



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

January 11, 2021

**DIVISION MEMORANDUM**

No. 04 s. 2021

**SUBMISSION OF DOCUMENTS OF PRIVATE SCHOOLS FOR RENEWAL OF GOVERNMENT PERMIT, PERMIT TO OPERATE NEW SCHOOL/COURSE OFFERING AND APPLICATION OF GOVERNMENT RECOGNITION FOR SCHOOL YEAR 2021-2022**

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

1. Please be informed that the **deadline** for submission of documents of private schools for renewal of government permit, permit to operate new school/course offering and application of government recognition for school year 2021-2022 is scheduled on **January 22, 2021**.
2. Enclosed herein are the checklists to be used in the preparation of documents.
3. The letter of your documents should be addressed to:

**MA. GEMMA M. LEDESMA, CESO V**  
Regional Director  
Department of Education  
Region VI- Western Visayas

4. Immediate and wide dissemination of this Memorandum is directed.

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

Enclosure: As stated  
To be indicated in the Perpetual Index  
under the following subjects

**PERMIT**

**POLICY**

**RULES AND REGULATIONS**

**SCHOOLS**



Poblacion, Numancia, Aklan  
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741  
ebsite: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



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  
\_\_\_\_\_ 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 implemented  
\_\_\_\_\_ Not implemented
9. Document/s of Ownership of school building/s  
\_\_\_\_\_ 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)  
\_\_\_\_\_ 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)  
\_\_\_\_\_ Educational Qualifications  
\_\_\_\_\_ Administrative experience (in terms of years)  
\_\_\_\_\_ Status (indicate if part-time or full-time)  
\_\_\_\_\_ Salary  
\_\_\_\_\_ Eligibility
13. 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
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
16. 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 in CID)  
 \_\_\_\_\_ 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 Fund)
- |                                      |       |             |
|--------------------------------------|-------|-------------|
| A. 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               | _____ |             |
23. School Bond - Php 1,000.00
23. School-based Child Protection Policy/ Anti-bullying Policy

**Assessed by:/ Date :**

**Approved by: /Date:**

\_\_\_\_\_  
**Private School In-Charge**

\_\_\_\_\_  
**Chief, CID**

\_\_\_\_\_  
**Chief, SGOD**

Date of Ocular Inspection: \_\_\_\_\_

Recommended Action:

\_\_\_\_\_

FOR RO:

Validated by:/Date:

\_\_\_\_\_  
**RO EPS/TA REPRESENTATIVE**

Recommended Action:

\_\_\_\_\_



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 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)
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  - \_\_\_\_\_ 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
<input type="checkbox"/> Pre-Elementary	----- Php 500.00
<input type="checkbox"/> Elementary Level (Grades I-VI)	-----Php 500.00
<input type="checkbox"/> Secondary	-----Php 500.00
<input type="checkbox"/> 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:  
 \_\_\_\_\_