



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

19 Feb 2026

**DIVISION MEMORANDUM**

No. 104, s. 2026

**PRE-OCULAR INSPECTION OF PRIVATE SCHOOLS APPLYING  
FOR NEW GOVERNMENT PERMIT FOR SY 2026-2027 CUM  
TRAVEL ORDER**

To: OIC-Assistant Schools Division Superintendent  
OIC-CID Chief Education Supervisor  
OIC-SGOD Chief Education Supervisor  
Cluster Heads  
Private School Owners and Administrators  
All Others Concerned

1. Pursuant to DepEd Order No. 88, s. 2010 (2010 Revised Manual of Regulations for Private Schools in Education), this Office announces the conduct of Pre-ocular Inspection of Private Schools Applying for New Government Permit for SY 2026-2027 on February 20 and 24, 2026 8:00 AM -5:00 PM.
2. The pre-ocular inspection aims to validate the submitted documents vis-à-vis the original copy and check the readiness of the school facilities based on standards and requirements.
3. See Enclosure No. 1 for the Schedule of the Pre-ocular Inspection of Private Schools Applying for New Government Permit for SY 2026-2027 and the Division Inspectorate Team.
4. Concerned private schools are advised to be ready with the original copies of the documentary requirements submitted.
5. The Division Inspectorate Team are expected to comply with Republic Act No. 6713, also known as the Code of Conduct and Ethical Standards for Public Officials and Employees, especially Section 7(d) which states that, "Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office."
6. This Memorandum shall serve as the Travel Authority for all the members of the Division Inspectorate Team who shall conduct the pre-ocular inspection.



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7. For queries and clarifications, please contact Ivan Honorpette A. Mijares, Education Program Supervisor/Officer-in-Charge, School Governance and Operations Division (SGOD), at 09150870679.
  
8. Immediate and widest dissemination of this Memorandum is earnestly desired.



**HOMER N. MENDOZA**

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

Encl.: As stated

Reference: As stated

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

PRIVATE EDUCATION

*sgod/iham/02-18-2026*

Enclosure No. 1 to Division Memorandum No. 104, s. 2026

**Schedule of Pre-Ocular Inspection of Private Schools Applying for New Government Permit for SY 2026-2027 and the Division Inspectorate Team Cum Travel Order**

<b>Date</b>	<b>School</b>	<b>Address</b>	<b>Application</b>	<b>Division Inspectorate Team</b>
<b>February 20, 2026</b>	Casa Emylia Kiddie Academy Inc.	265 Malagasang 2C, Imus City, Cavite	Kindergarten	Ivan Honorpette A. Mijares Medel Carlos C. Zarsuelo Jr. Wilma J. Chiquillo
	ADSR Montessori School of Multiple Intelligences Inc.	Block 5 Lot 1 Phase C, The Istana Subdivision, Malagasang I-F, Imus City, Cavite	Kindergarten, Grades 1-3	Ivan Honorpette A. Mijares Medel Carlos C. Zarsuelo Jr. Wilma J. Chiquillo
	Hopscotch Learning Center	B41 L42 Chlorine St., Golden City Subdivision, Anabu II-F, Imus City, Cavite	Kindergarten	Ivan Honorpette A. Mijares Medel Carlos C. Zarsuelo Jr. Wilma J. Chiquillo
	Kids Club Toddler	2/F Bldg. A, The Ayala Malls Vermosa, Pasong Buaya I, Imus City, Cavite	Kindergarten	Ivan Honorpette A. Mijares Medel Carlos C. Zarsuelo Jr. Wilma J. Chiquillo
	Greendale Integrated School, Inc.	Blk 8 Lot 23 Golden Villas Subdivision, Carsadang Bago II, Imus City, Cavite	Grades 4-6	Ivan Honorpette A. Mijares Medel Carlos C. Zarsuelo Jr. Jocelyn A. Limosinero
	Kidvincible Excellence Inclusive School (KEIS)	MCS Bldg. Advincula Avenue, Alapan 2-A, Imus City, Cavite	Kindergarten	Ivan Honorpette A. Mijares Medel Carlos C. Zarsuelo Jr. Jocelyn A. Limosinero
<b>February 24, 2026</b>	Medicion Unida Christian Academy, Inc	Medicion II-D, Imus City, Cavite	JHS	Ivan Honorpette A. Mijares

				Medel Carlos C. Zarsuelo Jr.
				Petronia N. Tarun
	Academia De Julia Victoria of Cavite, Inc	Main Road Buhay na Tubig, Imus, Cavite	SHS	Ivan Honorpette A. Mijares
				Medel Carlos C. Zarsuelo Jr.
				Rafael R. Santos
	Memorare Academe of Cavite	Blk 16 Lot 1 Greenplace Home 1, Malagasang I-G, City of Imus, Cavite	SHS	Ivan Honorpette A. Mijares
				Medel Carlos C. Zarsuelo Jr.
				Rafael R. Santos