



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

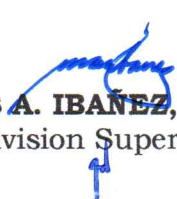
13 July 2026

DIVISION MEMORANDUM
No. 355, s. 2026

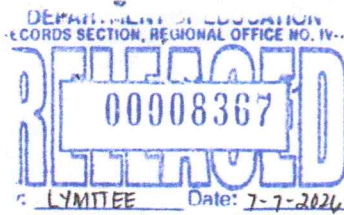
**DELINEATION OF THE RESPONSIBILITIES, DUTIES, AND FUNCTIONS OF
THE LEGAL UNIT AND THE QUALITY ASSURANCE DIVISION AND
ITS SCHOOLS DIVISION OFFICE COUNTERPART ON
PRIVATE SCHOOL ISSUES AND CONCERNS**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisor in-charge of Private Schools
Public Schools District Supervisors
Private Elementary and Secondary School Heads
All others concerned

1. Attached herewith is Regional Memorandum No. 419 s. 2026 re: *Delineation of the Responsibilities, Duties, and Functions of the Legal Unit and the Quality Assurance Division and its Schools Division Office Counterpart on Private School Issues and Concerns*.
2. Immediate and widest dissemination of this Memorandum is earnestly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

RVR/ Delineation of the Responsibilities, Duties, and Functions of the Legal Unit and the Quality Assurance Division and its Schools Division Office Counterpart on Private School Issues and Concerns /S2-114815/07-13-2026



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



DepEd-Division
of Batangas

ICT SECTION

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Regional Memorandum
No. 419, s. 2026

**DELINEATION OF THE RESPONSIBILITIES, DUTIES, AND
FUNCTIONS OF THE LEGAL UNIT AND THE QUALITY
ASSURANCE DIVISION AND ITS SCHOOLS DIVISION
OFFICE COUNTERPART ON PRIVATE SCHOOL
ISSUES AND CONCERNS**

To: **Schools Division Superintendents**
Functional Division Chiefs
All Others Concerned

1. In reference to the Office Functions-Version 3, DepEd Order No. 88, s. 2010 as amended, and existing DepEd rules and regulations, this Office delineates the responsibilities, duties, and functions of the Legal Unit and the Quality Assurance Division and its Schools Division Office counterpart on private school issues and concerns.
2. The delineation of the responsibilities, duties, and functions of the Legal Unit and the Quality Assurance Division and its Schools Division Office counterpart on private school issues and concerns is a commitment to ensuring the accountability, effectiveness, and efficiency of the delivery of education services to the public. The said delineation also fosters collaboration between offices at the Regional Office and the Schools Division Offices resulting to pro-active problem-solving and resolution, and the improvement of public trust and confidence.
3. The delineated responsibilities, duties, and functions of both Legal Unit and Quality Assurance Division and its Schools Division Office counterpart are attached herewith.
4. For immediate dissemination and strict compliance.

CARLITO D. ROCAFORT
Director IV

ORDLUP



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DELINEATED RESPONSIBILITIES, DUTIES, AND FUNCTIONS

LEGAL UNIT	QUALITY ASSURANCE DIVISION AND ITS SCHOOLS DIVISION OFFICE COUNTERPART
Office Functions-Version 3 (Legal Services) 1. Provides appropriate technical assistance to Divisions, Sections, and Units of the Regional Office and SDOs Expected outputs: • TA plans and reports • Indorsements, Entries in the Legal TA logbook, and other communications • Capacitated personnel on legal matters/services • Reply letter 2. Provides legal support services on private school matters and other legal concerns Expected outputs: • Membership/representation in Special Committees • Legal Opinion/Advice • Letter/communication • Order for Correction of School Record/Entries; • Draft/reviewed MOA/MOU/Contracts • Show Cause Order • Report • Notice & Order • Memorandum • Notice/Indorsement (for comment and appropriate action) • Indorsement (for closed and terminated actions) • Resolution/Decision	Office Functions-Version 3 (Regulatory and Developmental Services to Schools) a) Validates the compliance to requirements and standards of quality basic education of private schools Expected outputs: • List of private schools validated and recommended for issuance of permit to operate and government recognition • List of private schools participating in the voucher system in coordination/collaboration with PEAC • Report of findings / Compliance Report • Notice/Indorsement (for comment/explanation and appropriate action) - Referral to Legal Unit for further legal action if needed • Indorsement (for closed and terminated actions) • Special Orders • Letter/communication b) Recommends the establishment, separation, recognition, closure, and accreditation of public schools based on the assessment of their compliance to requirements and standards of quality basic education Expected outputs: • List of public schools established, recognized, closed, and accredited

	• List of public schools with validated applications to RO • Special Orders • Letter/communication c) Presents/submits annual report on the performance of private schools in compliance with quality education standards and recommends further improvement of quality education Expected output: • Annual report / Education Summit
Specific issues and concerns for Legal Unit	Specific issues and concerns for QAD and its SDO counterpart
• Child Protection concerns and Learner Rights Protection (LRP) concerns Investigate and resolve formal complaints against the private school involving child abuse and bullying incidents, student discipline, and appeal/review the Resolution/Decision of the SDS on the letter of appeal involving resolutions/decisions of private schools in student discipline ◦ SDO Legal Unit – resolves letter of appeal on student discipline proceedings ◦ RO Legal Unit – reviews the resolution/decision of the SDS on the letter of appeal	• Private schools' policies, operations, and management ◦ School facilities and infrastructures in coordination with ESSD/SGOD ◦ Qualification standards of teachers and school official/personnel in coordination with CLMD/CID ◦ Enrolment and tuition fee increase including collection of other fees/charges ◦ Withholding of transfer credentials or other school records ◦ Grading system in coordination with CLMD/CID ◦ Class schedule/opening of classes in coordination with CLMD/CID ◦ Courses/subjects being offered in coordination with CLMD/CID ◦ Fieldtrips and other school-sanctioned activities outside

Complaints against private school personnel/teacher to be referred to the school Board for appropriate action or disciplinary action • Recommends imposition of sanction/closure of private school / Cease and Desist Order Private schools violating child protection policies and existing laws, and DepEd rules and regulations	the school (off-campus activities) Complaints against private school personnel/teacher to be referred to the school Board for appropriate action or disciplinary action • SHS Voucher Program, Educational Service Contracting (ESC), and Teachers' Salary Subsidy (TSS) issues and concerns in coordination with PEAC and PPRD • Favorable Indorsement on application for New Registration or Amendment of SEC Registration, AOI, and By-Laws • Certification/Favorable recommendation on tax exemptions • Application for new or renewal of government permit • Application for government recognition • Recommends imposition of sanction/Closure of private schools/Cease and Desist Order Private schools operating without prior permit or authorization from the Office of the Regional Director Private schools violating SHS VP, ESC, TSS rules and regulations, existing laws, and DepEd rules and regulations
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