	Curriculum Evaluation Sheet
RO-QAD-F-039	Processing Sheet on the Application for Voluntary Permanent Closure
RO-QAD-F-040	Division Inspection report on Voluntary Permanent Closure
RO-QAD-F-041	Private Schools Onsite Validation and Monitoring Tool
RO-QAD-F-042	Onsite Inspection Tol for Public Schools Application

2. The above-mentioned prescribed forms shall be used in the review, evaluation, and endorsement of applications to ensure uniformity, accuracy, and efficiency in documentation and processing.



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3. The forms may be accessed through the link <https://tinyurl.com/2025QADProcessingSheets> along with other related forms.

4. For queries and clarification, please contact Mrs. Maita M. Lazares, Chief Education Supervisor, School Governance and Operations Division, and Dr. Fretzie P. Alcantara, Senior Education Program Specialist – SMM&E via fretzie.alcantara@deped.gov.ph or 09685246494.

5. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-SMM&E-FA



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