



Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

13 APR 2026

**DIVISION MEMORANDUM**

No. 262 s. 2026

**CONDUCT OF OCULAR INSPECTION TO ALL PRIVATE SENIOR HIGH SCHOOLS  
BY THE DIVISION PRIVATE SCHOOL TASK FORCE**

To: Schools Division Superintendent  
Chief Education Supervisors  
School Heads of Private Senior High Schools  
All Others Concerned

1. In reference to Regional Memorandum No. 299, s. 2026 titled "*Reiteration of Strict Compliance with DepEd Order No. 020, s. 2023 and Strengthening of Monitoring and Validation Mechanisms for the Senior High School Voucher Program (SHS-VP)*", this Office hereby announces the conduct of **ocular inspection in all Senior High Schools** to ensure compliance with prescribed monitoring, validation, and reporting requirements.
2. The activity aims to:
  - a. Ensure adherence to policies and guidelines in the implementation of the SHS-VP;
  - b. Validate the accuracy and completeness of school records and supporting documents;
  - c. Strengthen transparency, accountability, and internal control mechanisms; and
  - d. Identify gaps and recommend appropriate interventions.
3. The **Division Private School Task Force** shall conduct on-site ocular inspections (both scheduled and unannounced) using the **SHS-VP Compliance Monitoring Tool (Annex A)** which includes, but is not limited to:
  - a. Student existence and attendance verification;
  - b. Validation of documents such as Class Records, SF1, SF2, SF4, PSA Birth Certificates, VPB Folder, and Orientation Attendance Sheets;
  - c. Enrollment and billing reconciliation; and
  - d. Documentation of findings and recommendations.
4. All Private Senior High School Heads are hereby directed to:
  - a. Ensure the availability and organization of all required documents during the inspection;
  - b. Provide full assistance to the monitoring team; and
  - c. Address immediately any noted deficiencies.
5. The schedule of ocular inspection shall start on April 14, 2026. All concerned schools are expected to be prepared for both announced and unannounced visits.
6. Attached are Regional Memorandum No. 299, s. 2026 and Division Memorandum No. 213, s. 2026 for reference.



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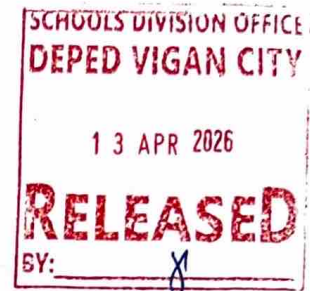
7. This Memorandum shall serve as the locator slip of the DepEd Vigan City Private School Task Force.

  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent

Reference: DM No. 020, s. 2023  
Enclosure: As stated

To be included in the Perpetual Index  
Under the following subject  
SHS Voucher Program

SGOD/smr/SHS VP  
April 13, 2026



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Office of the Schools Division Superintendent

17 MAR 2026

**DIVISION MEMORANDUM**

No. 213, s. 2026

**RECONSTITUTION OF THE DIVISION PRIVATE SCHOOL TASK FORCE**

To: Schools Division Superintendent  
Chief Education Supervisors  
Public and Private School Heads  
All Others Concerned

1. In accordance with **DepEd Order No. 88, s. 2010**, otherwise known as the "*Revised Manual of Regulations for Private Schools in Basic Education*," which mandates the Department of Education to exercise reasonable supervision and regulation of all private educational institutions.

2. Per Regional **Memorandum No. 284, s. 2024**, which requires each Schools Division Office (SDO) to maintain a Division Task Force composed of at least five (5) members to oversee the compliance and operations of private schools.

3. In view of the need to update the composition and ensure the continued efficiency of the task force, the **DepEd Vigan City Private School Task Force** is hereby reconstituted as follows:

**Consultant** **Dr. Annie D. Pagdilao, CESO VI**  
*Assistant Schools Division Superintendent*

**Chairperson** **Atty. Kim R. Tagorda**  
*Legal Officer Designate*

**Members** **Dr. Marie Christine L. Natividad, CID CES**  
**Mr. Rodrigo Q. Reyes, Jr., SGOD CES**  
**Ms. Susiemar M. Rapisura, EPS**  
**Ms. Felipa T. Regaspi, EPS**  
**Dr. Peter John A. Frial, EPS**

4. The Reconstituted Division Task Force shall continue to act in fulfillment of the mandate of DepEd in the reasonable supervision and regulation of private schools. This specifically includes the utilization of the SHS-VP Compliance Monitoring Tool, which shall encompass the following:

- a. student existence and attendance verification checklist;
- b. document validation;
- c. enrolment and billing Reconciliation Sheet; and
- d. compliance findings and recommendation actions section.



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5. Wide and immediate dissemination of this issuance is desired.

*Vilma D. Eda*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent

Reference: DO- No. 088, s. 2010  
Enclosure: As stated

To be included in the Perpetual Index  
Under the following subject

Task Force Private

SGOD/smr/Private  
March 16, 2026



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
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MAR 05 2026

**REGIONAL MEMORANDUM**

No. 299 s. 2026

**REITERATION OF STRICT COMPLIANCE WITH DEPED ORDER NO. 020,  
 S. 2023 AND STRENGTHENING OF MONITORING AND VALIDATION  
 MECHANISMS FOR THE SENIOR HIGH SCHOOL VOUCHER  
 PROGRAM (SHS-VP) IN THE REGION**

To: Schools Division Superintendents  
 Chiefs of Functional Divisions  
 Head, Legal Unit  
 All Others Concerned

1. Relative to Regional Memorandum No. 474, s. 2025 and DepEd Order No. 020, s. 2023, titled *Guidelines on the Implementation of the Senior High School Voucher Program*, this Office hereby reiterates and enforces strict compliance with the prescribed monitoring, validation, and reporting requirements for all Senior High School Voucher Program (SHS-VP) participating Private Schools, School Year 2025-2026.
2. To ensure uniformity, transparency, and strengthened internal control mechanisms, all SDO Task Forces for Private School Matters are directed to utilize the SHS-VP Compliance Monitoring Tool (Annex A) during on-site and unannounced visits. The tool shall include, but not be limited to:
  - a. Student existence and attendance verification checklist.
  - b. Document validation (Class Records, School Forms 1, 2, and 4, PSA Birth Certificate, VPB Folder, Orientation Attendance Sheet).
  - c. Enrollment and billing reconciliation sheet; and
  - d. Compliance findings and recommended actions section.
3. The SDO Task Forces for Private School Matters shall submit a duly accomplished Standardized SHS-VP Monitoring and Compliance Report Template (*Annex B*) within seven (7) working days after each monitoring activity. The report must be signed by the Division Monitoring Team and approved by the Schools Division Superintendent (SDS). In addition, each SDS shall submit a Certificate of Compliance (*Annex C*) certifying that:
  - a. One hundred percent (100%) of SHS-VP participating private schools were monitored.
  - b. All required validation activities were conducted.



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 6





Republic of the Philippines  
**Department of Education**  
REGION I

- c. All submitted reports are complete, accurate, and supported by documentary evidence; and
  - d. Corrective measures were immediately instituted for any noted deficiencies.
4. To address identified gaps in monitoring capacity, Orientation for SDO Task Forces shall be conducted to strengthen competencies in fraud risk detection, standardized documentation procedures, reconciliation of enrollment and billing data, and the proper accomplishment of the Monitoring Tool and Reporting Template. The activity shall be held on March 24, 2026, from 8:00 A.M. to 4:00 P.M., via Microsoft Teams through this link: <https://tinyurl.com/CapBforME-SHS-VP>.
5. A scheduled reporting of monitoring results by the SDO Task Forces shall be conducted prior to the consolidation in the Regional Compliance Report. Incomplete or unsupported reports shall be returned to the concerned division/s for correction to ensure accuracy and reliability.
6. The Regional Task Force for Private School Matters shall consolidate all Division Reports and submit a Compliance Report to the Office of the Regional Director, Government Assistance and Subsidies Service Office, and Commission on Audit. Failure to comply with the provisions of this Memorandum shall require a written explanation duly signed by the Schools Division Superintendent.
7. For more information and/or clarification, please contact the Quality Assurance Division at telephone number (072) 682-2324 local 117 or Dr. Oliver F. Gutierrez, Education Program Supervisor / Regional Focal Person of Government Assistance and Subsidies (GAS) through email address at [gad.region1@deped.gov.ph](mailto:gad.region1@deped.gov.ph) or mobile number 09958921777.
8. Immediate dissemination of and strict compliance with this Memorandum is desired.

For the Regional Director:

**RHODA T. RAZON**  
Director III

Encl.: None

Reference: None

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

COMMITTEE  
EVALUATION

MONITORING  
GRANT

QAD/ofg/RM\_ReiterationStrictComplianceDO20s.2023  
March 5, 2026



QAD260345



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	2 of 6





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 REGION I

**Annex A: SHS-VP Compliance Monitoring Tool**

**PRIVATE SCHOOLS SENIOR HIGH SCHOOL VOUCHER PROGRAM  
 MONITORING AND COMPLIANCE**

**School Name:** \_\_\_\_\_  
**School ID:** \_\_\_\_\_  
**Division:** \_\_\_\_\_  
**Date of Visit:** \_\_\_\_\_  
**Monitoring Team Leader:** \_\_\_\_\_

Part 1: School Profile

Category	Number of Enrollees	Number of Beneficiaries	Actual Number of Learners
Male			
Female			
Total			

PART 2: Required Documents Validation

**Instruction:** Tick **Evident(E)** if complete, or **Not Evident (NE)** if incomplete. Record remarks in **"Findings/Observations"**.

Required Document	E/NE	FINDINGS/ OBSERVATIONS
Class Records	<input type="checkbox"/> E / <input type="checkbox"/> NE	
SF1 (School Register)	<input type="checkbox"/> E / <input type="checkbox"/> NE	
SF2 (Daily Attendance)	<input type="checkbox"/> E / <input type="checkbox"/> NE	
SF4 (Monthly Learner Movement)	<input type="checkbox"/> E / <input type="checkbox"/> NE	
PSA Certified Birth Certificate	<input type="checkbox"/> E / <input type="checkbox"/> NE	
Voucher Program Beneficiaries (VPB) Folder	<input type="checkbox"/> E / <input type="checkbox"/> NE	
Orientation Attendance Sheet	<input type="checkbox"/> E / <input type="checkbox"/> NE	

Part 3. Interview Guide Questions

1. Please describe any challenges you have encountered in maintaining complete and accurate records for SHS Voucher Program beneficiaries.

\_\_\_\_\_

\_\_\_\_\_

2. What actions have been implemented to address the missing or inaccurate documents or data?

\_\_\_\_\_

\_\_\_\_\_





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3. Based on your experience, what changes in policy or process would improve the documentation and compliance for the SHS Voucher Program?

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Prepared by:

**OLIVER F. GUTIERREZ**  
EPS, Quality Assurance Division

Noted by:

**OSCAR P. FLORES**  
Chief, Quality Assurance Division



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**Annex B:** Standardized SHS-VP Monitoring and Compliance Report Template



<https://tinyurl.com/StandardizedSHSVPTemplate>



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Doc. Ref. Code	RM ORD	Rev	00
Effectivity	11.18.2024	Page	5 of 6





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REGION I

**Annex C: Certificate of Compliance**

**CERTIFICATE OF COMPLIANCE**

This is to certify that the Schools Division Office of \_\_\_\_\_, through its duly authorized monitoring and validation team, has fully complied with the prescribed monitoring and compliance requirements for the implementation of the Senior High School Voucher Program (SHS-VP) for the School Year \_\_\_\_\_.

*Specifically, it is hereby certified that:*

- a. One hundred percent (100%) of SHS-VP participating private schools were monitored by the Division Monitoring Team in accordance with established guidelines and procedures.
- b. All required validation activities were conducted, including document review, learner-level verification, and reconciliation of enrollment and billing records.
- c. All submitted reports are complete, accurate, and supported by documentary evidence, duly verified and filed for reference; and
- d. Corrective measures were immediately instituted for any noted deficiencies, and the schools concerned were provided with appropriate technical assistance to ensure compliance.

This certification is issued to affirm the Schools Division Office's commitment to transparency, accountability, and integrity in the implementation of the Senior High School Voucher Program.

Issued this \_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_.

**Name of Schools Division Superintendent**  
Schools Division Superintendent  
Schools Division Office of \_\_\_\_\_



Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	6 of 6

