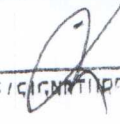




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Schools Division of Zamboanga Del Norte
Estaka, Dipoioig City

DEPARTMENT OF EDUCATION
DIVISION OF ZAMBO. DEL NORTE
DIPOLIG CITY 7100

RELEASED


BY: 
NAME / SIGNATURE

DATE: 01 APR 2016

DIVISION MEMORANDUM

No. 113 s. 2016

To: All Private Schools Concerned

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

Subject: **Reiteration of RM no. 23, s. 2016** (Submission and Processing of Government Permit for Private Schools), **with Clarifications on the Timelines**

Date: April 1, 2016

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1. Attached hereto is a copy of Regional Memorandum no. 23, s. 2016 (*Re: Submission and Processing of Government Permit for Private Schools*), for your perusal and reference.
 2. Attention is specifically invited to the timelines as set forth in paragraph no. 3. In effect, the stipulation on the timelines as mentioned is the earlier issued Division Advisory (*Re: Due Observance of the Timelines for the Processing of Government Recognition/ Permit and its Renewal*) is deemed superseded.

For information and guidance.



Republic of the Philippines
DEPARTMENT OF EDUCATION

Regional Office IX Zamboanga Peninsula

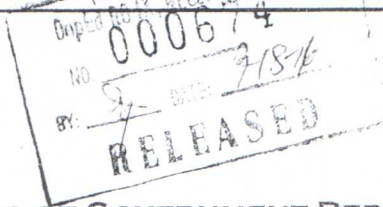
Airport Road, Tiguma, Pagadian City

Telefax: (062)-215-3747 Tel: (062)-215-3745 Website: www.depedro9.ph



March 16, 2016

REGIONAL MEMORANDUM
No. 23, s. 2016



SUBMISSION AND PROCESSING OF GOVERNMENT PERMIT FOR PRIVATE SCHOOLS

TO: **Schools Division Superintendents (SDS)**
This Region

1. In order to synchronize and streamline the implementation of programs, projects and activities (PPAs) of the Department of Education Region IX at all levels, this office hereby enjoins the herein **policies on the submission and processing of Government Permit to Operate Private Schools.**
2. The Schools Divisions are advised to strategize a comprehensive plan and system to ensure equitable, efficient and effective office proceedings in its interfacing with private schools. The Schools Division Offices (SDOs) are held responsible for the authenticity and completeness of the accompanying documents submitted to the Regional Office.
3. To provide sufficient time for private schools in the preparation and submission of documents for Permit to Operate Private Schools and its Renewal for succeeding school year, and for DepEd offices in the processing of the said documents, the following Timelines should be observed:
 - a. Submission of documents by private schools to concerned Division Office – April to May every year
 - b. Processing, evaluation & conduct of ocular inspection by Division Offices – June to July
 - c. Submission of documents & reports by DOs to Regional Office – August to September
Note: All papers submitted to the RO should have accompanying checklist of accomplished documents and endorsement letter duly signed by the Schools Division Superintendent.
 - d. Processing, evaluation & validation by RO in November
 - e. Approval, awarding of permits & recognition of Private schools – December every year
4. The DepEd Regional Office will conduct a Year-End Conference with Private schools every March and Mid-Year Assembly every October each year. This is to provide opportunity for the RO/DO and private schools to have closer interfacing, present and discuss updates, issues and concerns affecting the operations of private schools and the implementation of educational programs, projects and activities.
5. All regional policies and other related issuances, rules and regulations which are inconsistent with these policies are hereby repealed, rescinded and modified accordingly. For inquiries, please contact the Quality Assurance Division, DepEd Regional Office IX, Tiguma, Pagadian City.
6. Immediate dissemination and compliance of this Memorandum is directed.


ISABELITA M. BORRES, CESO III
Regional Director

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

PRIVATE SCHOOLS
PROGRAMS & PROJECTS
POLICY