



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 10, 2022

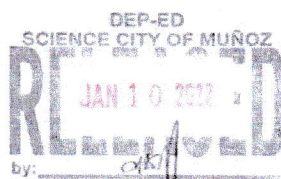
DIVISION MEMORANDUM


No. 26, s. 2022

**DIVISION F2F TRAINING ON PRIVATE
SCHOOLS BUSINESS PROCESSES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
School Heads of Private Schools
All Concerned

1. The Department of Education, Schools Division Office (SDO) Science City of Muñoz through the School Governance Division (SGOD) and Curriculum, Implementation Division (CID) shall conduct training on Private School Processes on January 21, 2022 at the Little Lam Foundation Learning Center Inc. Conference Hall from 8: a.m. to 5:00 p.m.;
2. The activity aims to ensure learning continuity through K-12 curriculum adjustments, alignment of learning materials, deployment of appropriate learning modalities and special curriculum for private schools and to provide the appropriate and corresponding training school leaders on private schools business processes;
3. Participants to this activity are the SGOD Chief ES as Private School Focal Person, EPS II Research, EPS English as trainers and school heads of all private schools of the SDO;
4. Minimum to maximum health protocols and safety standards during the activity shall be strictly observed including the cards bearing the complete vaccination of all participants;
5. Expenses incurred in the activity shall be charged gains SDO HRTD Fund while the travel and other incidental expenses of the participants shall be charged against their local funds subject to the usual accounting and auditing rules and standards;
6. Attached to this Memorandum is the Activity Matrix
7. Immediate and wide dissemination of this Memorandum is earnestly desired.




DANTE G. PARUNGAO, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent



Loyal, Excellent, Accountable and Dedicated to Service
Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
DSCM-QMS-QMR-QSF-008 Rev.03 (01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure to Division Memorandum No. 26 s, 2022

DIVISION F2F TRAINING ON PRIVATE SCHOOLS BUSINESS PROCESSES
January 21, 2022

Time	Topic	Discussant
8:00-8:30	Registration and Opening Program	AV Presentation
8:30-12:00	SHS Application Grant of Government Authority Tuition Fee Increase Modification of School Calendar and Grading System Issuance of Special Orders Application of Special Program	Aileen G. Mactal EPS English
12:00-1:00	LUNCH BREAK	
1:00-3:30	Closure of Schools Grant of Letter of Endorsement for SEC Registration	Wensdy S. Casio EPS II Research
3:30-5:00	Synthesis and Closing Program	Bernardo A. Gargabite Chief ES/Focal Person



Loyal, Excellent, Accountable and Dedicated to Service
Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
DSCM-QMS-QMR-QSF-008 Rev.03 (01.31.20)



Certificate No. 50500731 QM15