



Republic of the Philippines

Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2026-004

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads, All Public and Private Schools, State University and Colleges
All Others Concerned

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

SUBJECT: **STANDARDIZED PROCESSING AND EVALUATION SHEETS FOR PUBLIC AND PRIVATE SCHOOLS APPLICATIONS**

DATE: January 12, 2026

1. In reference to Memorandum QAD-2026-004 titled *Standardized Processing and Evaluation Sheets for Public and Private Schools Applications* dated January 8, 2026, this Office, through the School Governance and Operations Division – School Management, Monitoring and Evaluation Section, informs all concerned personnel to fully utilize the standardized Processing and Evaluation Sheets in all relevant review, inspection, and assessment activities to ensure uniform practices, maintain accuracy and clarity in validation processes, and uphold the established quality assurance standards.

2. These standardized tools shall be used in the following processes:

A. DepEd Order 40, s. 2014 <i>Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education</i>	
Type of Application	Deadline of Submission to the Regional Office:
1. Application For Conversion of a High School Classified as Non-Implementing Unit into a High School Classified as Implementing Unit School	On or before August 30 of the preceding School Year
2. Application for Conversion of a Regular School to Science School	On or before August 30 of the preceding School Year



Address: T. Roque St., Malusak, Boac, Marinduque
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3. Application for Conversion of a Regular School to Technical-Vocational School	On or before August 30 of the preceding School Year
4. Application for Conversion of a School into an Integrated School (Thru expansion of an Existing Elementary or Secondary School)	On or before August 30 of the preceding School Year
5. Application for Conversion of a School into an Integrated School (Thru Merging or Combination of Existing Elementary and Secondary Schools)	On or before August 30 of the preceding School Year
6. Application for Establishment of Public Elementary/Secondary School	On or before August 30 of the preceding School Year
7. Application for Merging of School	On or before August 30 of the preceding School Year
8. Application For Separation of School Annex	On or before August 30 of the preceding School Year
B. DepEd Order No. 51, s. 2016 <i>Guidelines on the Implementation of the SHS Program in Existing Public JHSs and ISSs, Establishment of Stand-Alone Public SHSs, and Conversion of Existing Public Elementary and JHSs Into Stand-Alone SHSs</i>	
1. Application For Conversion of Existing Elementary and Junior High School (JHS) Into Senior High School (SHS)	On or before August 30 of the preceding School Year
2. Application for Implementation of Senior High School (SHS) Program in Existing Junior High Schools (JHSs) and Integrated Schools (ISSs)	On or before August 30 of the preceding School Year
3. Application for the Establishment of a Stand-Alone Senior High School (SHS)	On or before August 30 of the preceding School Year
4. RO-QAD-F-012 Application for Additional Tracks/Strands/Specializations of Senior High School (SHS) Program for Private Schools	On or before August 30 of the preceding School Year
5. RO-QAD-F-044 Processing Sheet on the Application for Private Senior High School (SHS) Implementation	On or before August 30 of the preceding School Year
C. DepEd Order 88, s. 2010 <i>2010 Revised Manual of Regulations for Private Schools in Basic Education</i>	
1. RO-QAD-F-006 Application for Establishment of a New Private School	On or before August 30 preceding the Opening of the School Year
2. RO-QAD-F-007 Application for Government Recognition of Private School	On or before February 1st preceding the Opening of the School Year
3. RO-QAD-F-008 Application for Renewal of Government Permit to Operate Private School	On or before January 2nd preceding the Opening of the School Year
4. RO-QAD-F-024 Application for Increase of Tuition and Other School Fees	Not later than May 15 of every School Year
5. RO-QAD-F-040 Application for Permanent Voluntary Closure of Private Schools	



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6. RO-QAD-F-041 Private Schools Onsite Inspection and Monitoring Tool	
7. RO-QAD-F-042 Onsite Inspection Tool for Public Schools Application	
8. RO-QAD-F-045 Application for Additional Grade Level or Course of Private School	On or before August 30 preceding the Opening of the School Year
9. RO-QAD-F-046 Breakdown of Tuition and Other School Fees for the Last Three Years	
D. OTHERS	
1. RO-QAD-F-043 Processing Sheet on the Application for Issuance of Special Order for Graduation	At least fifteen (15) calendar days on or before the end of the current academic year
2. RO-QAD-F-010 Processing Sheet on the Application for Recognition for Special Program for Arts (SPA)	On or before August 30 of the preceding School Year
3. RO-QAD-F-011 Processing Sheet on the Application for Implementation of Special Program for Sports (SPS)	On or before August 30 of the preceding School Year

3. All applications shall be accomplished by the duly accomplished Processing Sheets which can be accessed through the link <https://tinyurl.com/RevisedProcSheet> together with all the required documents in one (1) hard copy in legal-sized green folder thru the Records Section. Scanned copies of the documentary requirements shall also be uploaded in PDF format in the Google Drive link to be provided by the SMM&E Personnel.

4. For queries and clarification, please contact Mrs. Maita M. Lazares, Chief Education Supervisor – SGOD, and/or Dr. Fretzie P. Alcantara, Senior Education Program Specialist – SMM&E / Mr. Rey R. Raymundo, Education Program Specialist II – SMM&E through smme.depedmarinduque@gmail.com

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

/SGOD-SMM&E-FA/Standard Processing and Evaluation Sheets, January 12, 2026



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