



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

BY: \_\_\_\_\_

NAME / SIGNATURE

DATE 03 MAR 2016

**ADVISORY**No. 096 s. 2016

To: All Private Schools Concerned

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

Subject: **Due Observance of the Timelines for the Processing of Application for Government Recognition/Permit To Operate a School, and its renewal**

Date: February 26, 2016

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- Consistent with the pertinent provisions of **DepEd Order no. 88, s. 2010** which regulates the operations of private schools, and as per advisory from the Office of the Regional Director, herein under are the timelines to be observed by the private schools in the processing of their application for recognition, or permit and its renewal, to wit:
    - February to March** - Processing at the school level
    - April to May** - Processing at the division level
    - July to August** - Processing/action at the Regional level
  - Stating clearly, the submission of application/renewal documents to the division office should be done **on or earlier than April** preceding the start of the school year when the course or school is supposed to operate. The division office will "sanitize" the documents before indorsing these papers to the Regional Office **on or earlier than July** of the same year.
  - By implication, private schools with **existing** permit to operate are requested to **renew earlier**, even if their permits are set to expire in October or November, or any date outside of the processing period. (*Illustration: A school has a permit for S.Y. 2015-2016, set to expire on November 5, 2016. This school is asked to file for Permit to Operate for S.Y. 2016-2017, as early as now (February).*) The end purpose of this advisory is to harmonize the periods of processing of documents pertaining to the same transaction at the division and regional levels, accordingly.
  - Schools with Government Recognition are relieved from the hassle of renewal since "*recognition shall be for an indefinite period, provided the requirements of law, rules and standards are satisfied.*"
  - For further clarifications, please inquire from the Office of the Schools Division-Monitoring and Evaluation, SEPS **Carina C. Piamonte**, Private Schools Coordinator, thru 09993923105, or EPS II **Wilson H. Inding**, thru 09982622462.

*For information and guidance.*