



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan



December 17, 2019

DIVISION MEMORANDUM

No. 457 s. 2019

**SUBMISSION OF DOCUMENTS FOR APPLICATION OF GOVERNMENT RECOGNITION
AND RENEWAL OF GOVERNMENT PERMIT**

**To: Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Private Kindergarten, Elementary, Secondary
and Integrated Schools
District Private Schools Coordinators
Others Concerned**

1. Please be informed that the deadline of submission of documents for **application of Government Recognition and renewal of Government Permit** will be on **December 23, 2019**.
2. Kindly accomplish completely the attached checklist of required documents and submit to the Office of School Governance and Operations Division, Attn.: Mr. Johann C. Cawaling, Education Program Supervisor, In-charge of Private Schools.
3. Documents should be placed in a yellow folder with the following identification written outside: name of school, district, name of school head, contact number(s) and complete address.
4. Immediate and wide dissemination of this Memorandum is highly desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent


Enclosure: as stated
Allotment: 5 (R.O. 12-94)
To be indicated in the Perpetual Index
Under the following subjects:

LEGISLATION

POLICY

PROGRAM

SCHOOLS

jcc



REGION VI – WESTERN VISAYAS
Duran Street, Iloilo City

CHECKLIST FOR APPLICATION OF GOVERNMENT RECOGNITION

Name of School : _____
Address of School : _____
Course : _____
Curriculum Year/s : _____

REQUIREMENTS

1. Letter of Intent addressed to DepEd Regional Director through Channel
2. Board Resolution
_____ Certified by the Corporate Secretary
3. Articles of Incorporation and By-Laws (Original or Certified Xerox Copy)
_____ In the name of the school
_____ Registered with the Securities and Exchange Commission
_____ Stock/Non-Stock
4. Copy/ies of Transfer Certificate/s of title of the school site (if owned by school)
_____ In the name of the school
_____ Total area adequate (state total area _____)
(Pre-Elem. (min.) – 500 sq.m, Elem./HS (min.) – 1,000 sq.m.)
5. Copy/ies of Contract of Lease of School Site/Building (if not owned by school)
_____ Indicate the number of contract years.
6. Location of school in relation to this environment
_____ Far from traffic, neighbors and fire hazards
_____ Free from noise/unpleasant odor and dust
7. Campus development and landscaping plans (if change/addition has been made)
_____ Fully implemented
_____ Partially implemented
_____ Not implemented
8. Document/s of Ownership of school building/s (if change/addition has been made)
_____ In the name of the school
_____ Total floor area adequate (state total area _____)
9. Certificate of occupancy of school building/s (**non-negotiable**)
_____ Signed by proper city/municipal authorities
_____ Year approved
10. Pictures of school building/s, classrooms, laboratories, libraries, medical and dental health facilities, canteens, etc.
11. List of school administrators (president, vice-president, deans, department heads)
_____ Educational Qualifications
_____ Administrative experience (in terms of years)
_____ Status (indicate if part-time or full-time)
_____ Salary
_____ Eligibility
12. List of academic non-teaching personnel (registrar, librarian, guidance counselor, researchers)
_____ Education Qualification
_____ Experience in their present positions (in terms of years)
_____ Status (indicate if part-time or full-time)
_____ Salary
_____ Eligibility
13. List of the Teaching/Academic Staff for the Course/s / program/s applied for
_____ Educational Qualifications
_____ Subject assignments in accordance with qualification
_____ Teaching experience (in terms of years)
_____ Status (indicate if part-time or full-time)
_____ Salary
_____ Eligibility
14. List of laboratory facilities and equipment classified by subject area
15. List of library holdings classified by subject.
_____ Complies with at least ten (10) titles per subject
_____ Complies with at least three (3) copies per title
16. List of courses / programs offered.
_____ Pre Elem. - Enrolment - _____
_____ Elementary - Enrolment - _____
_____ Junior HS - Enrolment - _____

17. Proposed approved curriculum (to be signed by the CID/ Private School Focal Person in CID)
 _____ In accordance with standards and requirements
18. Proposed budget for the succeeding school year approved by the Board of Trustees/Directors
 _____ Approved by the Board of Trustees/Directors/School Principal
19. Copy of Latest Financial Statement of the school certified by an independent CPA (non-negotiable)
 _____ Certified by an independent CPA Date Issued: _____
 _____ Complete
20. Approved tuition and other school fees.
 _____ Approved by DepED
 _____ In accordance with guidelines
21. Copy of Retirement Plan registered with the Securities and Exchange Commission or SSS
22. Application Fees (Government Permit): (with additional amount for Legal Research Fund)
- | | | |
|--------------------------------------|-------|-------------|
| _____ Inspection/Recognition fee | ----- | Php1,000.00 |
| _____ Pre-Elementary | ----- | Php 500.00 |
| _____ Elementary Level (Grades I-VI) | ----- | Php 500.00 |
| _____ Secondary | ----- | Php 500.00 |
| _____ Total | ----- | |
| _____ O.R. No. | _____ | |
| _____ Place of Issuance | _____ | |
| _____ Date of Issuance | _____ | |
25. Copy of the latest BEIS (Private School Profile) - School ID Number: _____
26. Copies of Permits to Operate for the last 3 years
- | | |
|-----------------------------------|---------------------|
| SY 2013 – 2014 - Permit No. _____ | Date Issued : _____ |
| SY 2014 – 2015 - Permit No. _____ | Date Issued : _____ |
| SY 2015 – 2016 - Permit No. _____ | Date Issued : _____ |
27. School-based Child Protection Policy/ Anti-bullying Policy

Assessed by:/Date:

Approved by:/ Date:

 Private School In-Charge

 Chief, CID

 Chief, SGOD

Recommended Action:

FOR RO:

Validated by:/Date

 RO EPS/TA Representative

Recommended Action:

CHECKLIST FOR APPLICATION FOR RENEWAL OF GOVERNMENT PERMIT

Name of School : _____
Address of School : _____
Course : _____
Curriculum Year/s : _____

REQUIREMENTS

1. Letter of Intent addressed to DepEd Regional Director through Channel
2. Board Resolution
_____ Certified by the Corporate Secretary
3. Articles of Incorporation and By-Laws (Original or Certified Xerox Copy)
_____ In the name of the school
_____ Registered with the Securities and Exchange Commission
_____ Stock/Non-Stock
4. Copy/ies of Transfer Certificate/s of title of the school site (if owned by school)
_____ In the name of the school
_____ Total area adequate (state total area _____)
(Pre-Elem. (min.) – 500 sq.m, Elem./HS (min.) – 1,000 sq.m.)
5. Copy/ies of Contract of Lease of School Site/Building (if not owned by school)
_____ Indicating the number of contract years.
6. Location of school in relation to this environment
_____ Far from traffic, neighbors and fire hazards
_____ Free from noise/unpleasant odor and dust
7. Campus development and landscaping plans (if change/addition has been made).
_____ Fully implemented
_____ Partially implemented
_____ Not implemented
8. Document/s of Ownership of school building/s (if change/addition has been made)
_____ In the name of the school
_____ Total floor area adequate (state total area _____)
9. Certificate of occupancy of school building/s (If none, Fire Inspection and Sanitation Permit/Mayor's Permit suffice))
_____ Signed by proper city/municipal authorities
10. Pictures of school building/s, classrooms, laboratories, libraries, medical and dental health facilities, canteens, etc, (optional)
11. List of school administrators (president, vice-president, deans, department heads)
_____ Educational Qualifications
_____ Administrative experience (in terms of years)
_____ Status (indicate if part-time or full-time)
_____ Salary
_____ Eligibility
12. List of academic non-teaching personnel (registrar, librarian, guidance counselor, researchers).
_____ Education Qualification
_____ Experience in their present positions (in terms of years)
_____ Status (indicate if part-time or full-time)
_____ Salary
_____ Eligibility
13. List of the Teaching/Academic Staff for the Course/s / program/s applied for
_____ Educational Qualifications
_____ Subject assignments in accordance with qualification
_____ Teaching experience (in terms of years)
_____ Status (indicate if part-time or full-time)
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15. List of library holdings classified by subject
_____ Complies with at least ten (10) titles per subject
_____ Complies with at least three (3) copies per title
16. List of courses / programs offered
_____ Pre Elem. - Enrolment - _____
_____ Elementary - Enrolment - _____
_____ Junior HS - Enrolment - _____

17. Proposed budget for the succeeding school year approved by the Board of Trustees/Directors
 _____ Approved by the Board of Trustees/Directors/School Principal
18. Copy of Latest Financial Statement of the school certified by the Board
19. Proposed approved curriculum (to be signed by the CID/ Private School Focal Person in CID)
 _____ In accordance with standard and requirements
20. Approved tuition and other school fees.
 _____ Approved by DepED
 _____ In accordance with guidelines
21. Application Fees (Government Permit) - (with additional amount for Legal Research Fund)
- | | |
|--|-------------|
| _____ Inspection Fee----- | Php1,000.00 |
| _____ Pre-Elementary ----- | Php 500.00 |
| _____ Elementary Level (Grades I-VI) ----- | Php 500.00 |
| _____ Secondary ----- | Php 500.00 |
| _____ Total ----- | |
| _____ O.R. No. _____ | |
| _____ Place of Issuance _____ | |
| _____ Date of Issuance _____ | |
22. Copy of the latest BEIS (Private School Profile) - School ID Number: _____
23. Copies of Permits to Operate
- | | |
|-----------------------------------|---------------------|
| SY 2013 – 2014 - Permit No. _____ | Date Issued : _____ |
| SY 2014 – 2015 - Permit No. _____ | Date Issued : _____ |
| SY 2015 – 2016 - Permit No. _____ | Date Issued : _____ |
24. School-based Child Protection Policy/ Anti-bullying Policy

Assessed by :/Date:

Approved by:/Date:

 Private School In-Charge

 Chief, CID

 Chief, SGOD

Recommended Action:

FOR RO:

Validated by:/Date:

 RO EPS/TA Representative

Recommendation:
