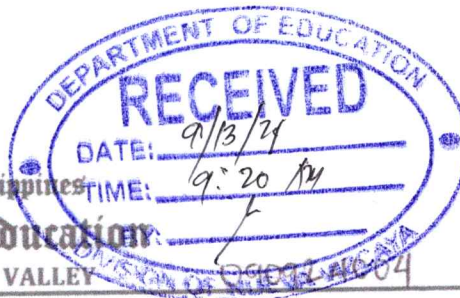


Dr. [Signature]



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY



September 9, 2024

REGIONAL MEMORANDUM

No. **327**, s. 2024

IMPLEMENTATION OF PROJECT NEB.STAR@QAD VERSION 2

To: Assistant Regional Director
Schools Division Superintendents
Private School Administrators and Heads
All Others Concerned

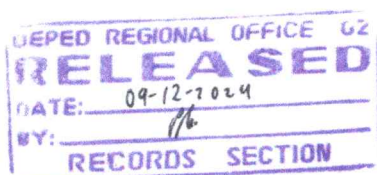
1. The Project **NEB.STAR@QAD** which stands for "**Newly-Enhanced Blended Submission, Tracking, Appraisal and Releasing of Quality Assured Documents**" is an innovation of the Quality Assurance Division (QAD) which was launched virtually on April 19, 2021, during the time of the COVID-19 pandemic which was geared towards enhancing and improving the processes involved in the delivery of the regulatory and developmental services to schools.
2. It aimed to streamline the processes on the delivery of QAD's key services by blending the virtual/online/electronic modalities and face-to-face/physical modality to better serve its clientele in an efficient and cost-effective way in times when physical interaction and movement were very limited. With this NEB.STAR@QAD project, the QAD provided more efficient, effective, quality, and timely services to public and private schools without sacrificing their health and safety. Unfortunately, this project only lasted for 6 months starting in April of 2021 when the pandemic reached its end and business transactions went back to normal.
3. However, with the principle of continual improvement to truly provide customers the satisfaction of office services, the Project **NEB.STAR@QAD** Version 2 was initiated through a series of workshops for private schools in the region. The purpose of this sequel of the project is to give private schools an online application process by uploading documentary requirements in a secured online drive. This ensures timely and efficient submission of the necessary documents required for the renewal of government permit and recognition of private schools. The version 2 would also allow SDO and RO evaluators to conduct online evaluation of the completeness of these documents saving significantly valuable resources on the part of the private schools.
4. In this context, therefore, this Office, through the Quality Assurance Division, announces that the implementation of Project **NEB.STAR@QAD** Version 2 shall start this year for all applications of private schools for the renewal of government permits and recognition for School Year 2025-2026. The deadline for applications shall be **October 31, 2024**. Applicant private schools are required to update their school profile and ensure completeness of uploaded documents in their respective online drive for a seamless and fast processing of applications.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph



5. Attached is the list of documentary requirements that need to be uploaded to the school's online drive while they still need to submit a hard copy of their letter of intent and board resolution to the Regional Office through channels.
6. Private schools with no online drive account due to non-attendance during the workshop and also those whose accounts are inaccessible due to forgotten links must communicate to the QAD about their concerns through qad.region2@deped.gov.ph or contact CP number 09177805021 for assistance.
7. Immediate dissemination of this Memorandum to all concerned is desired for information and compliance.



BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director

MEMORANDUM		Date: 9/27/24	Released/Records: [initials]
To:	<input checked="" type="checkbox"/> PSDS/DICs	<input type="checkbox"/> Elem/Sec School Heads	
	<input checked="" type="checkbox"/> Private Schools	<input type="checkbox"/> Others:	
For:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Dissemination	
	<input checked="" type="checkbox"/> Guidance	<input checked="" type="checkbox"/> Strict Compliance	
ORLANDO E. MANUEL PhD., CESO V Office of the Schools Division Superintendent			
By:	<input type="checkbox"/> ASDS <input type="checkbox"/> CID Chief <input checked="" type="checkbox"/> SGOD Chief <input type="checkbox"/> AO <input checked="" type="checkbox"/> Atty.	Signature: [signature]	

QAD/jts

Attachment to RM 327:

**List of Scanned Documentary Requirements for Uploading in the Drive
in pdf format**

1. Latest Government Permit/Recognition issued
2. Securities and Exchange Commission (SEC) Registration
3. Articles of Incorporation
4. Transcript of Records of the School Head and Teachers (Current SY)
5. PRC License or Rating of the School Head and Teachers (Current SY)
6. Notarized Employment Contract of the School Head and Teachers (Current SY)
7. Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) as proof of ownership of the school lot or any of the following documents if the private school does not have its title ownership over the school site per DO No. 041, s. 2022:
 - a. A duly executed deed of sale; or
 - b. A duly executed deed of donation; or
 - c. A duly executed deed of usufruct for a guaranteed period of not less than 15 years; or
 - d. A duly executed lease with an initial guaranteed period of not less than 15 years
8. Certificate of Occupancy or Annual Inspection Certificate
9. Latest Financial Statement audited by a CPA
10. Updated remittances to SSS, Pag-Ibig, and Philhealth
11. Approved Class Program/s
12. Child Protection Policy
13. Pictures of facilities and equipment required for the course
14. Official Receipt/validated deposit slip