



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



March 26, 2019

DIVISION MEMORANDUM
No. 244, s. 2019

**RETRIEVAL OF APPLICATION FOLDERS OF PERMIT TO OPERATE
PRIVATE SCHOOL FOR S.Y. 2018-2019**

- To: Chiefs, SGOD & CID
Education Program Supervisors
SEPS & EPS – SMM&E
All Concerned School Heads of Private Elementary & Secondary Schools
1. Relative to improving the environmental set-up of the Schools Division Office – Schools Governance and Operations Division, this office advises all concerned Private Elementary and Secondary Schools to retrieve application folders of Government Permit to Operate for SY 2018-2019.
 2. The schools listed below are advised to pick-up the said application folders at the **Records Section**, this Office, **on or before April 5, 2019, from 8:00 AM to 5:00 PM:**

School	Level/Program Applied	School Year	# of Folders/ Sets
Holy Cross Academy, Inc.	SHS	2018-2019	1
Mary Mediatrix of All Graces Academy, Inc	SHS	2018-2019	5
Polytechnic College of Davao Del Sur, Inc.	SHS	2018-2019	2
Southern Mindanao Computer College, Inc.	Request to Open Daily Evening Schedule of Classes	2018-2019	1
	SHS	2018-2019	1
Mindanao Montessori School, Inc.	K-G1 to G6	2018-2019	1
Digos Central Adventist Academy, Inc.	SHS	2018-2019	3

3. For information and compliance.


WINNIE E. BATON, EdD
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
31530
DATE: 26 MAR 2019 TIME: 4:43
BY: fj

Encls: As stated
References:
To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE SMM&E PRIVATE SCHOOLS

RETRIEVAL OF APPLICATION FOLDERS OF PERMIT TO OPERATE PRIVATE SCHOOL FOR S.Y. 2018-2019
(TRANSMITTAL)

School	Level Applied	SY	# of Folders	DTS#	Received by:	Date
Holy Cross Academy, Inc.	SHS	2018-2019	1	250		
Mary Mediatrix of All Graces Academy, Inc	SHS	2018-2019	5	12979		
Polytechnic College of Davao Del Sur, Inc.	SHS	2018-2019	2	476		
Southern Mindanao Computer College, Inc.	Request to Open Daily Evening Schedule of Classes	2018-2019	1	4822		
	SHS	2018-2019	1	7319		
	K-G1 to G6	2018-2019	1	10222		
Mindanao Montessori School, Inc.		2018-2019				
Digos Central Adventist Academy, Inc.	SHS	2018-2019	3			

Ends: As stated
References:
To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE SMM&E PRIVATE SCHOOLS