



Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

CHECKLIST FOR SHS NIGHT CLASSES OF PRIVATE SCHOOLS

School: _____ Division : _____
 Address: _____ SY: _____

REQUIREMENTS Documents EVALUATED	Complete	Incomplete	For Ocular Inspection
1.Endorsement of the SDO signed by SDS/OIC			
2.Letter of Request for Night Classes			
3.Proposed List of Enrolled Students			
4.Parents' Consent			
5.Schedule of Classes			
6.List of Teachers with teaching load/s			
7.Subject Offered			
8.School Calendar of Activities			
9.List of Security Guards			
10.School Facilities ex. classroom and library			

*Documents should be original and all photo copies must be certified true copied by the signatory of the original copy.

Checked by:

 Evaluator

Approved:

LUCMAN L. MANUPAC, ED. D
 Chief, QAD



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