



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF TAGBILARAN CITY
City of Tagbilaran



August 2, 2016

DIVISION MEMORANDUM
NO. 385, s. 2016

**REMINDERS ON THE TIMELINES FOR THE ISSUANCE OF TEMPORARY GOVERNMENT PERMIT,
RENEWAL AND GOVERNMENT RECOGNITION**

TO: All Division Chiefs, Education Program Supervisors
Public Schools District Supervisor, Private Elementary and Secondary
School Principals / Administrators, Operators,
Teachers and All Others Concerned

1. In consonance with the mandate on processing of operation permit; renewal and government recognition as provided by DepEd Order No. 88, s. 2010, entitled **2010 Revised Manual of Regulation for Private School in Basic Education** and likewise DepEd Order No. 11 s, 2011, entitled; **Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education** this Office reminds all private schools to observe the timelines set in the processing of such documents.
2. For Your guidance and compliance please refer to the enclosures attached.
3. Immediate and wide dissemination is highly expected.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent

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REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



JUL 29 2016

REGIONAL MEMORANDUM

No. 0475 s. 2016

**REMINDERS ON THE TIMELINES FOR THE ISSUANCE OF TEMPORARY
GOVERNMENT PERMIT, RENEWAL, AND GOVERNMENT RECOGNITION**

To: Schools Division Superintendents/Officers-in-Charge of Schools Divisions
Division Supervisors
Presidents/School Heads of Private Schools in Basic Education
All Others Concerned

1. The Schools Division Offices and all Private Schools are hereby reminded to follow and act in accordance with the provisions stipulated in DepED Order No. 88, s. 2010, entitled: "2010 Revised Manual of Regulations for Private Schools in Basic Education" and in DepED Order No. 11, s. 2011, entitled: "Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education" particularly on the following Sections for the issuance of Government Permit and Recognition.

Section 28. Authority to Operate. Educational institutions can undertake educational operations only when so authorized by the Department. Consistent with the national educational policies, plans and standards, the Regional Director concerned shall have the authority, accountability and responsibility for approving the establishment of private pre-school, elementary, and high schools and learning centers.

Section 29. Permit and Recognition. Government authority which may be issued for the operation of private schools in basic education shall be of two kinds: a) permit and b) recognition.

PERMIT - A permit for each year level or course shall be effective for a period of one year. The permit issued to a year is valid only for a specific educational program and, while issued on a school year basis shall remain valid until formally revoked by the Department.

RECOGNITION - A recognition for each year level or course shall be for an indefinite period provided that the requirements of law, rules and standards will be satisfied.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

Section 30 of the 2010 Revised Manual on the Requirements for Issuance of Permit is amended in DepED Order No. 11 s. 2011 dated February 4, 2011. The highlights of the amendments are on the timelines in the issuance of temporary permit.

- **On or before August 30 preceding the start of the school year when the school or new course/year level is supposed to operate** - Application for the authority to open a new school, or operate a new course/year level by pre-elementary, elementary, and secondary schools shall be submitted to the Regional Office, or subject to the authority of the Regional Director, to the Division Office.
- **Not later than September 30 of the same year the said application was filed** - Per authority of the Regional Director, the Division Office shall assess the completeness of the documentary requirements attached to the subject application. The applicant school shall be informed in writing of deficiencies noted.
- **Not later than October 30 of the same year** - The school shall submit compliance of the deficiencies.
- **Not later than November 30 of the same year** - If all the documentary requirements are complete or the school has complied the deficiencies, the Division Office through the Division Inspection Team shall conduct ocular inspection and evaluation of the applicant school's compliance with the minimum standards set for the program applied for.
- **Not later than December 15 of the same year** - The applicant school shall be officially informed of the deficiencies noted, after the conduct of the inspection and evaluation **until January 31 of the following year**. Thereafter, the Regional Office shall re-evaluate and validate compliance with the requirements.
- **Not later than February 28 of the following year the said application was filed** - The issuance of the Temporary Government Permit, if the applicant school complies with all the requirements. Otherwise, a written disapproval shall be issued within the same period.

Renewal of Temporary Permit - The Temporary Permit is valid for one year only.

- **On or before January 2nd preceding the opening of the school year** - the newly-established school must apply for a RENEWAL PERMIT for the succeeding year.

Grant of Recognition - The grant of recognition for schools shall be based on their satisfactory operation during the school year, without any deficiencies in instruction, administration and/or management and on full compliance with the prescribed requirements of the course.

- **On or before February 1st preceding the opening of the school year in which recognition is intended** - Schools operating courses under a temporary permit shall file an application for recognition of those courses on the first and second level of instructions.

2. Failure to submit the application with the required documents on the above-stated timelines shall be subjected to the following provisions as stipulated in Batas Pambansa Blg. 232 dated September 11, 1982:


Par. 2, Sec. 28 which states that:

" Operation of schools and educational programs without authorization, and/or operation thereof in violation of the terms of recognition, are hereby declared punishable violations subject to the penalties provided in this Act."

Section 68 on Penalty Clause:

" Any person upon conviction for an act in violation of Section 28, Chapter 3, Title III above, shall be punishable with a fine of not less than two thousand pesos (P2,000.00) nor more than ten thousand pesos (P10,000.00) or imprisonment for a maximum period of two (2) years, or both, in the discretion of the court. "

3. All schools shall post copies of new permits and recognitions of their programs on bulletin boards inside their campuses.
4. A copy of the guidelines for the issuance of temporary government permit to open/operate a new school/course is hereby attached.
5. For more information, please contact the Quality Assurance Division (QAD), at (032) - 2311071.
8. Wide and immediate dissemination of this Memorandum is desired.


JULIET A. JERUTA, Ph.D., CESO V
Director III
OIC- Regional Director

Enclosure 1

GUIDELINES FOR THE ISSUANCE OF TEMPORARY GOVERNMENT PERMIT TO OPEN/OPERATE A NEW SCHOOL/COURSE

A. SUBMISSION OF LETTER-REQUEST WITH NOTARIZED FEASIBILITY STUDY

1. A **letter-request** for the opening of a new school or for the operation of a new course/grade/year level in existing elementary and secondary schools shall be addressed to the Regional Director, coursed through the Office of the Schools Division Superintendent of the city or locality where proposed school is located.

Date of Submission: On or before September 30 preceding the start of the school year the school/new course proposes to operate.

2. A **notarized Feasibility Study** must comprehensively cover the following factors, supported with sufficient evidences:
 - a. Purpose and objectives of proposed school or course;
 - b. Availability and adequacy of school site and building, including documents of ownership thereof, location plan, development plan, pictures, or architect's plan of the building, if the same is still to be constructed;
 - c. Itemized cost of the project covering the entire course in terms of site development, school building and quarters, classrooms, equipment and facilities, library, salaries of faculty and staff, and maintenance;
 - d. Financial capacity of applicant, including his resources to support its operation from year to year without depending solely on students' fees;
 - e. Proposed faculty line-up and administrative and supervisory staff together with their individual Transcript of Records, eligibility, and evidence of willingness to join the school; and
 - f. Need or demand for establishment of the school/ operation course in the locality. If the course is already being offered in the same town or city, there must be an evidence of the following factors:
 - Distance of the applicant school to the existing school;
 - Enrolment in the existing school;

- Number of students in the same locality enrolled in schools other than in the existing school;
- Number and names of prospective pupils/students of applicant school; and
- Facilities, standards, and supportive provisions for effective instruction and quality education.

(Note: Failure to submit the desired Feasibility Study to support the request for operation shall be grounds for the outright dismissal of the same.)

3. The Regional Office or Division Office (as authorized by the Regional Director) evaluates the request for the opening and operation of the new school/course/grade/year level.

B. ACCOMPLISHMENT AND SUBMISISON OF THE APPLICATION FORM AND THE REQUIRED DOCUMENTS

4. If the request is deemed in order and the proposed operation of the new school/course/grade/year level is feasible and viable, the Regional Office issues the '**Application Form for Temporary Government Permit**'.
5. Accomplished **Form for the Temporary Government Permit** shall be submitted together with the **Required Documents**, supported by duly certified/authentic documents in 2 copies, placed in two separate folders. (See the list of requirements in the Application Form)
6. Accomplished **Form for the Temporary Government Permit** and **Required Documents** shall be submitted to the Division Office for evaluation by the Division Supervisor for Private Schools and endorsement to the Regional Office.
 - ❖ In the absence of SEC (Securities and Exchange Commission) Registration, take note of the following:
 - a. Applicant shall secure the documentary requirements/ forms from the SEC Office.

- b. Accomplished SEC Registration forms shall be submitted to the Legal Unit in the Office of the Regional Director for endorsement.
- c. Endorsement from the Regional Office shall then be submitted to the SEC Office for approval.

C. OCULAR INSPECTION FOR ENDORSEMENT TO THE REGIONAL OFFICE AND ISSUANCE OF THE TEMPORARY PERMIT

7. Applicant school shall pay the inspection fee of Two Thousand Pesos (P2,000.00) at the Division Office and a school bond in the amount of Two Thousand Pesos (P2,000.00) per course at the Regional Office.
8. The Regional Field Technical Assistance Team together with the Division Supervisor for Private Schools shall then conduct the ocular inspection on the actual facilities and conditions of the applicant school.
9. The Division Supervisor for Private Schools shall prepare the Inspection Report with recommendations.
 - o If recommendation is favorable, the applicant school is granted with an endorsement for the approval of the Temporary Permit signed by the Schools Division Superintendent. Otherwise, the applicant school is advised to identify the deficiencies of the application and comply with the lacking requirements.
10. The endorsement for the approval of the Temporary Permit signed by the Schools Division Superintendent will be submitted to the Office of the Regional Director.
11. The Regional Field Technical Assistance Team reviews all completed documents including the Inspection Report for the approval of the Regional Director.
12. The approved Temporary Permit (original copy) shall then be mailed to the applicant school and a photocopy of which will be forwarded to the Division Office for updating.

- Upon receipt, the applicant school may now operate/open its proposed school/course/grade/year level. (*Note: The TEMPORARY GOVERNMENT PERMIT is valid for one school year only.*)
- The newly-established school/course/grade/year level must apply for a **Renewal Permit** for the succeeding school year and can later apply for **Government Recognition**. (See Enclosures 2 and 3)

Enclosure 2

RENEWAL OF TEMPORARY GOVERNMENT PERMIT

1. Comply and submit the required documents listed in the '**Application Form for Renewal of Temporary Government Permit**' including its curriculum and the updated/current data of the applicant school listed below to the Division Office.
 - ✓ Pictures of new improvements made in the school facilities
 - ✓ List of additional textbooks, instructional materials, supplies and equipment
 - ✓ Copy of Tuition Fee schedule (including the Confirmed Tuition Fee increase, if applied)
 - ✓ Copy of Teachers' and employees' SSS/Retirement Plan
 - ✓ Copy of the latest Financial Statement of the school certified by an independent CPA (Certified Public Accountant)
2. The applicant school shall pay the inspection fee of Two Thousand Pesos (P2,000.00) to the Division Office.
3. The Regional Field Technical Assistance Team together with the Division Supervisor for Private Schools shall then conduct the **ocular inspection** on the actual facilities and conditions of the applicant school.
4. The Division Supervisor for Private Schools shall prepare the Inspection Report with recommendations.
 - If recommendation is favorable, the applicant school is granted with an endorsement for the approval of the Renewal of Temporary Permit signed by the Schools Division Superintendent. Otherwise, the applicant school is advised to identify the deficiencies of the application and comply with the lacking requirements.
5. The endorsement for the approval of the Renewal of Temporary Permit signed by the Schools Division Superintendent will be submitted to the Office of the Regional Director.

6. The Regional Field Technical Assistance Team reviews all completed documents including the Inspection Report for the approval of the Regional Director.
7. The approved and renewed Temporary Permit (original copy) shall then be mailed to the applicant school and a photocopy of which will be forwarded to the Division Office for updating.

Enclosure 3

GRANT OF GOVERNMENT RECOGNITION

1. Comply and submit the required documents listed in the '**Application Form for Renewal of Temporary Government Permit**' including its curriculum and the updated/current data of the applicant school listed below to the Division Office.
 - ✓ Qualification and eligibility of school principal and teaching staff
 - ✓ Ownership of school site, buildings, and facilities
 - ✓ DepEd approved Tuition Fee and Miscellaneous Fee schedule
 - ✓ Teacher/employee Insurance and Retirement Plan
 - ✓ Financial Position/Capacity to sustain school expenses
2. The applicant school shall pay the inspection fee of Two Thousand Pesos (P2,000.00) to the Division Office.
3. The Regional Field Technical Assistance Team together with the Division Supervisor for Private Schools shall then conduct the **ocular inspection** on the actual facilities and conditions of the applicant school.
4. The Division Supervisor for Private Schools shall prepare the Inspection Report with recommendations.
 - If recommendation is favorable, the applicant school is granted with an endorsement for the grant of the Government Recognition signed by the Schools Division Superintendent. Otherwise, the applicant school is advised to identify the deficiencies of the application and comply with the lacking requirements.
5. The endorsement for the approval of the Certificate of Government Recognition signed by the Schools Division Superintendent will be submitted to the Office of the Regional Director.

6. The Regional Field Technical Assistance Team reviews all completed documents including the Inspection Report for the approval of the Regional Director.
7. The approved Certificate of Government Recognition (original copy) shall then be mailed to the applicant school and a photocopy of which will be forwarded to the Division Office for updating.