



**DEPARTMENT OF EDUCATION**  
Region VI - Western Visayas  
**DIVISION OF AKLAN**

Archbishop Gabriel M. Reyes Street, Kalibo, Aklan



November 22, 2017

**DIVISION MEMORANDUM**

No. 306 s. 2017

**SUBMISSION OF DOCUMENTS FOR GOVERNMENT RECOGNITION, RENEWAL OF  
GOVERNMENT PERMIT AND PERMIT TO OPERATE NEW SCHOOLS AND PROGRAMS**

**To: Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/  
Principals/Head Teacher In-Charge of the District  
Senior /Education Program Specialists  
Heads of Private Kindergarten, Elementary, Secondary, and  
Integrated Schools**

1. This Office announces to all concerned that the deadline of submission of documents for government recognition, renewal of permit and permit to operate new schools and programs will be on December 19, 2017.
2. Kindly accomplish 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, with indorsement from the PSDSs, PIDs or HTID.
3. Private Schools Coordinators should affix their initial below the name of their PSDSs, PIDs and HTID.
4. Documents should be placed in a yellow folder with the following identification written outside: name of school, address, district, name of school head and contact numbers.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**MICHAEL T. RAPIZ**

Chief Education Supervisor  
School Governance and Operations Division  
In-Charge of the Division

Inclosure: as stated

Allotment: 5 (R.O. 12-94)

To be indicated in the Perpetual Index

Under the following subjects:

**CAMPAIGN      CURRICULUM      RULES AND REGULATIONS**

/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:



REGION VI – WESTERN VISAYAS  
Duran Street, Iloilo City

**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 n 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 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:



REGION VI – WESTERN VISAYAS

Duran Street, Iloilo City

**CHECKLIST FOR APPLICATION TO OPERATE  
NEW SCHOOL/COURSE OFFERING**

Name of School : \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Course : \_\_\_\_\_  
Curriculum Year/s: \_\_\_\_\_

**REQUIREMENTS**

1. Letter of Intent addressed to DepEd Regional Director through Channel
2. Feasibility study
3. Board Resolution  
\_\_\_\_\_ Certified by the Corporate Secretary
4. 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
5. Copy/ies of Transfer Certificate/s of title of the school site (if owned by school)  
\_\_\_\_\_ In the name of the school  
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\_\_\_\_\_ Signed by proper city/municipal authorities
11. Pictures of school building/s, classrooms, laboratories, libraries, medical and dental health facilities, canteens, etc.
12. List of school administrators (president, vice-president, deans, department heads)  
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\_\_\_\_\_ Status (indicate if part-time or full-time)  
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\_\_\_\_\_ Eligibility
13. 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)  
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\_\_\_\_\_ Subject assignments in accordance with qualification  
\_\_\_\_\_ Teaching experience (in terms of years)  
\_\_\_\_\_ Status (indicate if part-time or full-time)  
\_\_\_\_\_ Salary  
\_\_\_\_\_ Eligibility

