



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
DIPOLONG CITY 7100

RELEASED

23 JUN 2017
DATE:

DIVISION MEMORANDUM
No. 20s. 2017

To: **Public Schools District Supervisors**
Private Elementary and Secondary School Principals
State Universities & Colleges Administrators/Principals

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

Subject: **REQUIREMENTS AND TIMELINE FOR THE PRIVATE SCHOOLS' APPLICATION OF
TEMPORARY PERMIT OR GOVERNMENT RECOGNITION**

Date: **June 22, 2017**

1. In line with the proper implementation of the DepEd Order # 1, s. of 2011 on the **Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education**, the Schools Division of Zamboanga del Norte hereby directs the Private Schools and State Universities and Colleges to perpetually follow the **requirements** and **timelines** for the application process of the **Permit to Operate** and **Government Recognition**.
2. The document requirements for **Temporary Permit/Renewal of Permit** or **Government Recognition** are the following:
 - Letter Request
 - Copy of Updated Government Permit
 - Ocular Inspection Report by the Division Inspectorate (include pictures).
 - Endorsement from the SDS
 - Registration Fee of **Php 2,000.00** (to be paid in the Regional Office personally)
3. The timeline for the submission and processing of documents are as follows:
 - June 30 - Submission of the documents to the Division office.
 - July 1-25 - Assessment of Documents by the Division Office (DO)/
Notification of Deficiencies through official communication.
 - July 30 - Assessment of Documents by the Regional Office (RO)/
Notification of deficiencies through official communication.
 - Sept. 31 - Compliance of lacking documents.
 - Nov. 30 - Ocular Inspection and Evaluation of the applicants' compliance
by the Regional Office (RO).
 - Dec. 15 - Applicant school shall be officially informed of the deficiencies
noted.
 - Jan 31 - Compliance of all the corrected deficiencies.
 - Feb 28 - Issuance of the Permit/Government Recognition by the Regional Office (RO)
4. The Private Schools/SUCs shall be operating the incoming school year with the valid **Permit to Operate** or **Government Recognition**.
5. For your information, guidance and strict compliance.