



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
 Dipolog City

DEPARTMENT OF EDUCATION
 DIVISION OF ZAMBO. DEL NORTE
 DIPOLOG CITY

RELEASED

BY: [Signature]
 NAME/SIGNATURE

DATE: 6/16/15

DIVISION MEMORANDUM

No. 102s.2015

**To: Private School Administrators
 Private School Principals**

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

**Subject: SUBMISSION OF COPIES OF "PERMIT TO OPERATE/GOVERNMENT RECOGNITION"
 OF THE PRIVATE SCHOOLS AND THE BEGINNING OF SCHOOL YEAR ENROLMENT
 2015-2016 TO Z.N. SCHOOLS DIVISION OFFICE**

Date: June 16, 2015

1. In view of the new staffing pattern of the Rationalization Plan (RatPlan), the School Governance and Operations Division (SGOD) is established. In effect, this division has assigned new staff to monitor and evaluate private schools. In line with this, you are advised to **submit file copy** of your recent **"Permit to Operate or Government Recognition"** to this division for proper profiling of your school.
2. Deadline of submission of this copy is **on or before June 30, 2015**. You may pass such copy directly to the SGOD- Monitoring and Evaluation Unit, or to the SGOD- Planning and Research Unit of this division. Include also the **enrolment report for the first week for SY 2015-2016**, cut-off date of which is the last day of the first week of classes.
3. This is also in preparation for the inclusion of your school for the **Basic Education Information System (BEIS)** and **Learners Information System (LIS)** and the assignment of **Learner Reference Number (LRN)** to your students next school year.
4. Immediate dissemination and strict compliance of this memorandum is desired.