

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.
- 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:



REGION VI – WESTERN VISAYAS Duran Street, Iloilo City

CHECKLIST FOR APPLICATION OF GOVERNMENT RECOGNITION

	e of School :
	ress of School :
Cou	Southern Value of
Our	iculum Year/s :
	REQUIREMENTS
4	Letter of Intent addressed to DonEd Regional Director through Channel
	Letter of Intent addressed to DepEd Regional Director through Channel Board Resolution
۷.	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)
7.	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)
6	Indicate the number of contract years. Location of school in relation to this environment
Ο.	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
8	Not implemented Document/s of Ownership of school building/s (if change/addition has been made)
٥.	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
10	Year approved Pictures of school building/s, classrooms, laboratories, libraries, medical and dental health facilities,
10	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
	Statify
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
	Salary
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
	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 b	be signed by the CID/ Private School	Focal Person in
	dards and requirements	
18. Proposed budget for the succeeding		d of Trustees/Directors
	of Trustees/Directors/School Princip	
19. Copy of Latest Financial Statement		
Certified by an independ	dent CPA Date Issued:	
Complete		
20. Approved tuition and other school f	ees.	
Approved by DepED	(allera	
In accordance with guid 21. Copy of Retirement Plan registered		Commission of EEE
22. Application Fees (Government Per		
	fee	al Research Fund)
	Php 500.00	
	les I–VI)Php 500.00	
	Php 500.00	
Total		
O.R. No		
Place of Issuance		
Date of Issuance		
25. Copy of the latest BEIS (Private Sci	hool Profile) - School ID Number: _	
26. Copies of Permits to Operate for th	ne last 3 years	restricted to the desired that the least of the second
SY 2013 - 2014 - Perr	mit No Date Issued :	
SY 2014 - 2015 - Perr	mit No Date Issued : mit No Date Issued :	
SY 2015 - 2016 - Perr	mit No Date Issued :	
27. School-based Child Protection Police	cy/ Anti-bullying Policy	
		2
		k
Assessed by:/Date:	Approved by	v:/ Date:
	, (pp. 010 a. b.)	
		<u> </u>
Private School In-Charge	Chief CID	Chief, SGOD
Filvate School III-Charge	Chief, CID	Ciliei, 3000
Recommended Action:		
Recommended Action.		
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FOR RO:		
Validated by:/Date		į
RO EPS/TA Representative	5.00	e d
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Recommended Action:		
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REGION VI – WESTERN VISAYAS Duran Street, Iloilo City

CHECKLIST FOR APPLICATION FOR RENEWAL OF GOVERNMENT PERMIT

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	ırse :				mg-kiti akan
Cur	riculum Year/s :	-			
			REQUIREM	MENTS	
		dressed to	DepEd Regional Direc	tor through Channel	
2.	Board Resolution	مطابيط الم	anausta Casastani		
2	See the second s		orporate Secretary By-Laws (Original or Co	artified Veroy Cony)	
J.	In the r			etimed Aerox Copy)	
	The state of the s	¥	e Securities and Exch	ange Commission	
	Stock/N		o coodinios and Exon	ange commission	
4.			te/s of title of the scho	ol site (if owned by school)	
	In the r	name of the	school		
			ite (state total area		
_				6 (min.) – 1,000 sq.m.)	
5.				g (if not owned by school)	
6	Location of school		ber of contract years.		
U.			ighbors and fire hazar	de	
			npleasant odor and du		
7. (ge/addition has been made).	
	Fully in			·	
	Partiall		ited		
_	Not imp				
8.	Document/s of Ow	nership of	ichool building/s (if cha	inge/addition has been made)	
	In the r		ecnool equate (state total are	3	
9				a	Permit/Mayor's
•	Permit	t suffice))	noor bananigro (n norro	, in o moposion and camadon i	on monayor o
	Signed	by proper	city/municipal authoriti		
10			classrooms, laborator	ies, libraries, medical and dental	health facilitie
	canteens, etc, (o				
11				ent, deans, department heads)	
		itional Qual			"
			perience (in terms of y part-time or full-time)	ears)	
	Salary		part-time or full-time)		
	Eligib				
12.	List of academic no	on-teaching	personnel (registrar, l	ibrarian, guidance counselor, res	earchers).
	Educa	ation Qualifi	cation		
			r present positions (in	terms of years)	
	Status	; (indicate ii	part-time or full-time)		
	Eligibi				
13.			c Staff for the Course/	s / program/s applied for	
	Educa			b. og. a appiloa io.	
			ents in accordance with		
			nce (in terms of years)		ř
			part-time or full-time)		
	Salary				
14	List of aboratory f		d equipment classified	hy subject area	
	List of library holdi			by subject alea	
, J .			east ten (10) titles per	subject	
			east three (3) copies p		
16.	List of courses / p	rograms of	ered		
	Pre El	lem	Enrolment -	5	20 0 0 0 0 0 0
	Elemer	ntary -	Enrolment -		
	Junior	HS -	Enrolment -		an an

 Copy of Latest Financial State Proposed approved curriculum 		Board
20. Approved tuition and other sch	•	
Approved by DepE		
In accordance with		
21. Application Fees (Government		
Inspection Fee		0.00
Pre-Elementary	Php 500	0.00
	Grades I–VI) Php 50	
Secondary	<u>Php 50</u>	0.00
O.R. No		
Place of Issuance Date of Issuance		
Date of issuance		
22. Copy of the latest BEIS (Privat 23. Copies of Permits to Operate		Number:
SY 2013 - 2014 -	Permit No Date Issue	ed :
SY 2014 - 2015 -	Permit No Date Issue	ed :
SY 2015 - 2016 -	Permit No Date Issue	ed :
24. School-based Child Protection	n Policy/ Anti-bullying Policy	į
Assessed by :/Date:	Approve	ed by:/Date:
Private School In-Charge	Chief, CID	Chief, SGOD
Private School In-Charge Recommended Action:	Chief, CID	Chief, SGOD
_	Chief, CID	Chief, SGOD
_	Chief, CID	Chief, SGOD
_	Chief, CID	Chief, SGOD
Recommended Action:	Chief, CID	Chief, SGOD
Recommended Action:	Chief, CID	Chief, SGOD
Recommended Action: FOR RO:	Chief, CID	Chief, SGOD
Recommended Action: FOR RO: Validated by:/Date:	Chief, CID	Chief, SGOD
Recommended Action: FOR RO:	Chief, CID	Chief, SGOD
Recommended Action: FOR RO: Validated by:/Date:	Chief, CID	Chief, SGOD

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REGION VI – WESTERN VISAYAS Duran Street, Iloilo City

CHECKLIST FOR APPLICATION TO OPERATE NEW SCHOOL/COURSE OFFERING

	ne of School :
Curr	iculum Year/s:
	REQUIREMENTS
2.	Letter of Intent addressed to DepEd Regional Director through Channel Feasibility study Board Resolution
٥.	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 Tatal area adaption (state total area)
	Total area adequate (state total area (Pre-Elem. (min.) – 500 sq.m, Elem./HS (min.) – 1,000 sq.m.)
6.	Copy/ies of Contract of Lease of School Site/Building (if not owned by school) Indicate the number of contract years
7.	Location of school in relation to this environment
	Far from traffic, neighbors and fire hazards Free from noise/unpleasant odor and dust
8.	Campus development and landscaping plans
	Fully implemented
	Partially implementedNot implemented
9	Document/s of Ownership of school building/s
0.	In the name of the school
	Total floor area adequate (state total area)
10.	Certificate of occupancy of school building/s (If none, Fire Inspection and Sanitation Permit/Mayor's Permit suffice)
11	Signed by proper city/municipal authorities Pictures of school building/s, classrooms, laboratories, libraries, medical and dental health
11.	facilities, canteens, etc.
12.	List of school administrators (president, vice-president, deans, department heads) Educational Qualifications
	Educational QualificationsAdministrative experience (in terms of years)
	Status (indicate if part-time or full-time)
	Salary
10	Eligibility
	List of academic non-teaching personnel (registrar, librarian, guidance counselor, earchers)
	Education Qualification
	Experience n their present positions (in terms of years)
	Status (indicate if part-time or full-time)
	Salary Eligibility
14.	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

15. List of laboratory facilities and equipment classified by subject area	
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	
17. List of courses / programs offered	
Pre Elem Enrolment	
Elementary - Enrolment	
Junior HS - Enrolment -	
18. Proposed approved curriculum (to be signed by the CID/ Private School Focal Person CID)	in
In accordance with standards and requirements	
19. Approved tuition and other school fees.	
Approved by DepED	
In accordance with guidelines	
20. Application Fees (Government Permit) - (with additional amount for Legal Research Fu	ınd)
A. Inspection fee	
Pre-Elementary Php 500.00	
Elementary Level (Grades I-VI)Php 500.00	
Secondary	
Total	
O.R. No. Place of Issuance	
Date of Issuance	
Date of Issuance	
23. School Bond - Php 1,000.00	
23. School-based Child Protection Policy/ Anti-bullying Policy	
Assessed by:/ Date: Approved by: /Date:	
Assessed by:/ Date: Approved by: /Date:	
Assessed by:/ Date: Approved by: /Date:	
Assessed by:/ Date : Approved by: /Date: Private School In-Charge Chief, CID Chief, SGOD	<u> </u>
Private School In-Charge Chief, CID Chief, SGOD	
Private School In-Charge Chief, CID Chief, SGOD	
Private School In-Charge Chief, CID Chief, SGOD Date of Ocular Inspection:	
Private School In-Charge Chief, CID Chief, SGOD	
Private School In-Charge Chief, CID Chief, SGOD Date of Ocular Inspection: Recommended Action:	
Private School In-Charge Chief, CID Chief, SGOD Date of Ocular Inspection:	
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