

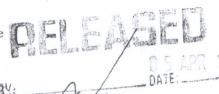
Republic of the Philippines DEPARTMENT OF EDUCATION

Region IX, Zamboanga Peninsula

Schools Division of Zamboanga Del Norte

Estaka, Dipolog City

JEPARIM NI OF EDUCATION



DIVISION MEMORANDUM

No. 112 s. 2016

To:

All Private Șchools 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 reapplying for Government Permit, or Government Recognition, as the case may be, this office hereby furnishes a copy of said requirements, please find, as

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

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

PROCESSING REQUIREMENTS FOR PRIVATE SCHOOL A	PPEAING FOI	RICIVIPURAR	1	
PERMIT/ GOVERNMENT RECOGN	ITION			alantaga taunan nataragan ara-a-ana ying
A. BASIC REQUIREMENTS:	Complied	Not Complied	Incomplete	Remarks
Board Resolution: Must be certified by the Corporate Secretary				
2. Notarized Feasibility study indicating the need or demand for the				
establisment 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				
Jease (Memorandum of Agreement)				
Deed of Donation				

1100081110171	W. AND DESCRIPTION OF THE PROPERTY OF THE PROP	TOTAL SERVICE AND
.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	The state of the s	a' minera en estama de quancia el la tal
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)	and any construction of the construction of th	
8. Certificate of occupancy of school building(s) signed by proper authorities.		1
(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		

. 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				
. 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				
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Position/designation Fields of specialization by degree Subject assignments in accordance with the qualification Number of teaching/ contact per week	makeur valdendes die er ingelieder van der Berlinde von hijfelig en makeure ver			
Fields of specialization by degree Subject assignments in accordance with the qualification Number of teaching/ contact per week				
. Subject assignments in accordance with the qualification . Number of teaching/ contact per week				
. Number of teaching/ contact per week				
. Rate of salary per hour/month	***************************************			
Water Control of the			FARMEN SAME	
.Valid contracts				
.Other employee benefits	***************************************			
2. Transcript of records of all personnel				
The second secon	The state of the s			1
CURRICULUM:			The state of the s	the game areas
3. Description of proposed curriculum		-		
. Sample class program for the course to be offered				
. O Service Cooks to be offered	20.00			
FINANCIAL:				
. Statement of the financial capacity of the applicant including his	The allege and the control of the co		-	7
sources to provide the requirements for the entire course and to support it's				
eration from year without depending solely on students' fees				
. Statement of the itemized cost of the project covering the entire course in				
rms of:			No. of the last of	
Site	The state of the s	North Control of the		
.Site development	-			-
. School building and quarters			1	ļ
Library				
. Salaries of faculty and staff		and the same of th		
. Maintenance	- I was the same of the same o			-
Proposed budget/ annual expenditure for the succeeding			-	
ool year approved by the Board of Trustees/ Directors			Polity spinore	
Proposed schedule of tuition and other school fees.		-		
Approved by the DepED	-		-	
In accordance with the guidelines				
School Bond (Php. 500.00, proper document Submitted)		The second secon		Mile of Philosophers and the
Inspection and application fees				
.Inspection report	-	The state of the s		Managaman again (no nagain
.Registration fee: (Php. 2,000.00 to be paid at the DepEd Regional	-			
Office)				
Occular inspection report from the Division office		on contraction of the second s		
ndorsement from the Schools Division Superintendent.	-			CONTRACTOR TO SERVICE OF

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:

 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).	
5. Pictures of school building(s), classrooms, laboratories, libraries, medical	
and dental health facilities, canteens etc.	
adequate	
.clean	The second secon
7. Report of the Division Inspectorate Team	
B.Certificate of Occupancy for new building signed by proper authorities.(if any)	
3. Occular inspection report from the Division office	
.O. Indorsement from Schools Division Superintendent	
	The state of the s

II. Private Schools applying for renewal of Government Recognition

. Photocopy of the Government Recognition issued to the school (50 yrs. ago)		
. Report on the school enrollment, dropout, participation and	The state of the s	Annual en annual de annual de annual de service de serv
ohort-survival rate.		
Report on the establishment and operation of the School Assessment		Electric statement acceptable and contracted that copy and control department of the copy and control acceptable and control acceptable accepta
Program (SAP)		*
. Participation to DepED and Non-DepED academic competitions with		
Means of Verification (MOV)		
Result of the National Academic Test (NAT),	Person from the first of the fi	
legional Achievement Test (RAT), Division Achievement Test (DAT),		
r School Achievement Test (SAT) for the last three years		
. Updated SEC registration		Mill State Control of
Certificate of Occupancy for new building (if any)		
Proposed tuition and other fees increase (if any)		
a. Affidavit that proposed tuition fee increase will go to teachers' salary	Miller - Miller alger - Agent and an artists and an artists and an artists and an artist and artists are artists and artists and artists and artists are artists are artists are artists and artists are artists a	And the second s
. Class program	BOTT COST AND THE SECOND PROCESSES OF A SECOND AND THE PROCESSES OF A SECOND PROCESSES O	
O. Registration fee of Four Thousand Pesos only (Php. 4,000.00).		
1. Pictures of school building(s), classrooms, laboratories, medical and dental		
adequate		to the second of
.clean	The contract of the contract o	CO PMESTIC COMPANY AND
2. Occular inspection report from the Division Office		The control of the co
3. Indorsement from Schools Division Superintendent		

C. PROPOSED TEMPLATES FOR SCHOOL FACULTY LINE-UP, ADMINISTRATORS AND SUPERVISORY STAFF

	Educational	Position/	Field of	Eligibility	Subject	Number of Teaching/Contact	Rate of Salary per	Contacts	Employee
ame	Attainment	Designation	Specialization		in Accordance with the Qualification	per week	Hour/Month		Benefits
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