

Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

---

**22 May 2026**

DIVISION MEMORANDUM  
No. 350 s. 2026

**REITERATION OF THE GUIDELINES ON THE CONDUCT OF REGIONAL OFFICE  
MONITORING VISITS TO SCHOOL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In reference to the **Regional Memorandum No. 333, s. 2026** titled **Guidelines on the Conduct of Regional Office Monitoring Visits to Schools**, this Office, through the School Governance and Operations Division, issues this Memorandum to inform the field of these guidelines.
2. This is to ensure school readiness and participation in the monitoring activity of the Regional Office and direct school visits beginning this school year based on the approved monitoring plan.
3. The Regional Office monitoring teams shall go directly to schools listed in the approved monitoring plan and need not request SDO personnel to accompany the monitoring team; or SDO vehicles, fuel, drivers, or other logistics as a condition for monitoring.
4. The RO teams shall notify only the SDO and the school head of the schedule within a reasonable time, unless the monitoring requires otherwise. The team leader shall assign one focal person for coordination to avoid repeated requests.
5. SDO assistance may be requested only, when necessary, upon written justification by the Functional Division Chief and subject to the approval of the Regional Director, such as safety or security concerns; highly technical validation needing a specific SDO specialist; access issues requiring local support; or similar situations where SDO support is clearly indispensable.
6. All duly authorized and properly supported travel and related expenses for RO monitoring shall not be charged to SDO funds, and SDO vehicles are not the default transport for RO monitoring.
7. RO personnel shall act professionally, minimize disruption of classes, and provide constructive feedback and technical assistance based on monitoring results.



**Address:** Brgy. Potol, Tayabas City  
**Telephone No.:** (042) 785-9615  
**Email Address:** [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
**Website:** <https://www.sdotayabascity.ph>

8. Immediate dissemination of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

  
**HERBERT D. PEREZ**  
Assistant Schools Division Superintendent  
Officer-in-Charge

Encl.: As stated

References: Regional Memorandum No. 333, s. 2026

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

**SCHOOL MONITORING VISITS**

SGOD - reiteration of the guidelines on the conduct of regional office monitoring visits to school  
SGOEM751-004856/May 22, 2026



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



19 May 2026

**Regional Memorandum**  
No.333 s.2026

## **GUIDELINES ON THE CONDUCT OF REGIONAL OFFICE MONITORING VISITS TO SCHOOLS**

To **Schools Division Superintendents**  
**Assistant Schools Division Superintendents**  
**Regional Functional Division Chiefs**  
**Regional Unit/Section Heads**  
**Public District Supervisors**  
**School Heads**  
**All Other Concerned**

1. In reference with RA 9155<sup>1</sup> DepEd Order No. 007 s. 2024<sup>2</sup> and as an offshoot of the Special Meeting held at Gov. Felicisimo T. San Luis Integrated High School, Sta Cruz , Laguna dated May 15, 2026, it is emphasized that shared governance framework in basic education and DepEd field offices are tasked to monitor and evaluate schools and provide technical assistance to improve school performance.
2. This Office issues the Guidelines on the Conduct of Regional Office Monitoring Visits to School to increase Regional Office monitoring coverage by making direct school visits, the standard practice, avoiding delays, and refraining from requesting SDO personnel to accompany, service vehicles, or other logistical support.
3. The Regional Office monitoring teams shall go directly to the schools listed in the approved monitoring plan. RO teams shall not routinely request SDO personnel to accompany the monitoring team; or SDO vehicles, fuel, drivers, or other logistics as a condition for monitoring and the SDOs are furnished a copy of this Memorandum for information and coordination. This is intended to reduce the operational burden on SDOs and allow RO teams to monitor more schools using RO resources.
4. RO teams shall notify the SDO and the school head of the schedule within a reasonable time, unless the monitoring requires otherwise. The team leader shall

<sup>1</sup> Governance of Basic Education Act of 2001

<sup>2</sup> Revised School-Based Management (SBM) System



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone No.:** 02-8682-2114  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph



Certificate No. PHP QMS  
22 93 0085

assign one focal person for coordination to avoid repeated requests. The team shall keep basic documentation, subject to applicable DepEd protocols and data privacy rules.

5. SDO assistance may be requested only, when necessary, upon written justification by the Functional Division Chief and subject to the approval of the Regional Director, such as safety or security concerns; highly technical validation needing a specific SDO specialist; access issues requiring local support; or similar situations where SDO support is clearly indispensable.
6. All duly authorized and properly supported travel and related expenses for RO monitoring under an approved itinerary or work program shall be processed for reimbursement at the Regional Office, subject to usual accounting and auditing rules. RO monitoring under this Memorandum shall not be charged to SDO funds, and SDO vehicles are not the default transport for RO monitoring.
7. Teams are encouraged to cluster schools by area and plan schedules efficiently to reduce costs and increase coverage.
8. RO personnel shall act professionally, minimize disruption of classes, and provide constructive feedback and technical assistance based on monitoring results.
9. For inquiries, please contact Mr. Michael Girard R. Alba, Chief, Field Technical Assistance Division, at 0917-888-2731.
10. Immediate dissemination and compliance are hereby directed.

  
**CARLITO D. ROCAFORT**  
Director IV

cc:04/ROF1

# GUIDELINES ON THE CONDUCT OF REGIONAL OFFICE MONITORING VISITS TO SCHOOLS


**PURPOSE**

To increase Regional Office monitoring coverage by making direct school visits the standard practice and avoiding delays from arranging SDO accompaniment, vehicles, or other logistical support.

**GUIDING PRINCIPLES**

Shared Governance in Basic Education	Revised School-Based Management System	Efficiency and Accountability	Data Privacy and Professionalism
--------------------------------------	--	-------------------------------	----------------------------------


**1. PLANNING AND NOTIFICATION**



- RO teams shall follow the approved monitoring plan and go directly to the schools.
- Notify the SDO and the school head of the schedule within a reasonable time, unless the monitoring requires otherwise.
- The team leader shall assign one focal person for coordination to avoid repeated requests.
- Keep basic documentation, subject to applicable DepEd protocols and data privacy rules.

Reference: Items 2 and 4


**2. CONDUCT OF MONITORING VISIT**



- Proceed directly to the school and conduct monitoring based on the approved tools and protocols.
- Minimize disruption of classes.
- Provide constructive feedback and technical assistance based on monitoring results.
- Act professionally at all times.

Reference: Items 2 and 8


**3. DOCUMENTATION AND REPORTING**



- Accomplish required monitoring tools and reports.
- Ensure documentation complies with DepEd protocols and data privacy rules.
- Submit monitoring results and recommendations through proper channels.

Reference: Items 4 and 8

**4. REQUEST FOR SDO ASSISTANCE (EXCEPTION)**




SDO assistance may be requested only when necessary, upon written justification by the Functional Division Chief and subject to the approval of the Regional Director.

**Valid justifications include:**

- Safety or security concerns
- Highly technical validation needing a specific SDO specialist
- Access issues requiring local support
- Other similar situations where SDO support is clearly indispensable

Reference: Item 5


**5. SCHEDULE AND RESOURCE OPTIMIZATION**



- Teams are encouraged to cluster schools by area and plan schedules efficiently.
- This reduces costs and increases monitoring coverage.

Reference: Item 7


**6. TRAVEL AND RELATED EXPENSES**



- All duly authorized and properly supported travel and related expenses for RO monitoring under an approved itinerary or work program shall be processed for reimbursement at the Regional Office, subject to usual accounting and auditing rules.
- RO monitoring under this Memorandum shall not be charged to SDO funds, and SDO vehicles are not the default transport for RO monitoring.

Reference: Item 6

**7. REFERENCE AND COORDINATION**



SDOs are furnished a copy of this Memorandum for information and coordination. This is intended to reduce the operational burden on SDOs and allow RO teams to monitor more schools using RO resources.

Reference: Item 3

**9. INQUIRIES**

For inquiries, please contact Mr. Michael Girard R. Alba, Chief, Field Technical Assistance Division, at 0917-888-2731.

Reference: Item 9