



Republic of the Philippines
Department of Education
CARAGA REGION

March 16, 2020

REGIONAL MEMORANDUM
No. 167, s. 2020



To: Schools Division Superintendent
Assistant Schools Division Superintendent
Chiefs, RO Functional Divisions/SGOD
RO and SDO EPS/Private School Coordinators/M&E Specialist
This Region,

**IMPLEMENTATION OF VIDEO TELE CONFERENCING IN CONDUCTING REGIONAL
OCULAR INSPECTION TO ALL PUBLIC/PRIVATE SCHOOLS AS ALTERNATE
MODALITY OF PHYSICAL VALIDATION OF SCHOOLS**

1. This Office hereby informs the field in the implementation of video tele conferencing in conducting regional ocular inspection to all public/private schools applying for government permit to operate/new establishment/government recognition/additional SHS track/course/grade level offered/conversion and integration/merging of public schools.
2. The Regional Inspectorate Team (RIT) Leader shall schedule the date and time in the conduct of video tele conferencing and the Division Inspectorate Team (DIT) shall be in the school during the video tele conferencing one hour before the start of the conference.
3. The following are the steps during the conduct of video tele conferencing,
 - a. The DIT shall inform the school on the scheduled date & time and be present at the school during the video tele conference.
 - b. If the internet connection is not feasible in the school, the DIT shall record a video clip covering the physical facilities and appropriate requirements of the school and submit the same to the Regional Office thru the RIT using FB messenger/email.
 - c. The video tele conference shall start its coverage from outside the school signage depicting the flag pole and entrance, the school building existing and the proposed classroom if additional course/grade offered, schools facilities as listed in the requirements and other relevant structure in the school.
 - d. The physical environment of the school shall be focused during the video. For establishment of public schools, include the interviews of parents /teachers about the intention of the school and the feasibility of the establishment.



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f. The RIT leader shall take note of the recommendations and agreements then it shall be emailed to the inspected school for signature and email in return.

5. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

FRANCIS CESAR B. BRINGAS, CESO V
Director-III
OIC-Office of the Regional Director

Incl.: NONE

Reference: NONE

Allotment: 2-(D.O. 50-97)

To be indicted in the **Perpetual Index** under the following subjects:

EVALUATION MONITORING PERMIT PROGRAM

QAD/mcs
03/16/2020