



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 566, s. 2020

November 27, 2020

**DISSEMINATION OF THE GUIDELINES ON THE SUBMISSION OF APPLICATION
DOCUMENTS FOR PRIVATE EDUCATIONAL INSTITUTIONS APPLYING FOR
GOVERNMENT AUTHORITY FOR SY 2021-2022 AND UNTIL THE
NATIONAL HEALTH EMERGENCY IS LIFTED**

To: Public Schools District Supervisors
Presidents/Directors/Principals of Private Schools
All Others Concerned

1. In pursuance to Regional Memorandum No. 052, s. 2020 dated November 16, 2020 entitled "Guidelines on the Submission of Application Documents for Private Educational Institutions Applying for Government Authority for SY 2021-2022 and Until the National Health Emergency is Lifted," this office hereby disseminates the attached Regional Memorandum, its enclosures and QAD Forms to the private schools.
2. This Division Memorandum will only be in effect while the national health emergency brought about by COVID-19 pandemic is still in force.
3. Following are the conditions for all the applications filed for SY 2021-2022 and within the period of national health emergency:
 - 3.1 All application documents stated in no. 1 shall be submitted by the applicant private schools to this Schools Division Office.
 - 3.2 All concerned are required to strictly follow the application matrix presented in the herein attached Enclosure No. 1 of RM 052, s. 2020.
4. **Curriculum Evaluation** – The Curriculum Implementation Division (CID) shall handle all the curriculum implementation in this Schools Division Office.
5. **Inspection and Evaluation** – Due to the volatile COVID-19 situation, the conduct of onsite evaluation and inspection is strictly discouraged. In lieu of the on-site inspection and evaluation of this Schools Division Office (SDO) and Regional Office (RO) evaluators to the applicant schools, applicant schools are required to submit a 5 to 10-minute video presentation (in USB or CD) to the SDO and RO. Facilities and other requirements needed to be included in the video presentation are enumerated in Enclosure No. 3. Aside from those enumerated in Enclosure No. 3, schools applying for SHS programs are required to include in their video presentation all facilities that are essential to their application.
6. Documentary requirements are enumerated in the checklists attached, to wit:
 - 6.1 QAD Form No. 1
 - 6.2 QAD Form No. 2
 - 6.3 QAD Form No. 3



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6.4 QAD Form No. 4

6.5 QAD Form No. 5

7. Evaluation activities must strictly adhere to all health protocols required by the DepEd, DOH, IATF, and the Office of the President.
8. All rules, regulations, and issuances which are inconsistent with this Regional Memorandum are hereby repealed or modified accordingly.
9. Attached herewith are Enclosure No. 1 – Application Matrix, Enclosure No. 2 – Curriculum Evaluation Template, Enclosure No. 3 – Inspection and Evaluation, and QAD Form Nos. 1 to 5.
10. For immediate dissemination and strict compliance.



CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division Office - Digos City
RECORDS SECTION
RELEASED 20-64861
DATE: 01 DEC 2020 TIME: 2:40 pm
BY: 



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

November 16, 2020

REGIONAL MEMORANDUM

No. **052** s. 2020

**GUIDELINES ON THE SUBMISSION OF APPLICATION DOCUMENTS FOR PRIVATE
EDUCATIONAL INSTITUTIONS APPLYING FOR GOVERNMENT AUTHORITY
FOR SY 2021-2022 AND UNTIL THE NATIONAL HEALTH EMERGENCY
IS LIFTED**

To : Schools Division Superintendents
Presidents/Directors/Principals of Private Schools
All Others Concerned

1. This Regional Office announces the regulations and the procedural flow affecting the **SY 2021-2022** submission of documentary requirements to operate learning institutions serving indigenous peoples learners as per **DepEd Order 21, s. 2014 (Guidelines on the Recognition of Private Learning Institutions Serving Indigenous Peoples Learners)** and that of learning institutions applying to operate a new school, new grade level, school branch, recognition, renewal of permit or renewal of permit with new grade level as per **DO 88, s. 2010** or the **2011 Manual of Regulations for Private Schools in Basic Education**.

The **2011 Manual of Regulations for Private Schools in Basic Education** will be the legal reference for the evaluation of applicant-schools catering to non-indigenous peoples learners while **DepEd Order 21, s. 2014 (Guidelines on the Recognition of Private Learning Institutions Serving Indigenous Peoples Learners)** will be the legal reference for the evaluation of applicant-schools catering to indigenous peoples learners.

2. This Regional Memorandum will only be in effect while the national health emergency brought about by COVID 19 pandemic is still in force.

3. Following are the conditions for all the applications filed for SY 2021-2022 and within the period of national health emergency:

3.1 All application documents stated in no. 1 shall be submitted by the applicant private school to the concerned Schools Division Office (SDO).

3.2 All concerned are required to strictly follow the application matrix presented in the herein attached **Enclosure No. 1**.



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Office of the Regional Director

4. **Curriculum Evaluation** - The Curriculum Implementation Division (CID) shall handle the curriculum evaluation in the SDOs while the Curriculum Learning and Management Division (CLMD) handles such in the Regional Office. As such, the CID shall submit evaluation findings to the Office of the SDS, attn.: The Chief, SGOD and the CLMD shall submit evaluation findings to the Office of the Regional Director, attn.: The Chief, QAD. Template for curriculum evaluation is attached as **Enclosure No. 2**.
5. **Inspection and Evaluation**- Due to the volatile COVID 19 situation, the conduct of onsite evaluation and inspection is strictly discouraged. In lieu of the on-site inspection and evaluation of SDO and Regional Office (RO) evaluators to the applicant schools, applicant schools are required to submit a 5 to 10-minute video presentation (in USB or CD) to the SDO and RO. Facilities and other requirements needed to be included in the 5 to 10-minute video presentation are enumerated in **Enclosure no. 3**. Aside from those enumerated in enclosure no. 3, schools applying for SHS programs are required to include in their 5 to 10-minute video presentation, **all facilities** that are essential to their application.
6. **Documentary requirements** are enumerated in the checklists attached, to wit;
- 6.1. QAD Form no. 1
 - 6.2. QAD Form no. 2
 - 6.3. QAD Form no. 3
 - 6.4. QAD Form no. 4
 - 6.5. QAD Form no. 5
7. Evaluation activities must strictly adhere to all health protocols required by the DepEd, DOH, IATF and the Office of the President.
8. All rules, regulations and issuances which are inconsistent with this Regional Memorandum are hereby repealed or modified accordingly.
9. Immediate dissemination and strict compliance with this Memorandum is directed.


EVELYN R. FETALVERO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

ROQA/jsa



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Enclosure No. 1

Application Matrix

APPLICATIONS	RESPONSIBLE OFFICE	TASK(S) OF THE RESPONSIBLE OFFICE	APPLICANT'S DEADLINE OF SUBMISSION TO THE SDO	SDO DEADLINE OF SUBMISSION TO THE RO
Renewal applications from applicants catering to non-indigenous peoples learners.	Schools Division Office (SDO)	Evaluate using the Online Application System for Private Schools (OASPS) with Renewal Applications.	February 1, 2021	May 31, 2021
Senior High School applications		Evaluate and submit a narrative report to the Office of the Regional Director, attn: Quality Assurance Division , detailing therein findings on the authenticity and completeness of documents, evaluation on the school site, facilities, human resources, curriculum, time allotment and other requirements. The narrative report must clarify whether the application is recommended for approval or disapproval. <u>The reason/s for the approval or disapproval must be clearly stipulated.</u>	February 28, 2021	June 30, 2021
Recognition, school branch, opening of a new school, new grade level, renewal of permit with additional (new) program offerings and those from applicants who provide education services to indigenous peoples learners.	Schools Division Office (SDO)	Receive application documents and indorse to the Office of the Regional Director.	February 28, 2021	June 30, 2021
	Regional Office	Evaluate the authenticity and completeness of documents, school site, facilities, human resources, curriculum and other requirements pertinent to the application.	Between August 1 to September 30, 2021	October 8, 2021

ROQ1/jsa



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Enclosure No. 2

CURRICULUM EVALUATION TEMPLATE

I. CURRICULUM IMPLEMENTATION

LEARNING AREAS <i>(for Kindergarten and/or Elementary and/or Junior High School)</i> <i>(for Senior High School:)</i> • Learning Areas Subjects Tracks and Strands	STANDARDS <i>(Legal Bases, DepEd Orders etc.)</i>	FINDINGS <i>(Must enumerate the findings vis-à-vis the standards)</i>

II. SYNTHESIS FOR THE APPLICATION

(Enumerate the major findings that impact the application).

Example:

1. English:	▪ ▪ So on and so forth....
2. Mother Tongue (MTB):	▪

III. RECOMMENDATION:

(Must indicate whether applicant school is compliant or not with the K to 12 Curriculum.)

Submitted by:

Chief
Curriculum Implementation Division (CID)

ROQ1/jsu



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Enclosure No. 3

Inspection and Evaluation - Facilities and other requirements needed to be included in the 5 to 10-minute video presentation:

1. Façade of the school showing its signage;
2. school site;
3. school buildings;
4. classrooms;
5. playground;
6. home economics/TLE laboratory (if essential to the application);
7. computer room;
8. science laboratory
9. evacuation area;
10. comfort rooms (separate for male and female);
11. school's entrance and exit;
12. teaching and non-teaching personnel
13. faculty room;
14. administrative office;
15. library;
16. clinic; and
17. other essential facilities affecting the application.

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EVALUATION SHEET

FOR KINDERGARTEN, ELEMENTARY AND/ OR JUNIOR HIGH NEW APPLICATIONS, INCLUDING NEW LEVEL/COURSE APPLICATIONS

Division: _____ Date of submission: _____
 Name of the School: _____
 Complete Address: _____
 School Principal: _____ Contact Number: _____
 Basic Education Program/Level Applied: _____ School Year: _____

CHECKLIST OF REQUIREMENTS

Description of Document/Requirement	Remarks
1. SDO Indorsement indicating the recommended action for the Regional Office.	
2. Board Resolution signifying its intention to apply for government permit indicating the basic education course/level proposed to be offered.	
3. Duly notarized Feasibility Study which shall include the following: 3.1 Purpose and objectives of proposed school or basic education grade level; 3.2 Explanation on the need or demand for establishment of a new school or operation of a new basic education grade level in the locality. If the basic education grade level is already being offered in the same town or city, there must be an evidence of the following factors: 3.2.1. Enrolment in the existing school/s in the locality; 3.2.2. Number of pupils/students in the same locality enrolled in schools other than in the existing applicant school; 3.2.3. Number of prospective pupils/students of applicant school; and, 3.2.4. List of facilities to meet the basic standards for effective instruction and quality education. 3.3. List of existing schools offering the same program/level within the locality and distance to the applicant school; 3.4. Campus Development and Landscaping Plans; 3.5. Financial capacity of the applicant to sustain and maintain the school including his/her resources to provide the requirements for the entire course and to support its operation from year to year without depending solely on student's fees; ❖ Failure to submit the desired feasibility study shall be grounds for the outright disapproval of the same.	
4. Securities and Exchange Commission (SEC) Registration of the applicant school;	
5. Complete Articles of Incorporation and By-Laws registered with the Securities and Exchange Commission (SEC).	
6. Documents of Ownership.	



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6.1 If owned, all in the name of the school: ____ 6.1.1 Transfer Certificate of Title, Deed of Sale/Donation ____ 6.1.2 Certificate of Occupancy ____ 6.1.3 Building Permit 6.2 If under lease; ____ 6.2.1 Deed/Contract of Lease entered into and between by the owner and the applicant-school with respect to the utilization of school site and facilities ____ 6.2.2 Certificate of Occupancy under the name of the owner ____ 6.2.3 Building permit under the name of the owner ____ 6.2.4 Notarized Affidavit of Undertaking for school-site, buildings and Facilities by the applicant school (<i>following the DepEd pro-forma template</i>)	
7. Fire Safety Inspection Certificate (FSIC) under the name of the applicant-school covering the applied school- year period;.	
8. Applicant-school's Disaster Risk Reduction and Management Program for earthquake, Fire and bomb explosion situations;	
9. Certification from the concerned Schools Division Superintendent confirming that the applicant school is utilizing or will utilize the K to 12 DepEd Curriculum;	
10. School Calendar in compliance with the DepEd school calendar.	
11. Class and Teacher programs duly approved by the Chief of Curriculum and Instruction Division (CID) of the concerned Schools Division Office.	
12. Renewed PRC Teacher licenses of the following covering the school year of application: ____ 12.1 All teaching personnel; and ____ 12.2 Principal	
13. Master of Arts (MA) credentials of the Principal (<i>Must be education related and principal must be full-fledged MA</i>)	
14. Transcript of Records of the kindergarten teacher showing 18 units of Early Childhood Education Units (<i>if applicant school is offering kindergarten program</i>)	
15. Notarized statement of willingness to serve by all teaching personnel including the Principal covering the applied school-year	
16. Applicant school's Child Protection Policy and school's Anti-Bullying Policy;	
17. List of Child protection committee members (<i>Names must be indicated</i>)	
18. Certification from the Barangay Captain that the school is free from noise, unpleasant odors and dust, far from cockpits, dancing halls, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffic high ways, jails, railroad yards, far from vehicle traffic, manufacturing and industrial establishments.	
19. Sworn statement from the principal that the school is not used in any manner for private residence or for other purposes that might interfere directly or indirectly in the proper functioning of the school.	
20. Certification from the Schools Division Superintendent confirming compliance of the	



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applicant school in encoding learner's data in the Learner's Information System (LIS)
(for those adding new grade level/s)

Note: All above-cited documentary requirements must be placed in 1 color coded folder. Color code of which is assigned to the Schools Division Office (SDO) where the applicant school is located.

SUMMARY OF FINDINGS:

RECOMMENDATION:

Evaluated By:

Evaluator/ Monitor

Date: _____

Evaluator/ Monitor

Date: _____

Conformed:

Private School Representative

Date: _____

ROQ2/mjd



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Certificate Number: AJA19-0237

QAD FORM NO. 2

Republic of the Philippines
Department of Education
 DAVAO REGION

EVALUATION SHEET

**APPLICATION FOR GOVERNMENT RECOGNITION TO OPERATE PRIVATE
 SCHOOL KINDERGARTEN, ELEMENTARY AND/ OR JUNIOR HIGH SCHOOL**

Division: _____ Date of submission: _____

Name of the School: _____

Complete Address: _____

School Principal: _____ Contact Number: _____

Basic Education Program/Level Applied: _____ School Year: _____

CHECKLIST OF REQUIREMENTS

Description of Document/Requirement	Remarks
1. SDO Indorsement indicating the recommended action for the Regional Office.	
2. Board Resolution signifying intention to apply for Government Recognition indicating the concerned basic education grade/ level;	
3. Securities and Exchange Commission (SEC) Registration of the applicant school;.	
4. Complete Articles of Incorporation and By-Laws registered with the Securities and Exchange Commission(SEC).	
5. Documents of Ownership. (ALL IN THE NAME OF THE APPLICANT SCHOOL) ☐ 5.1 Transfer Certificate of Title ☐ 5.2 Certificate of Occupancy ☐ 5.3. Building Permit ➤ <i>School-site must conform with the requirements of the 2011 Manual of Regulations for Private Schools in Basic Education.</i>	
6. Fire Safety Inspection Certificate (FSIC) under the name of the applicant-school covering the applied school- year period;	
7. School Calendar in compliance with the DepEd requirement.	
8. Certification from the concerned Schools Division Superintendent confirming that the applicant school is utilizing the K to 12 DepEd Curriculum;	
9. Class and Teacher programs duly approved by the Chief of Curriculum and Instruction Division (CID) of the concerned Schools Division Office;	
10. Certification from the Schools Division Superintendent confirming compliance of the applicant school in encoding learner's data in the Learner's Information System (LIS);	
11. Renewed PRC Teacher licenses of the following covering the school year of application: 11.1 All teaching personnel; and 11.2 Principal	
12. Master of Arts (MA) credentials of the Principal (<i>Must be education related and principal must be full-fledged MA</i>)	



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Certificate Number: AJA19-0237



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13. Transcript of Records of the Kindergarten teacher showing 18 units of Early Childhood Education (<i>if offering Kindergarten course</i>)	
14. Notarized Statement of willingness to serve by all teaching personnel including The Principal covering the applied school-year	
15. Applicant School's Child Protection Policy	
16. Applicant School's Anti-Bullying Policy	
17. Sworn statement from the principal that the school is not used in any manner for private residence or for other purposes that might interfere directly or indirectly in the proper functioning of the school;	
18. Applicant-school's Disaster Risk Reduction and Management Program for earthquake, fire and bomb explosion situations;	
19. List of Child Protection Committee members (Names must be indicated).	
20. Certification from the Barangay Captain that the school is free from noise, Unpleasant odors and dust, far from cockpits, dancing halls, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffic high ways, jails, railroad yards, far from vehicle traffic, manufacturing and industrial establishments.	
21. Photocopy of the Government Permit issued for the previous year.	

Note: All above-cited documentary requirements must be placed in 1 color coded folder. Color of which is assigned to the Schools Division Office (SDO) where the applicant school is located

SUMMARY OF FINDINGS:

RECOMMENDATION:

Evaluated By:

Conformed:

Evaluator/ Monitor

Evaluator/ Monitor

Private School Representative

Date: _____

Date: _____

Date: _____

RO2/mjd



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QAD FORM NO. 3

Republic of the Philippines
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EVALUATION SHEET

RENEWAL OF GOVERNMENT PERMIT TO OPERATE PRIVATE SCHOOL
(Kindergarten, Elementary and Junior High School)

Division: _____ Date of submission: _____

Name of the School: _____

Complete Address: _____

School Principal: _____ Contact Number: _____

Basic Education Program/Level Applied: _____ School Year: _____

CHECKLIST OF REQUIREMENTS

Description of Document/Requirement	Remarks
1. Photocopy of Government Permit issued for the previous year	
2. Securities and Exchange Commission's Certificate of Incorporation and Articles of Incorporation.	
3. Board Resolution of the applicant school signifying its intention to apply for renewal of temporary permit to operate private school indicating therein the basic education program/level proposed to be offered and the School Year applied for.	
4. Documents pertaining to ownership of school site, 4.1 If owned, all hereunder documents must be in the name of the school: 4.1.1 Transfer Certificate of Title/ Deed of Sale/Donation 4.1.2 Certificate of Occupancy 4.1.3 Building Permit 4.2. If the school is under lease: 4.2.1 Notarized lease agreement of concerned parties relative to the utilization of school site, buildings and facilities; 4.2.2 Notarized Affidavit of Undertaking for ownership of school-site buildings and facilities by the applicant school (following the DepEd pro-forma template);	
5. Bureau of Fire Protection Fire Safety Inspection Certificate (Said certificate must cover the entire duration of the applied school- year period). For schools with FSICs that fail to cover the entire duration of the applied school year period, need to attach notarized Affidavit of Undertaking following the DepEd pro-forma template .	
6. Certification from the concerned Schools Division Office confirming that the school is utilizing the DepEd Curriculum duly signed by the Schools Division Superintendent.	
7. Certification from the concerned Schools Division Superintendent confirming that the teachers' class programs of the applicant school is aligned with the K to 12 BEC.	
8. List of Academic and Non-Academic Personnel.	
9. Transcript of Records (TOR) of all teaching personnel including that of the principal.	
10. Master of Arts credentials of the principal (must be full-fledged and education course related).	
11. 18 units of Early Childhood Education (ECE) of Kindergarten teacher (if applicable).	
12. Renewed PRC Teacher licenses of all teaching personnel including that of the principal.	



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Certificate Number: AJA19-0237



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13. Pictures of classrooms, science, home economics, computer laboratories Library (if applicable), playground (for Kindergarten up to Grade 3);	
14. Notarized certification from the schools duly constituted authority confirming that the applicant school is free from noise, unpleasant odors, dust, cockpits, dancing halls, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffic highway, jails, railroad yards, internet cafes, neighbors, not used in any manner for private residence or for other purposes that might interfere directly or indirectly in the proper functioning of the school, manufacturing and industrial establishments.	
15. Child Protection and Anti-Bullying Policies with list of Child Protection Committee members (names must be indicated).	
16. Applicant-school's Disaster Risk Reduction and Management Program for earthquake, fire and bomb explosion situations	
17. Notarized and completely filled-up statement of willingness to serve by all teaching personnel for the school year applied for.	
18. Certification from the Schools Division Superintendent for the applicant school's compliance for encoding learners in the Learners' Information System (LIS).	

SUMMARY OF FINDINGS: *(Short description only)*

RECOMMENDATION: *(tick only)*

☐

Recommended

☐

Not recommended

Note:

- ❖ One (1) Set of fastened documents in a Folder "COLOR CODED" to be submitted to the Schools Division Office *(Soft copy of evaluated documents uploaded to Regional Office through OASPS)*
- ❖ Application documents submitted by the SDO to the RO and shall be marked **EVALUATED** and signed by the evaluator prior to its uploading to the RO.
- ❖ Application and inspection fees in the amount of P2,000 pesos will only be paid once the application is approved.

Evaluated By:

Conformed:

Evaluator/ Monitor (SGOD)

Evaluator/ Monitor (CID)

Private School Representative

Date: _____

Date: _____

Date: _____

ROQ2/mjd



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Certificate Number: AJA19-0237



QAD FORM NO. 4

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EVALUATION SHEET FOR SCHOOL-BRANCH
(Kindergarten, Elementary and JHS)

Division: _____ Date of submission: _____
Name of Mother School: _____
Government Recognition # _____ School Year Recognized: _____
Complete Address of Mother School: _____
School ID # _____

Name of School-Branch: _____
Complete Address of Branch-School: _____
Official Contact Number of the School: _____ School Year: _____

CHECKLIST OF REQUIREMENTS

Description of Document/Requirement	Remarks
1. SDO Indorsement indicating the recommended action for the Regional Office.	
2. Notarized Board Resolution from the BOD of the mother school allowing The applicant school to operate as branch starting on the desired school-year of operation;	
3. Memorandum of Agreement (MOA) between the mother-school and the applicant school relative to the operation of the school branch;	
4. Photocopy of the Certificate of Recognition issued to the mother school Issued by the concerned DepEd Regional Office indicating therein the approved course offerings. Said document must be certified as true copies by said DepEd Regional Office and must be duly notarized;	
5. Tax Identification Number (TIN) of the mother school; (Photocopy only)	
6 Fire Safety Inspection Certificate (FSIC) under the name of the applicant-School covering the applied school- year period.	
7. School Calendar in compliance with the DepEd school calendar;	
8. Documents of Ownership. 8.1 If owned, all hereunder documents must be in the name of the school: ____ 8.1.1 Transfer Certificate of Title, Deed of Sale/Donation ____ 8.1.2 Certificate of Occupancy ____ 8.1.3 Building Permit 8.2 If under lease; ____ 8.2.1 Deed/Contract of Lease entered into and between by the owner and the applicant school-branch with respect to the utilization of school site and facilities. ____ 8.2.2 Certificate of Occupancy under the name of the owner. ____ 8.2.3 Building permit under the name of the owner. ____ 8.2.4 Notarized Affidavit of Undertaking for school-site, buildings and facilities by the applicant school (following the DepEd pro-forma template)	



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Certificate Number: AJA19-0237



Note: All above-cited documentary requirements must be placed in 1 color coded folder. Color of which is assigned to the Schools Division Office (SDO) where the applicant school is located.

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Republic of the Philippines
Department of Education
DAVAO REGION

RECOMMENDATION:

Evaluated By:

Evaluator/ Monitor

Date: _____

Evaluator/ Monitor

Date: _____

Conformed:

Private School Representative

Date: _____

RO2/mjd



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Certificate Number: AJA19-0237



Republic of the Philippines
Department of Education
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QAD FORM No. 5

**EVALUATION SHEET FOR SENIOR HIGH SCHOOL (SHS)
APPLICATION OF PRIVATE SCHOOLS, HEIs, SUCs, LUCs AND
INSTITUTIONS GRANTED WITH TESDA ACCREDITATION**

Date: _____

Division: _____

School Year: _____

Name of School: _____

Complete Address: _____

Principal: _____ Phone Number: _____

E-mail add: _____

CATEGORIES:

- ☐ **Category A** – Private schools, which have been granted at least **Level II accreditation** by any of the accrediting agencies under the Federation of Accrediting Agencies in the Philippines (FAAP).
- ☐ **Category B** – Non-DepED, which have been issued a permit or government recognition by Commission on Higher Education (CHED) to offer any higher education program.
- ☐ **Category C** – Private Schools, which have been granted recognition by the DepEd to offer secondary education (Years I-IV / Grades 7 to 10).
- ☐ **Category D** – Non-DepED, which have been issued a permit or recognition by Technical Education and Skills Development Authority (**TESDA**) to offer any training course, and other individuals, corporations, foundations or organization duly recognized by the **Securities and Exchange Commission (SEC)**.

CHECKLIST OF REQUIREMENTS

Description of Document/Requirement	Remark
1. SDO Indorsement indicating the recommended action for the Regional Office.	
2. SDO Narrative Report from the Division inspectorate duly signed by the Schools Division Superintendent	
3. Letter of Intent of the applicant school to offer SHS programs indicating the tracks, strands and specializations including the school year of operation	
4. Securities and Exchange Commission (SEC) Certificate of Incorporation	
5. Complete Articles and of Incorporation and By-Laws duly approved by SEC	
6. Accreditation document of the application school if: 6.1 Category A - Federation of Accrediting Agencies in the Philippines (FAAP) level II accreditation 6.2 Category B – CHED Permit 6.3 Category C – DepEd Permit	



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6.4 Category D – TESDA Permit	
7. Proposed Tuition fee and other Fees	
8. Proposed School Calendar (<i>By Semester using the color coding</i>)	
9. Proposed list of academic and non-academic personnel (Using the Standard Template – Refer to Annexes A and B) 9.1 Qualifications 9.2 Job descriptions 9.3 Teaching load 9.4 Number of working hours per week 9.5 Renewed PRC Teacher License (LET) 9.6 Certification/Employment Record showing teaching experience (<i>teaching experience must be relevant to the assigned subject</i>) 9.7. Certificates of training relevant to the assigned subject	
10 Curriculum Offering (with Class Programs/Schedule per Track, Strand and /or Specialization and with subjects offered following the Regional Memo No. 124, s. 2015) Recommended with half-tone/ background in Microsoft Excel Format: Core Subjects (Green Color), Applied Subjects (Yellow Color), & Specialized Subjects (Blue Color) 10.1 ACADEMIC TRACK STRAND 10.1.1 ABM _____ 10.1. 2 HUMSS _____ 10.1. 3 STEM _____ 10.1. 4 GAs _____ SPECIALIZATIONS: _____ _____ _____ _____ 10.2 TECH-VOC TRACK STRAND 10.2.1 AFA _____ 10.2.2 IA _____ 10.2.3 HE _____ 10.2.4 ICT _____ SPECIALIZATIONS: _____ _____ _____ _____ 10.3 ARTS AND DESIGN TRACK STRAND 10.3.1 PERFORMING ARTS _____ 10.3.2 ARTS PRODUCTION _____ SPECIALIZATIONS: _____ _____ 10.4 SPORTS TRACK STRAND 10.4.1 _____ SPECIALIZATIONS _____	
11 A copy of Memorandum of Agreement (MOA) for Partnership arrangements relative to the SHS Program Implementation. These arrangements may include: _____ 11.1 Engagement of stakeholders in the localization of the curriculum _____ 11.2 Work immersion	



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_____ 11.3 Apprenticeship _____ 11.4 Research _____ 11.5 Provision of equipment and laboratories, workshops, and other facilities _____ 11.6 Organization of career guidance and youth formation activities	
12. Documents of Ownership; 12.1 If owned, hereunder documents must be all in the name of the school: _____ 12.1.1 Transfer Certificate of Title, Deed of Sale/Donation _____ 12.1.2 Certificate of Occupancy _____ 12.1.3 Building Permit 12.2 If under lease; _____ 12.2.1 Deed of Contract of Lease entered into and between by the owner and the applicant-school re: Utilization of school site and facilities _____ 12.2.2 Certificate of Occupancy under the name of the owner _____ 12.2.3 Building permit under the name of the owner _____ 12.2.4 Notarized Affidavit of Undertaking for ownership of school-site buildings and facilities by the applicant school (following the DepEd pro-forma template;	
13. Fire Safety Inspection Certificate (FSIC) covering the whole duration of the applied school year	
14. School Child Protection Policy and Anti-Bullying Policy with the name of the members of the Child Protection Committee;	
15. Notarized statement of willingness to serve by all teaching personnel including the Principal covering the applied school-year	
16. Proposed Annual Budget and Annual Expenditures	
17. Master of Arts (MA) credentials of the Principal (must be education related and principal must be full-fledged MA)	
18. Renewed PRC Teacher licenses of the following covering the School Year of application: a. All Teaching personnel; and b. Principal.	

Note: All above-cited documentary requirements must be placed in 1 color coded folder. Color of which is assigned to the Schools Division Office (SDO) where the applicant school is located.

Summary of findings:

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