



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education

Region XI

SCHOOLS DIVISION OF DIGOS CITY

Digos City



Tel. (082) 553-8375 |
553-8376 | 553-8396
Fax. (082) 553-8376

MEMORANDUM

No. 366, s. 2015

December 10, 2015

**SUBMISSION OF APPLICATION DOCUMENTS TO OPERATE NEW
SCHOOL, NEW GRADE LEVEL, RENEWAL, RECOGNITION AND THOSE
OF SCHOOL BRANCH OF PRIVATE SCHOOLS AND PRIVATE LEARNING
INSTITUTIONS SERVING INDIGENOUS PEOPLE LEARNERS**

To: Division Private Schools Supervisors/ Coordinators/ Presidents/ Directors
Principals of Private Schools Concerned
Principals, Elementary and Secondary Schools

1. Pursuant to Regional Memorandum No. 225, s. 2015, timelines for submission of applications to operate new school, new grade level, renewal and recognition shall be observed by private schools and private learning institutions as stipulated in the herein attached Regional Memorandum.
2. All application documents of private school shall be submitted to the Schools Division Office for verification of completeness and authenticity of documents per checklist of requirements and inspection. Narrative reports shall then be submitted to the Regional Office.
3. Immediate dissemination and strict compliance is earnestly desired.


DEE D. SILVA, DPA, CESO VI

Assistant Schools-Division Superintendent
Office In-Charge

Encls: Regional Memorandum No. 225, s. 2015

References: DepED Order No. 21, s. 2015; 2011 Manual of Regulations for Private
Schools in Basic Education, s. 2014

mcj: permits and recognition of private schools
10DEC2015





Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
Tanggapang Panrehiyon



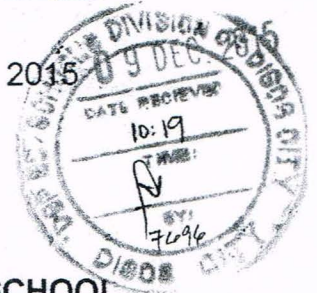
Address: F. Torres Street, Davao City (8000)

Internet Address (URL): www.region11.deped.gov.ph/

Telefax Nos. (082): 227-1102; 225-8495; 221-9428; 227-0943; 227-8025; 222-0941; 221-1210; 221-8435; 227-9342; 221-6147; 225-0816

December 1, 2015

Regional Memorandum
No. 225, s. 2015



**SUBMISSION OF APPLICATION DOCUMENTS TO OPERATE NEW SCHOOL,
NEW GRADE LEVEL, RENEWAL, RECOGNITION AND THOSE OF SCHOOL
BRANCH OF PRIVATE SCHOOLS AND PRIVATE
LEARNING INSTITUTIONS SERVING INDIGENOUS PEOPLE LEARNERS**

TO : Schools Division Superintendents

1. Pursuant to the **2011 Manual of Regulations for Private Schools in Basic Education and DepEd Order No. 21, s. 2014, Guidelines on the Recognition of Private Learning Institutions serving Indigenous Peoples Learners** the following timelines shall be observed by private schools and private learning institutions serving indigenous peoples learners applying to operate new school, new grade level, renewal and recognition, to wit:

Date	Reference	Documents to Submit
On or before Aug. 30	2011 Manual of Regulations for Private Schools in Basic Education	Submission of documents for the opening of new school or for the operation of new grade or year level .
On or before Jan. 2	2011 Manual of Regulations for Private Schools in Basic Education	Submission of documents for the renewal of permit to schools granted permission to open 1 st and 2 nd level of instruction.
On or before Feb. 1	2011 Manual of Regulations for Private Schools in Basic Education	Submission of documents for recognition
Aug. 1 to Sept. 30	DepEd Order No. 21, s. 2015	Submission of documents for establishment and recognition .

2. As per agreement during the August 12, 2015 conference of Division EPS In-charge of Private Schools, all application documents (new, renewal, recognition & school branch) of private schools shall be submitted to the Schools Division Office, for that office to verify the completeness and authenticity of documents per checklist of requirements. After which, inspection and narrative reports shall be submitted to this Regional Office.

3. Corollary to this, you are hereby advised to submit all verified application documents of private schools applying for the opening of a new school or for the operation of a new grade level including the application of private learning institutions serving indigenous people learners either for establishment or recognition together with the inspection and narrative reports not later than **December 15, 2015**.

4. It is informed that submission of application documents for the **renewal of temporary permit** to schools granted permission to open 1st and 2nd level of instruction shall be on before January 2, 2016. It is, however, directed that verified application documents together with the inspection and narrative report shall be submitted to this Office not later than **January 20, 2016**.

5. All verified application documents for **government recognition and school branch** shall be submitted by the SDOs to this Office not later than **February 19, 2016**. Ocular Inspection and Evaluation (OIE) shall be conducted by the Regional Team with one (1) representative from the Division Office Team from **February 22 to March 22, 2016**.

6. In view hereof, the authority, accountability and responsibility for approving the establishment of private kindergarten, elementary, secondary schools and learning centers is one of the functions of the Regional Office as provided in **Section 7 of Republic Act No. 9155, otherwise known as the Governance of Basic Education Act of 2001**. Therefore, it is advised that all Schools Division Offices shall strictly follow the herein timeline in the submission of verified application documents together with the inspection and narrative reports attention: Quality Assurance Division (QAD), this Regional Office for the issuance of **Temporary Permit, Government Recognition and Certificate of Compliance** to qualified private schools.

7. Immediate dissemination and strict compliance with this Memorandum is directed.

ATTY. ALBERTO T. ESCOBARTE, CESO IV

Director IV/14

By:

TERESITA G. TAMBAGAN
OIC, ASSISTANT REGIONAL DIRECTOR

Incl: As stated

Reference: DepEd Order No. 21, s. 2014

2011 Manual of Regulations for Private Education
In Basic Education

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

Permits & Recognition

Policy

Private Schools

Regulatory

RQAD/ROQ7

12-01-15