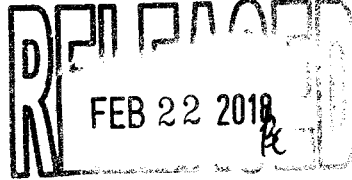




Republic of the Philippines  
Department of Education  
**CORDILLERA ADMINISTRATIVE REGION**  
*Wangal, La Trinidad, Benguet*



Date: FEB 22 2018


REGIONAL ORDER  
No. 001-2018

DEPED-CAR Time: \_\_\_\_\_

**REGIONAL GUIDELINES ON THE IMPLEMENTATION OF PARTICIPATORY  
MONITORING AND EVALUATION SYSTEM (PMES) FOR PRIVATE BASIC  
EDUCATION SCHOOLS IN DEPED-CAR**

To : Schools Division Superintendents  
Regional Office Division Chiefs  
Heads/Administrators/Principals of Private Elementary and Secondary Schools  
All Others Concerned

1. The DepEd CAR Regional Office releases this Policy on the Implementation of Participatory Monitoring and Evaluation System (PMES) for Private Basic Education Schools.
2. This policy shall establish citizen-centric approach and principle in the regulatory and developmental services to private schools by involving external stakeholders.
3. All previous policies related to monitoring and evaluation of private schools which are inconsistent to this Regional Order are hereby repealed, rescinded, or modified accordingly.
4. This policy shall take effect 15 days after approval and publication in a newspaper of general circulation within the region.
5. Immediate dissemination and strict compliance of this Order is directed.

  
**MAY B. ECLAR, Ph.D., CESO V**  
Officer-In-Charge  
Office of the Regional Director

Encls.: As stated

References: D.O No. 88 s. 2010, D.O No. 11, s. 2011

To be indicated in the perpetual Index under the following subjects:

Offices  
Committee  
Policy  
Monitoring and Evaluation  
Private schools



Republic of the Philippines  
Department of Education  
**CORDILLERA ADMINISTRATIVE REGION**  
*Wangal. La Trinidad, Benguet*



Enclosure to R.O No 001 s. 2018, Dated February 22, 2018.

**REGIONAL GUIDELINES ON THE IMPLEMENTATION OF PARTICIPATORY  
MONITORING AND EVALUATION SYSTEM (PMES) FOR PRIVATE BASIC  
EDUCATION SCHOOLS IN DEPED-CAR**

**I. RATIONALE AND BACKGROUND**

By virtue of Republic Act 9155, otherwise known as the “Governance of Basic Education act of 2001” the Department of Education (DepEd) is mandated *to formulate, implement, and coordinate policies, plans, programs and projects in the areas of formal and non-formal basic education. It supervises all elementary and secondary education institutions, including alternative learning systems, both public and private; and provides for the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development.*

To satisfy its mandate, DepEd formulated its strategic direction to serve as road map in reaching its goal. Its vision recognizes that every Filipino has potential which through proper training and education enable them to contribute in the nation building.

Moreover, DepEd Mission spelled the roles and counterpart of each core stakeholder in the realization of the vision. It underscored that provision of quality education for all is the duty of everyone in the society. Emphasis should be given however on the importance of motivation from within in the realization of vision and mission hence the adaption of core values-MakaDiyos, MakaTao, MakaKalikasan at MakaBansa.

Along with its strategic direction however, DepEd is facing challenges. One is the existing concern on the failure of some private schools to comply with guidelines and standards prescribed by the department such as operating without Government Permit, transferring to new site and changing school name or ownership without notifying DepEd. Moreover, some recognized schools do not maintain the standards as expected.

The above concerns were hypothetically considered as one among the factors in low performance of private schools in the National Achievement Test (NAT) as compared to the National Target. This was affirmed by the 2012-2015 NAT results revealed by the DepEd Central Office through its website [deped.gov.ph](http://deped.gov.ph) and the CAR regional result in SY 2014-2015. (Please see attached details on these concerns).

The above situations inspired the proposal of this localized Participatory Monitoring and Evaluation System (PMES) policy to guide all Private schools attain desirable performance by adhering to guidelines and standards through the involvement of identified stakeholders in the Monitoring and Evaluation mechanism

**II. GOAL AND OBJECTIVES**

**A) Goal:**

To continuously improve the academic performance of private schools as manifested in the National Achievement Test (NAT) result and other forms of assessment.

**B) General objective:**

To ensure that all private schools are learner-centered academic institutions where learners learn in a child-friendly, gender-sensitive, safe, and motivating environment.

**C) Specific objectives:**

1. To enhance processes in the regulation of private schools and enable them to adhere to guidelines and standards throughout their operation;
2. To employ citizen-centric principles and approach in the monitoring and evaluation of private schools' operation;
3. To increase awareness of the community relative to legalities in the operations of private schools;
4. To Submit data/information to concerned offices for legislation purposes such as local ordinances and resolutions for private school operations; and
5. To strengthen implementation of existing local legislations for school regulation such as Comprehensive Land Use Plan (CLUP)–educational zone subject to DepEd recommendation.

**III. DEFINITION OF TERMS**

The following terms are defined according to how they are used in this policy:

1. Participatory Monitoring and Evaluation System (PMES) – refers to the involvement of selected stakeholders in the monitoring and evaluation of private school operation.
2. Citizen-Centric - refers to listening to the voice of people or clientele and involving them in planning and decision making.
3. Basic private schools- refers to K-12 schools operated by private entities.
4. External Stakeholders – the non-DepEd groups having direct or indirect interest/s in private school operations.
5. Gift – refers to a cash or kind given or offered by private school personnel or any representative to any member of the PMET with direct or indirect relation or influence to the processing of their application for Government Permit, Recognition or any other related office transaction.

**IV. COMPOSITION, QUALIFICATION, ROLES AND FUNCTIONS OF THE PARTICIPATORY MONITORING AND EVALUATION TEAM (PMET)**

**A. Composition of the Participatory Monitoring and Evaluation Team (PMET)**

1. Regional and Division Monitoring and Evaluation Team (R/DMET) may have as many qualified members including alternates to ensure availability during monitoring periods as follows:

Roles	Regional Participatory Monitoring and Evaluation Team (R-PMET)	Division Participatory Monitoring and Evaluation Team (D-PMET)
Chairperson	Chief, Quality Assurance Division (QAD)	Chief, School Governance and Operations Division (SGOD)
Co-Chairperson	EPS, QAD (In-charge of the Schools Division Office (SDO) being monitored)	EPS, SGOD
Members	<ol style="list-style-type: none"> <li>1. Other EPS from QAD</li> <li>2. Representative/s from the Other 7 RO functional Divisions and 3 units</li> <li>3. Authorized Representatives from:                             <ol style="list-style-type: none"> <li>a. Association of Private school administrators/heads</li> <li>b. Private school Parents</li> <li>c. Provincial LGU</li> <li>d. Barangay Council</li> <li>e. Local Industry/Business firms</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. SEPS-M&amp;E</li> <li>2. Representative/s from the Curriculum Implementation Division (CID), and other sections e.g. Admin., Accounting, Supply, Physical Facilities, Health, etc.</li> <li>3. Authorized Representatives from:                             <ol style="list-style-type: none"> <li>a. Association of Private school administrators/heads</li> <li>b. Private school Parents</li> <li>c. Municipal LGU</li> <li>d. Barangay Council</li> <li>e. Local Industry/Business firms</li> </ol> </li> </ol>

2. During monitoring of schools, an integrated team should be composed of at least one (1) personnel from the R-PMET, one (1) from SDO and one (1) external stakeholders from the D-PMET, a minimum of three (3) members in all.

#### B. Roles and Functions of the R/DMET

1. Monitor private schools' compliance to DepEd standards on the following:
  - a. Permit to operate and government recognition
  - b. Curriculum implementation
  - c. Buildings and other Physical facilities (quantity and quality)
  - d. Personnel qualifications and sufficiency
  - e. Government Assistance to Students and Teachers in Private Education (GASTPE)/ Educational Services Contacting (ESC)/Teacher Salary Subsidy (TSS)/Voucher Program and other Government grants
  - f. Safety and security of the school and its occupants
  - g. Implementation of D.O No. 40 s. 2012 & D.O 55 s. 2013 (Child Protection Policy and Anti-bullying policy)
  - h. Proof of financial capacity of school to finance its operation
  - i. Compliance to existing local legislations
2. Provide immediate Technical assistance to schools
3. Prepare and submit M&E reports with recommendations for appropriate action
4. Submit data to concerned office for policy or legislation purposes
5. Propose ordinances or resolutions to legislative bodies

#### V. SCOPE AND LIMITATIONS

##### A. Scope

1. PMES shall include all Private Schools operating basic education within CAR.

##### B. Limitations: PMES shall not include the following functions:

1. Instructional supervision
2. Assessment of documents including application for permit to operate and Tuition fee increase.

#### VI. ACTIVITIES OF PMET

##### A) Pre-implementation

1. Organization/Composition of the PMET Committee
2. Orientation of the PMET
3. Orientation of Private schools on the policy

##### B) Implementation Proper

1. Monitoring/Validation
2. Reporting/Tracking
3. Issuance of related memoranda on intermediate adjustments as deemed necessary.
4. Post-conferences of monitoring team and school authorities every after school M&E.
5. Quarterly and annual meeting/assessment

##### C) Post-implementation

1. Submission of terminal report with recommendation after three years of implementation.

#### VII. MODE OF MONITORING AND EVALUATION

1. Group M&E
2. Interview
3. Document review/validation
4. Report submission (Annual/Specially schools with referred issues and or concerns)
5. Focus Group Discussion (FGD)

VIII. FUNDING, TRAVEL EXPENSES AND OTHER COSTS OF PMET OPERATIONS

Honorariums, Travel Expenses, per diem for the monitoring team may be charged to Special Education Fund (SEF), Regional Office and SDO MOOE and other local funds subject to usual accounting and auditing rules and regulations.

IX. ADHERENCE TO NO GIFT POLICY

PMES shall religiously observe the “No Gift Policy” as defined in Section III of this policy. However, members of PMET may partake in the meals and snacks voluntarily offered by clients in the school during the time of visit.

X. SANCTIONS

A) Refer to DepEd Order No.88, s. 2010 on the sanctions for concerned private schools.

B) Sanctions for the PMET members who violate any provisions in this policy:

1. Refer to Civil service rules- Revised Rules for Administrative Cases in the Civil Service (RRACS) for DepEd personnel-member
2. For external stakeholder-members;
  - a) Reprimand for the first offense.
  - b) Disqualification in the membership of the PMET for the second offense.

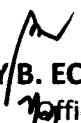
XI. SUPPLEMENTARY INSTRUCTIONS

Other detailed instructions and or information not specified in this document relative to the implementation of this policy shall be communicated through memoranda as needed.

XII. REFERENCES: The following are important references in the formulation of this policy.

1987 Philippine Constitution (Section 4a)  
R.A 9155 and its IRR  
D.O No. 88, s. 2010  
D.O No. 11, s. 2011  
D.O No. 24, s. 2011  
D.M No. 4, s. 2014  
D.O No. 40 s. 2012 & D.O 55 s. 2013  
Republic Act No. 8545 and **DepEd Order No. 18, s. 2016 (GASTPE)**  
Revised Rules for Administrative Cases in the Civil Service (RRACS)

**APPROVED:**

  
**MAY/B. ECLAR, Ph.D., CESO V**  
Officer-In-Charge  
Office of the Regional Director