



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Schools Division of Zamboanga Del Norte
Estaka, Dipolog City

DEPARTMENT OF EDUCATION
DIVISION OF ZAMBO. DEL NORTE



RELEASED

BY:  DATE: 05 APR 2016
NAME / SIGNATURE

DIVISION MEMORANDUM

No. 112 s. 2016

To: All Private Schools Concerned

From:  **NATIVIDAD P. BAYUBAY, CESO VI**
Officer In-Charge 
Office of the Schools Division Superintendent

Subject: **Documentary Requirements for Private Schools applying/re-applying for Government Permit/Recognition, and their due course**

Date: April 4, 2016

1. In order to facilitate the smooth and efficient preparation, submission and processing of documentary requirements for private schools applying or re-applying for Government Permit, or Government Recognition, as the case may be, this office hereby furnishes a copy of said requirements, please find, as enclosed.
2. In accomplishing these documents, all requesting private schools are strongly advised to observe the timelines for such processing, as accordingly set forth in the accompanying division memorandum.
3. Requesting schools are asked to prepare and submit two (2) copies of the accomplished documentary requirements – one copy for the Regional Office and the other, for the division office.
4. In no case shall the request be submitted directly to the Regional Office; submission thereof shall be coursed thru the division office, for the needed evaluation of the enumerated documents, and the eventual division ocular inspection of site and facilities before the necessary indorsement to the Regional Office.
5. Processing fee is paid only at the time the documents are being handed-in by the requesting party at the Regional Office. In no case shall the Division accept such fee, nor facilitate in the payment thereof. The Division only facilitates in the processing of papers.
6. *Widest and immediate dissemination of this memorandum is desired.*

PROCESSING REQUIREMENTS FOR PRIVATE SCHOOL APPLYING FOR TEMPORARY
PERMIT/ GOVERNMENT RECOGNITION

| A. BASIC REQUIREMENTS: | Complied | Not Complied | Incomplete | Remarks |
|--|----------|--------------|------------|---------|
| 1. Board Resolution: Must be certified by the Corporate Secretary | | | | |
| 2. Notarized Feasibility study indicating the need or demand for the establishment of the school and its relevance to the development of the community and the capability of the school to achieve/ implement it's objectives. It should also indicate viability of the course particularly in terms of: | | | | |
| .demand for graduates | | | | |
| .prospective pupils/ students | | | | |
| .existing schools offering the same course with the province/ city | | | | |
| 3. Articles of Incorporation and By-Laws duly registered with the Security and Exchange Commission (SEC) | | | | |

B. SCHOOL SITES, BUILDINGS AND FACILITIES:

| | | | | |
|--|--|--|--|--|
| 4. Copy/ies of transfer of Certificate of the title of school sites. (for Government Recognition). | | | | |
| .in the name of the school (indicate ownership) | | | | |
| .adequate total land area (indicate area) | | | | |
| 4.a. Status of school site for Government Permit. Please specify by checking | | | | |
| .lease (Memorandum of Agreement) | | | | |
| .Deed of Donation | | | | |
| .Deed of Usufruct | | | | |
| .Others | | | | |
| 4.b. adequate total land area (indicate area) | | | | |
| 5. Location of the school in relation to it's environment | | | | |
| . far from recreational places | | | | |
| .free from noise/ unpleasant odor and dust | | | | |
| 6. Campus development and landscaping plans | | | | |
| 7. Document(s) of ownership of school building(s) | | | | |
| .in the name of the school (indicate ownership) | | | | |
| . total floor area adequate (state total area) | | | | |
| 8. Certificate of occupancy of school building(s) signed by proper authorities. (City/Municipality) | | | | |
| 9. Pictures of school building(s), classrooms, laboratories, libraries, medical and dental health facilities, canteens etc. | | | | |
| .adequate | | | | |
| .clean | | | | |
| 10. List of equipment, furniture, athletic facilities, laboratory facilities, supply and materials, Pre-school, library holdings, certified by the school head | | | | |

Name

SCHOOL FACULTY LINE-UP, ADMINISTRATORS AND SUPERVISORY STAFF:

- . School Administrators, Assistant Administrators, Department Head
- . Teaching/ Academic staff (full time & part time)
- . Non-teaching personnel

Each has to include the following data

- . Educational qualification, what and when obtained
- . Position/designation
- . Fields of specialization by degree
- . Subject assignments in accordance with the qualification
- . Number of teaching/ contact per week
- . Rate of salary per hour/month
- . Valid contracts
- . Other employee benefits

12. Transcript of records of all personnel

D. CURRICULUM:

13. Description of proposed curriculum

14. Sample class program for the course to be offered

E. FINANCIAL:

15. Statement of the financial capacity of the applicant including his resources to provide the requirements for the entire course and to support it's operation from year without depending solely on students' fees

16. Statement of the itemized cost of the project covering the entire course in terms of:

- . Site
- . Site development
- . School building and quarters
- . Library
- . Salaries of faculty and staff
- . Maintenance

17. Proposed budget/ annual expenditure for the succeeding School year approved by the Board of Trustees/ Directors

18. Proposed schedule of tuition and other school fees.

- . Approved by the DepED
- . In accordance with the guidelines

19. School Bond (Php. 500.00, proper document Submitted)

20. Inspection and application fees

- . Inspection report
- . Registration fee: (Php. 2,000.00 to be paid at the DepEd Regional Office)

21. Occular inspection report from the Division office

22. Indorsement from the Schools Division Superintendent.

Name

F. GOVERNMENT REQUIREMENTS FOR SCHOOL APPLYING FOR RENEWAL OF PERMIT TO OPERATE AND GOVERNMENT RECOGNITION:

I. Private Schools applying for renewal of Government Permit to operate will com the following:

| | | | | |
|---|--|--|--|--|
| 1. Photocopy of the latest government permit issued to the school (3 yrs. Back) | | | | |
| 2. Report on the school enrollment, dropout, participation and cohort-survival rate. | | | | |
| 3. Report on NAT, RAT, and DAT performance of the year | | | | |
| 4. Updated SEC registration | | | | |
| 5. Registration fee of Two Thousand Pesos only (Php. 2,000.00). | | | | |
| 6. Pictures of school building(s), classrooms, laboratories, libraries, medical and dental health facilities, canteens etc. | | | | |
| adequate | | | | |
| clean | | | | |
| 7. Report of the Division Inspectorate Team | | | | |
| 8. Certificate of Occupancy for new building signed by proper authorities. (if any) | | | | |
| 9. Occular inspection report from the Division office | | | | |
| 10. Indorsement from Schools Division Superintendent | | | | |

II. Private Schools applying for renewal of Government Recognition

| | | | | |
|--|--|--|--|--|
| 1. Photocopy of the Government Recognition issued to the school (50 yrs. ago) | | | | |
| 2. Report on the school enrollment, dropout, participation and cohort-survival rate. | | | | |
| 3. Report on the establishment and operation of the School Assessment Program (SAP) | | | | |
| 4. Participation to DepED and Non-DepED academic competitions with Means of Verification (MOV) | | | | |
| 5. Result of the National Academic Test (NAT), Regional Achievement Test (RAT), Division Achievement Test (DAT), or School Achievement Test (SAT) for the last three years | | | | |
| 6. Updated SEC registration | | | | |
| 7. Certificate of Occupancy for new building (if any) | | | | |
| 8. Proposed tuition and other fees increase (if any) | | | | |
| a. Affidavit that proposed tuition fee increase will go to teachers' salary | | | | |
| 9. Class program | | | | |
| 10. Registration fee of Four Thousand Pesos only (Php. 4,000.00). | | | | |
| 11. Pictures of school building(s), classrooms, laboratories, medical and dental | | | | |
| adequate | | | | |
| clean | | | | |
| 12. Occular inspection report from the Division Office | | | | |
| 13. Indorsement from Schools Division Superintendent | | | | |

