



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

DEPED - QUEZON ICT UNIT	
<b>UPLOADED</b>	
Date/Time:	3/22/22
By:	Romulo
Ref. no.	DM 239-22

21 March 2022

**DIVISION MEMORANDUM**  
DM No. 239, s. 2022

**DISSEMINATION OF GUIDELINES ON PROCESSING THE APPLICATIONS OF PRIVATE SCHOOLS FOR  
THE LIMITED FACE-FACE CLASSES**

**To:** Assistant Schools Division Superintendents,  
SGOD and CID Chief,  
Public Schools District Supervisors,  
Private School Owners and Administrators,  
All Others Concerned

1. With reference to Regional Memorandum No. 112, s. 2022 titled Guidelines on Processing the Applications of Private Schools for the Limited Face-to-Face Classes, all applications for Face-to-Face classes shall be submitted electronically to the Regional Office and copy furnished the SDO thru these email addresses: [quezon2.4a.privateschool@gmail.com](mailto:quezon2.4a.privateschool@gmail.com) and [sdo.quezon.privateschools@deped.gov.ph](mailto:sdo.quezon.privateschools@deped.gov.ph).
2. Please see attached Memorandum for your guidance and reference.
3. Immediate dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA, JR. EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

cid-ims/farm/03/21/2022

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
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DO 031122-104645



21 February 2022

**Regional Memorandum**

**GUIDELINES ON PROCESSING THE APPLICATIONS OF PRIVATE SCHOOLS  
FOR THE LIMITED FACE-TO-FACE CLASSES**

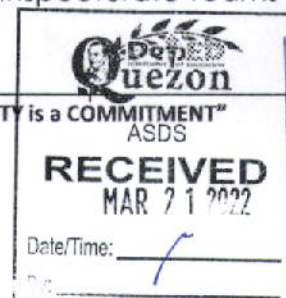


To **Schools Division Superintendents  
Private Schools Administrators**


1. With reference to DepEd Memorandum No. 071 s. 2021 and Interim Guidelines on the Expansion of Limited Classes, all private schools are advised to adhere to the set guidelines as provided in Enclosure 1 to expedite the processing of the applications for the limited face-to-face classes for School Year 2021-2022.
2. Applicant-schools shall undertake online self-assessment using the School Safety Assessment Tool (SSAT) that can be accomplished thru **tinyurl.com/SSAT-Private4A**. They are no longer required to submit manually-accomplished SSAT.
3. The following are other requirements to be submitted electronically to the Regional Office (thru RO-created SDO email address for private schools) and copy furnished the School Governance and Operations Division (SGOD):
  - a. Letter of Intent
  - b. LGU Concurrence
  - c. Proposed Implementation Plan
  - d. Contingency Plan
4. To evaluate the compliance of the private schools with the applicable provisions in Section 7 of DepED-DOH Joint Memorandum Circular (JMC) No. 1 s. 2021, ocular inspection and validation of the School Safety Assessment shall be conducted by the SDO Inspectorate Team, or as necessary, joint random tasks may be performed by the RO and SDO Inspectorate Teams



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5. For immediate dissemination to and strict compliance of all concerned.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director

QAD/esg



**Enclosure 1**

**GUIDELINES ON PROCESSING THE APPLICATIONS OF PRIVATE SCHOOLS  
FOR THE LIMITED FACE-TO-FACE CLASSES**

1. The applicant-school shall accomplish the online School Safety Assessment Tool (SSAT) and shall submit electronically the other requirements stated herein.
2. The QAD EPS In-charge and the SDO In-charge of Private Schools shall coordinate and review the compliance of the school with the documentary requirements.
3. Upon compliance with the documentary requirements, the Regional Office thru QAD EPS In-charge shall then notify his/her SDO counterparts regarding the school/s that are for ocular inspection.
4. The RO/SDO Inspectorate Team shall conduct ocular inspection to validate the School Safety Assessment and the compliance to the facilities requirements based on Section 7 of DepED-DOH Joint Memorandum Circular (JMC) No. 1 s. 2021.
5. The SDO shall submit endorsement recommending the applicant-school to implement limited face-to-face classes. Inspection report shall be attached in the said indorsement.
6. The RO shall send communication through the SDO advising that the applicant-school is eligible and may commence the implementation of the limited face-to-face classes.

Prepared by:

  
**ELINO S. GARCIA**

OIC-Chief

Quality Assurance Division

Noted:

  
**CHERRYLOU D. REPIA**

Officer-in-Charge

Office of the Asst. Regional Director