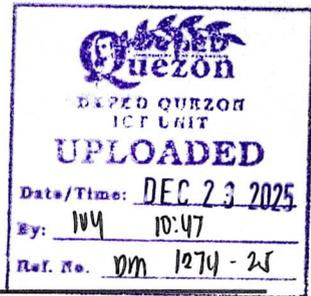




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



22 December 2025

DIVISION MEMORANDUM
 DM No. 1274, s. 2025

**PROCESSING SHEET AND MONITORING TOOL FOR THE
 APPLICATION OF HOMESCHOOLING PROGRAM
 AMONG PUBLIC AND PRIVATE SCHOOLS**

To: Assistant Schools Division Superintendents
 CID and SGOD Chiefs
 Public Schools District Supervisors
 Public and Private School Heads
 All Other Concerned

1. With reference to Regional Memorandum No. 922, s. 2025, titled "Processing Sheet and Monitoring Tool for the Application of Homeschooling Program Among Public and Private Schools," this Office, through the Private Schools Operations Unit, hereby issues the guidelines and tools for the application of homeschooling programs in both public and private schools.
2. Immediate and wide dissemination of this Memorandum is earnestly desired.

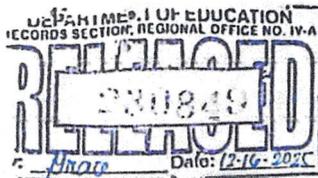

ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

Sgodpcnm/22/12/2025

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



09 December 2025

Regional Memorandum
No. 922 ,s.2025

**PROCESSING SHEET AND MONITORING TOOL FOR THE
APPLICATION OF HOMESCHOOLING PROGRAM
AMONG PUBLIC AND PRIVATE SCHOOLS**

To **Schools Division Superintendents**
Assistant Schools Division Superintendents
Chiefs, CID and SGOD
School Heads, Public and Private Schools

1. Pursuant to DepEd Order No. 001, s. 2022, re: Revised Policy Guidelines on Homeschooling Program; DepEd Order No. 88, s. 2010, re: 2010 Revised Manual of Regulations for Private Schools in Basic Education; DepEd Order No. 21, s. 2019, re: Policy Guidelines on the K to 12 Basic Education Program; and DECS Memorandum No.216, s. 1997, re: Home Education Program, this Office through the Quality Assurance Division (QAD) issues the processing sheet and monitoring tool for the application of homeschooling program among public and private schools. Please refer to enclosure no. 1.
2. The duly accomplished processing sheet and monitoring tool shall be submitted prior to the issuance of permit / authorization to offer Homeschooling Program to be granted by RO to qualified public and private schools which is valid for 2 years.
3. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

05/ROQ7



Address: Gate 2, Karangalan Village, Cainta, Rizal
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Website: depedcalabarzon.ph



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Enclosure No. 1 of Regional Memorandum No. ____, s. 2025

**PROCESSING SHEET FOR APPLICATION FOR
HOMESCHOOLING PROGRAM (PUBLIC SCHOOLS)**
(Pursuant to DepEd Order #001 s. 2022)

Name of School: _____
School Address: _____
School Year: _____ Date of Application: _____

DOCUMENTARY REQUIREMENTS
Pursuant to DepEd Order No. 001, s. 2022

- _____ 1. Letter of Intent addressed to the Regional Director
- _____ 2. Authorization Letter to offer Homeschooling Program as Alternative Delivery Mode (ADM) from SDO
- _____ 3. School's Implementation Plan
- _____ 4. Training Plan for Parents on curriculum, instruction, assessment and assistance to enrollees with their corresponding Grade Levels.
- _____ 5. Copy of Accomplished Annex 1 (Learning Plan), Annex 2 (Home Schooling Program Form), Annex 3 (Letter of Intent of Parents/Guardians), Annex 4 (Agreement)

Findings and recommendations:

Evaluated:

SDO ADM COORDINATOR

Date

SDO IN-CHARGE OF PRIVATE SCHOOLS

Date

Noted:

CID CHIEF

Date

SGOD CHIEF

Date

Reviewed:

Noted:

RO ADM COORDINATOR

CLMD CHIEF

Date

Date

Findings and recommendations:

Validated:

Noted:

QAD IN-CHARGE OF DIVISION

QAD CHIEF

Date

Date

**PROCESSING SHEET FOR APPLICATION FOR
HOMESCHOOLING PROGRAM (PRIVATE SCHOOLS)**
(Pursuant to DepEd Order #001 s. 2022)

Name of School: _____
School Address: _____
School Year: _____ Date of Application: _____

DOCUMENTARY REQUIREMENTS
Pursuant to DepEd Order No. 001, s. 2022

- _____ 1. Letter of Intent addressed to the Regional Director
- _____ 2. Authorization Letter to offer Homeschooling Program as Alternative Delivery Mode (ADM) from SDO
- _____ 3. Original Copy of Board Resolution to Offer Homeschooling Program as an ADM signed by the Corporate Secretary
- _____ 4. Copy of Homeschooling Program Manual, which includes, but is not limited to, a discussion of the program standards: program management, curriculum, instruction, assessment, among others;
- _____ 5. Homeschool Organizational Chart (which shall include the homeschool coordinator) with the corresponding roles and responsibilities of each member
- _____ 6. Certification of availability of learning resources aligned with the K to 12 Curriculum
- _____ 7. Orientation/Training Plan for parents/guardians, duly certified by the School Head
- _____ 8. Annual Homeschooling Program Calendar duly certified by the School Head
- _____ 9. Notarized schedule of tuition and other school fees for the Homeschooling Program
- _____ 10. Copy of Government Recognition
- _____ 11. Copy of accomplished Annex 1 (Learning Plan), Annex 2 (Home Schooling Program Form), Annex 3 (Letter of Intent of Parents/Guardians), Annex 4 (Agreement)

Findings and recommendations:

Evaluated:

SDO ADM COORDINATOR

SDO IN-CHARGE OF PRIVATE SCHOOLS

Date

Date

Noted:

CID CHIEF

SGOD CHIEF

Date

Date

Reviewed:

Noted:

RO ADM COORDINATOR

CLMD CHIEF

Date

Date

Findings and recommendations:

Validated:

Noted:

QAD CHIEF OF DIVISION

QAD CHIEF

Date

Date

MONITORING TOOL OF HOMESCHOOLING PROGRAM
SOURCE: DO. 001, S.2022, DECS MEMORANDUM
NO.216, S. 1997

Name of School: _____
School Address: _____
School ID: _____
Name of School Head: _____
Contact No. of School Head: _____
Division: _____
Date Monitored: Month _____ **Day** _____ **Year** _____
Number of Years of Implementation: _____

INDICATORS	Evident	Not Evident	Documents Presented	Remarks
1.Field personnel trained on the implementation of Homeschooling Program from the ROs, SDOs, and public and private implementing schools			Certificates / SREAT	
2.Periodic evaluations conducted on the implementation of the Homeschooling Program			Class Record / Certification / Learner's Portfolio	
3.Homeschool learners promoted to the next grade level			School Form 5 / Certification	
4.Homeschool learners who completed elementary / secondary education			School Form 5 / Certification	
5.Capacity building programs or initiatives for homeschool parents / guardian			Certificates / Narrative Report	
6.Reasons for enrollment under the program			Homeschooling Program Form / Homeschooling Program Letter of Intent / SF2	
7. Orient parent-teacher on the mechanics of the Homeschooling Program			Orientation Report	

8. Feedback from the stakeholders			Narrative Report / Feedback Form	
9. Classroom assessment results of homeschool learners			Grading Sheets / Report Card / Written works and Performance-based tasks	
10. The K to 12 Curriculum shall be implemented for the Homeschooling Program			Learning Plan	
11. The learning materials to be provided to the homeschool learner are aligned with the K to 12 Basic Education Curriculum.			Textbooks and Modules / Teaching Guides, Manuals and Other Instructional Packages	
12. Ensure that homeschool learners may use equipment, devices, and facilities such as science laboratories of the school if these requirements are not met at home, subject to appropriate guidance / guidelines from the school.			Class Schedule / Certification	
13. Homeschool learners may participate alongside other learners in physical education classes and in other curricular, co-curricular, and extra-curricular activities organized by their school, subject to appropriate guidance / guidelines from the school.			Class Program / Attendance Sheet	
14. All homeschool learners are enrolled by the school in the Learner Information System (LIS).			Learning Reference Number	

Findings / Recommendations:

Conforme:

School Head
(signature over printed name)

SDO Evaluators:

(signature over printed name and designation)

(signature over printed name and designation)

(signature over printed name and designation)

RO Validators:

(signature over printed name and designation)

(signature over printed name and designation)

(signature over printed name and designation)

Remarks upon validation:

Recommending Approval:

CES, CLMD

CES, QAD

Date

Date