



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

07 Jan 2026

**DIVISION MEMORANDUM**

No. 05, s. 2026

**PROCESSING SHEET AND MONITORING TOOL FOR THE  
APPLICATION OF HOMESCHOOLING PROGRAM AMONG  
PUBLIC AND PRIVATE SCHOOLS**

To: OIC-Assistant Schools Division Superintendent  
OIC-CID Chief Education Supervisor  
OIC-SGOD Chief Education Supervisor  
School Heads (Public and Private Schools)  
All Others Concerned

1. Attached is Regional Memorandum No. 922, s. 2025 titled "Processing Sheet and Monitoring Tool for the Application of Homeschooling Program Among Public and Private Schools," for information and guidance.
2. For queries and clarifications, please contact Mr. Medel Carlos C. Zarsuelo Jr., Education Program Specialist II, at 046-419-8450 to 53 local 227.
3. Immediate dissemination of this Memorandum is earnestly desired.

Digitally signed by  
Mendoza Homer  
Napenas  
Date: 2026.01.07  
09:28:57 +08:00

**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



**Address:** Toolong I-C, Imus City, Cavite  
**Telephone No.:** (046) 4198450 to 53  
**Email Address:** imus.city@deped.gov.ph  
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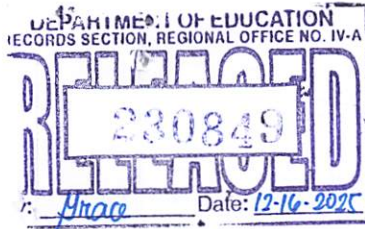
Encl.: As stated

Reference: As stated

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

MONITORING AND EVALUATION

*sgod/mcz/January 5, 2026*



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



09 December 2025

**Regional Memorandum**  
No. 922 ,s.2025

**PROCESSING SHEET AND MONITORING TOOL FOR THE  
APPLICATION OF HOMESCHOOLING PROGRAM  
AMONG PUBLIC AND PRIVATE SCHOOLS**

To **Schools Division Superintendents**  
**Assistant Schools Division Superintendents**  
**Chiefs, CID and SGOD**  
**School Heads, Public and Private Schools**

1. Pursuant to DepEd Order No. 001, s. 2022, re: Revised Policy Guidelines on Homeschooling Program; DepEd Order No. 88, s. 2010, re: 2010 Revised Manual of Regulations for Private Schools in Basic Education; DepEd Order No. 21, s. 2019, re: Policy Guidelines on the K to 12 Basic Education Program; and DECS Memorandum No.216, s. 1997, re: Home Education Program, this Office through the Quality Assurance Division (QAD) issues the processing sheet and monitoring tool for the application of homeschooling program among public and private schools. Please refer to enclosure no. 1.
2. The duly accomplished processing sheet and monitoring tool shall be submitted prior to the issuance of permit / authorization to offer Homeschooling Program to be granted by RO to qualified public and private schools which is valid for 2 years.
3. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

05/ROQ7



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

**PROCESSING SHEET FOR APPLICATION FOR  
HOMESCHOOLING PROGRAM (PUBLIC SCHOOLS)**

(Pursuant to DepEd Order #001 s. 2022)

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

School Year: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**DOCUMENTARY REQUIREMENTS**

Pursuant to DepEd Order No. 001, s. 2022

- \_\_\_\_\_ 1. Letter of Intent addressed to the Regional Director
- \_\_\_\_\_ 2. Authorization Letter to offer Homeschooling Program as Alternative Delivery Mode (ADM) from SDO
- \_\_\_\_\_ 3. School's Implementation Plan
- \_\_\_\_\_ 4. Training Plan for Parents on curriculum, instruction, assessment and assistance to enrollees with their corresponding Grade Levels.
- \_\_\_\_\_ 5. Copy of Accomplished Annex 1 (Learning Plan), Annex 2 (Home Schooling Program Form), Annex 3 (Letter of Intent of Parents/Guardians), Annex 4 (Agreement)

Findings and recommendations:

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\_\_\_\_\_  
\_\_\_\_\_

Evaluated:

\_\_\_\_\_  
SDO ADM COORDINATOR

\_\_\_\_\_  
SDO IN-CHARGE OF PRIVATE SCHOOLS

\_\_\_\_\_

Date

\_\_\_\_\_

Date

Noted:

\_\_\_\_\_  
CID CHIEF

\_\_\_\_\_  
SGOD CHIEF

\_\_\_\_\_

Date

\_\_\_\_\_

Date

Reviewed:

Noted:

\_\_\_\_\_  
RO ADM COORDINATOR

\_\_\_\_\_  
CLMD CHIEF

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Findings and recommendations:

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\_\_\_\_\_  
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Validated:

Noted:

\_\_\_\_\_  
QAD IN-CHARGE OF DIVISION

\_\_\_\_\_  
QAD CHIEF

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**PROCESSING SHEET FOR APPLICATION FOR  
HOMESCHOOLING PROGRAM (PRIVATE SCHOOLS)**

(Pursuant to DepEd Order #001 s. 2022)

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

School Year: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**DOCUMENTARY REQUIREMENTS**

Pursuant to DepEd Order No. 001, s. 2022

- \_\_\_\_\_ 1. Letter of Intent addressed to the Regional Director
- \_\_\_\_\_ 2. Authorization Letter to offer Homeschooling Program as Alternative Delivery Mode (ADM) from SDO
- \_\_\_\_\_ 3. Original Copy of Board Resolution to Offer Homeschooling Program as an ADM signed by the Corporate Secretary
- \_\_\_\_\_ 4. Copy of Homeschooling Program Manual, which includes, but is not limited to, a discussion of the program standards: program management, curriculum, instruction, assessment, among others;
- \_\_\_\_\_ 5. Homeschool Organizational Chart (which shall include the homeschool coordinator) with the corresponding roles and responsibilities of each member
- \_\_\_\_\_ 6. Certification of availability of learning resources aligned with the K to 12 Curriculum
- \_\_\_\_\_ 7. Orientation/Training Plan for parents/guardians, duly certified by the School Head
- \_\_\_\_\_ 8. Annual Homeschooling Program Calendar duly certified by the School Head
- \_\_\_\_\_ 9. Notarized schedule of tuition and other school fees for the Homeschooling Program
- \_\_\_\_\_ 10. Copy of Government Recognition
- \_\_\_\_\_ 11. Copy of accomplished Annex 1 (Learning Plan), Annex 2 (Home Schooling Program Form), Annex 3 (Letter of Intent of Parents/Guardians), Annex 4 (Agreement)

Findings and recommendations:

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Evaluated:

\_\_\_\_\_  
SDO ADM COORDINATOR

\_\_\_\_\_  
SDO IN-CHARGE OF PRIVATE SCHOOLS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Noted:

\_\_\_\_\_  
CID CHIEF

\_\_\_\_\_  
SGOD CHIEF

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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Reviewed:

Noted:

\_\_\_\_\_  
RO ADM COORDINATOR

\_\_\_\_\_  
CLMD CHIEF

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Findings and recommendations:

\_\_\_\_\_  
\_\_\_\_\_

Validated:

Noted:

\_\_\_\_\_  
QAD IN-CHARGE OF DIVISION

\_\_\_\_\_  
QAD CHIEF

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MONITORING TOOL OF HOMESCHOOLING PROGRAM**  
**SOURCE: DO. 001, S.2022, DECS MEMORANDUM**  
**NO.216, S. 1997**

**Name of School:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**School ID:** \_\_\_\_\_

**Name of School Head:** \_\_\_\_\_

**Contact No. of School Head:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Date Monitored: Month** \_\_\_\_\_ **Day** \_\_\_\_\_ **Year** \_\_\_\_\_

**Number of Years of Implementation:** \_\_\_\_\_

INDICATORS	Evident	Not Evident	Documents Presented	Remarks
1.Field personnel trained on the implementation of Homeschooling Program from the ROs, SDOs, and public and private implementing schools			Certificates / SREAT	
2.Periodic evaluations conducted on the implementation of the Homeschooling Program			Class Record / Certification / Learner's Portfolio	
3.Homeschool learners promoted to the next grade level			School Form 5 / Certification	
4.Homeschool learners who completed elementary / secondary education			School Form 5 / Certification	
5.Capacity building programs or initiatives for homeschool parents / guardian			Certificates / Narrative Report	
6.Reasons for enrollment under the program			Homeschooling Program Form / Homeschooling Program Letter of Intent / SF2	
7. Orient parent-teacher on the mechanics of the Homeschooling Program			Orientation Report	

8.Feedback from the stakeholders			Narrative Report / Feedback Form	
9.Classroom assessment results of homeschool learners			Grading Sheets / Report Card / Written works and Performance-based tasks	
10. The K to 12 Curriculum shall be implemented for the Homeschooling Program			Learning Plan	
11. The learning materials to be provided to the homeschool learner are aligned with the K to 12 Basic Education Curriculum.			Textbooks and Modules / Teaching Guides, Manuals and Other Instructional Packages	
12.Ensure that homeschool learners may use equipment, devices, and facilities such as science laboratories of the school if these requirements are not met at home, subject to appropriate guidance / guidelines from the school.			Class Schedule / Certification	
13. Homeschool learners may participate alongside other learners in physical education classes and in other curricular, co-curricular, and extra-curricular activities organized by their school, subject to appropriate guidance / guidelines from the school.			Class Program / Attendance Sheet	
14. All homeschool learners are enrolled by the school in the Learner Information System (LIS).			Learning Reference Number	

**Findings / Recommendations:**

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**Conforme:**

\_\_\_\_\_  
**School Head**  
(signature over printed name)

**SDO Evaluators:**

\_\_\_\_\_  
(signature over printed name and designation)

\_\_\_\_\_  
(signature over printed name and designation)

\_\_\_\_\_  
(signature over printed name and designation)

**RO Validators:**

\_\_\_\_\_  
(signature over printed name and designation)

\_\_\_\_\_  
(signature over printed name and designation)

\_\_\_\_\_  
(signature over printed name and designation)

**Remarks upon validation:**

\_\_\_\_\_  
\_\_\_\_\_  
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**Recommending Approval:**

\_\_\_\_\_  
**CES, CLMD**

\_\_\_\_\_  
**CES, QAD**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date