

DEPARTMENT OF EDUCATION
Region X- Northern Mindanao

DIVISION OF MALAYBALAY CITY

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April 25, 2014

DIVISION MEMORANDUM

No. 134 s. 2014

DepEd-MALAYBALAY CITY DIVISION

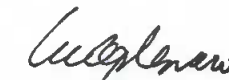
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Date: 4/25/14 Time: 3:51
By: [Signature]

**DISSEMINATION OF DEPED ORDER NO. 21 S. 2014
(GUIDELINES ON THE RECOGNITION OF PRIVATE LEARNING
INSTITUTIONS SERVING INDIGENOUS PEOPLES LEARNERS)**

To: Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private Elementary and Secondary School Heads
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of DepED Order No. 21, s. 2014 dated April 22, 2014 re: ***Guidelines on the Recognition of Private Learning Institutions Serving Indigenous Peoples Learners*** which is self-explanatory.
2. The Office is informing all private learning institutions serving indigenous peoples to cooperate the policies and guidelines of the department.
3. For further information regarding the application for government permit/recognition, please contact Dr. Ana Belen S. Muring, Education Program Supervisor in Private Schools and Ms. Josie D. Zamora, Division IPED Coordinator.
4. Immediate dissemination of and strict compliance of this Memorandum is directed.


EDILBERTO L. OPLENARIA
Schools Division Superintendent

Reference:

DepED ORDER: (No. 21, s. 2014)

ELO
/absm'14



Republic of the Philippines
Department of Education

DepEd ORDER
No. **21**, s. 2014

22 APR 2014

**GUIDELINES ON THE RECOGNITION OF PRIVATE LEARNING INSTITUTIONS
SERVING INDIGENOUS PEOPLES LEARNERS**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In line with the provisions of DepEd Order No. 62, s. 2011 entitled *Adopting the National Indigenous Peoples Education Policy Framework* and the efforts to make policies more culturally sensitive and responsive to the different contexts of schools and communities in the country, the Department of Education (DepEd) is adopting the enclosed **Guidelines on the Recognition of Private Learning Institutions Serving Indigenous Peoples Learners**.
2. The DepEd recognizes the important contribution of Indigenous Peoples Education (IPEd) programs being implemented by non-government and community-led institutions in improving access to culture-based basic education services. The DepEd-Indigenous Peoples Education (IPEd) Office, together with the regional and division offices, shall facilitate the recognition process and provide technical assistance as needed to such private learning institutions seeking recognition.
3. For more information, all concerned may contact the **Department of Education (DepEd)-Indigenous Peoples Education (IPEd) Office**, Ground Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, telefax no.: (02) 633-7212 or at email address: ipseo@deped.gov.ph.
4. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

References: DepEd Order: (No. 62, s. 2011); 26, s. 2013

To be indicated in the Perpetual Index
under the following subjects:

HUMAN RIGHTS EDUCATION

POLICY

PROGRAMS

Model: Guidelines Indigenous People
0307 - April 16, 2014

(Enclosure to DepEd Order No. 21, s. 2014)

**GUIDELINES ON THE RECOGNITION
OF PRIVATE LEARNING INSTITUTIONS SERVING
INDIGENOUS PEOPLES LEARNERS**

**Chapter I
Preliminaries**

1. **Title.** These guidelines shall be called the Department of Education (DepEd) Guidelines on the Recognition of Private Learning Institutions Serving Indigenous Peoples (IP) Learners.
2. **Coverage.** These guidelines shall apply to all private learning institutions serving IP learners in the Philippines.
3. **Definition of terms.** For the purposes of these guidelines, the following terms shall be understood as follows, *viz:*
 - (a) **Ancestral Domain (AD)** refers to “*all areas generally belonging to ICCs/IPs comprising lands, inland waters, coastal areas, and natural resources therein, held under a claim of ownership, occupied or possessed by ICCs/IPs, themselves or through their ancestors, communally or individually since time immemorial, continuously to the present except when interrupted by war, force majeure or displacement by force, deceit, stealth or as a consequence of government projects or any other voluntary dealings entered into by government and private individuals/corporations, and which are necessary to ensure their economic, social and cultural welfare. It shall include ancestral land, forests, pasture, residential, agricultural, and other lands individually owned whether alienable and disposable or otherwise, hunting grounds, burial grounds, worship areas, bodies of water, mineral and other natural resources, and lands which may no longer be exclusively occupied by ICCs/IPs but from which they traditionally had access to for their subsistence and traditional activities, particularly the home ranges of ICCs/IPs who are still nomadic and/or shifting cultivators*” (Section 3(a), Republic Act No. 8371 [RA 8371] otherwise known as “The Indigenous Peoples Rights Act of 1997”).
 - (b) **Branch or extension campus of learning institutions (Branch Campus)** refers to a learning facility operating at a site other than the mother campus, providing some or the same services as the mother campus.
 - (c) **Certificate of Ancestral Domain Claim (CADC)** refers to “*a certificate declaring and certifying the claim of each indigenous cultural community (ICC) over a corresponding territory earlier identified and delineated as ancestral domain issued by the government in the name of an indigenous community claimant and placed under the custody of its recognized indigenous socio-political leadership or people’s organization*” (Section 1, Article IV, Department Administrative Order No. 02, s. 1993, Department of Environment and Natural Resources).

- (d) **Certificate of Ancestral Domain Title (CADT)** refers to a title formally recognizing the rights of possession and ownership of ICCs/IPs over their ancestral domains identified and delineated in accordance with law (Section 3(c), RA 8371).
- (e) **Governing body of the private learning institution (Governing Body)** refers to the group of elected or appointed members who jointly oversee activities of the private learning institution for the purpose of administering the affairs of the said institution.
- (f) **Indigenous Peoples/Indigenous Cultural Community (IP/ICC)** refers to “a group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, customs, tradition and other distinctive cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions and culture, become historically differentiated from the majority of Filipinos. IP/ICC shall likewise include peoples who are regarded as indigenous on account of their descent from the populations which inhabited the country, at the time of conquest or colonization, or at the time of inroads of non-indigenous religions and cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic, cultural and political institutions, but who may have been displaced from their traditional domains or who may have resettled outside their ancestral domains” (Section 3(h), RA 8371).
- (g) **Mother campus of learning institution (Mother Campus)** refers to the main campus or headquarters of the learning institution. In determining the main campus of an institution, the DepEd shall consider the following information: (1) where the institution is granted permit; (2) the site, campus or community where the school head or the office of the institution’s governing body is located; and (3) where the institution conducts most of its instructional activities.
- (h) **Permit to operate** refers to the temporary authority to operate granted by the DepEd to a private learning institution serving IP learners.
- (i) **Private learning institution serving IP learners** refers to a non-profit institution that seeks to provide or is providing educational programs that caters to the unique teaching-learning context of IP learners/communities in the formal basic education setting. For the purposes of these guidelines, the following terms shall also be used to refer to a private learning institution serving IP learners: (1) institution; (2) learning institution; and (3) institution serving IP learners.
- (j) **Recognition** refers to the granting of authority to operate by the DepEd to a learning institution serving IP learners after submission of application requirements, and its consequent approval following the application procedure provided in these guidelines.

Chapter II Establishment and Recognition

4. **Establishment and Recognition, distinguished.** The establishment of a private learning institution refers to the creation, founding, or organization of a learning institution. Recognition refers to the authorization granted by the DepEd for the institution to conduct educational programs or operations. Establishment precedes recognition.

Chapter III Permit to Operate and Recognition

5. **Grant of authority.** Subject to the provisions of Chapters IV, V and VI of these guidelines, the DepEd Regional Office shall grant the appropriate authority for the operation of an applicant learning institution.
6. **Types of authority.** An applicant may operate on the basis of a permit to operate or a full recognition. Recognition is granted to an applicant found to have fulfilled all the conditions necessary for recognition of the basic education program/s applied for as provided in Section 8 of these guidelines. A permit to operate is granted to an applicant still in the process of completing the requirements for full recognition.

Chapter IV Application for Recognition

7. **Who may apply.** Any non-profit private learning institution serving IP learners, desirous of being recognized by the Department, may file for an application for recognition subject to the provisions of these guidelines.
8. **Scope of basic education program for recognition.** Recognition for any or all of the following basic education programs, corresponding with the key stages of the basic education curriculum as set by the Department, may be applied for:
 - (a) Kindergarten
 - (b) Early Childhood: Kindergarten to Grade 3
 - (c) Middle School: Grades 4 to 6
 - (d) Elementary School: Grades 1 to 6
 - (e) Junior High School: Grades 7 to 10
 - (f) Senior High School: Grades 11 to 12
9. **Application for recognition, when and where submitted.** Applications for recognition shall be submitted to the Regional Office concerned between the 1st day of August and the 30th day of September of that same year. Application received outside this period shall not be considered. However, the Regional Office concerned may, for good and sufficient reasons, extend the date of receiving applications in any particular year.
10. **Documents accompanying the application for recognition.** The following requirements shall be attached to the application:

(a) Primary requirements:

- (i) Basic school profile (*see Annex A*);
- (ii) Proposed basic education program/s (i.e., Kindergarten/Early Childhood/Middle School/Elementary School/Junior High School/Senior High School) (*contained in Annex A*);
- (iii) Proposed curriculum or course offerings;
- (iv) Number of prospective enrollees (*contained in Annex A*);
- (v) Profile of teachers/staff/personnel to be employed in the learning institution including their qualifications (*see Annex B*);
- (vi) Payment of one-time application fee (subject to Section 11 of these guidelines);
- (vii) Copy of student manual (*see Annex C*); and
- (viii) Copy of school calendar

(b) Secondary requirements:

- (i) Proof of ownership/possession of school site which may be any of the following:
 - (1) Certificate of Ancestral Domain Title (CADT) and an agreement between the learning institution and the IP community on the use of the property situated within the Ancestral Domain
 - (2) Certificate of Ancestral Domain Claim (CADC) and an agreement between the learning institution and the IP community on the use of the property situated within the Ancestral Domain
 - (3) Certification from an indigenous cultural community indicating that the school site is within its ancestral domain and an agreement between the learning institution and the IP community on the use of the property situated within the Ancestral Domain
 - (4) Transfer Certificate of Title (TCT), or
 - (5) Deed of Usufruct over the school site, or its equivalent
- (ii) Certificate of Registration/Proof of Recognition of the Governing Body of learning institution which may be any of the following:
 - (1) Securities and Exchange Commission (SEC) Certificate
 - (2) Cooperative Development Authority (CDA) Certificate
 - (3) Department of Labor and Employment (DOLE) Certificate, or
 - (4) Other similar certifications from a government agency

Annex D provides for the checklist to be appended to the application letter to be submitted by the applicant.

11. **Application fee.** A one-time application fee of One Thousand Five Hundred Pesos (PhP 1,500.00) only shall be paid along with every application for recognition. The fee shall not be increased unless approved by the Department. No bond shall be required from the institution at any time of the application for recognition.

12. **Technical assistance to applicants.** The Regional Office shall provide technical assistance to a new entity desirous of serving IP learners within its jurisdiction, particularly on compliance of the requirements for recognition. Technical assistance may be extended to such organizations at the incipient stage of its establishment.
13. **Inspection.** The Regional Director shall, upon receiving an application for recognition of a learning institution, arrange for an inspection of the said institution and may delegate such task to the Division Office concerned.
- (a) The Regional Director shall designate personnel to conduct the actual inspection within 60-days from its submission.
 - (b) The personnel conducting the inspection shall submit a report to the Regional Director which shall mention:
 - (i) the correctness of the information furnished by the applicant;
 - (ii) extent of fulfillment of the requirements provided under Section 10 of these guidelines;
 - (iii) any other matter the inspecting personnel would like to bring to the attention of the Regional Director; and
 - (iv) specific recommendation about the desirability of according recognition to the applicant.
14. **Inspection fee.** No inspection fee shall be collected. Expenses to be incurred by the Regional Office in connection with the conduct of inspection shall be charged against its own funds based on the following scheme: (1) the bulk of the expenses shall be charged first against the collected application fees; (2) if the funds from the application fees prove to be inadequate, the additional expenses shall be charged against other local or appropriate fund sources.
15. **Update of status of application; issuance of notice.** Within the 30-day period, the Regional Office shall update the applicant on the status of its application through a formal notice for such purpose. Upon review, if it is found that the documents submitted by the applicant are lacking or not in accordance with the requirements stipulated herein, the Regional Office shall require the applicant to complete the documents or comply with said requirements within thirty (30) days from notice.
16. **Failure to act on the application, effects.** After the lapse of sixty (60) days from date of submission of the application and absent any action thereon by the concerned Regional/Division Office, the Regional Office shall immediately act on and evaluate the application within fifteen (15) days from the discovery of the inaction. Failure of concerned officials to act in accordance with this provision shall be dealt with administratively.

Chapter V Recognition

17. **Granting of Recognition.** If the Regional Director is satisfied that an applicant has fulfilled the conditions necessary for recognition of the basic program/s applied for as provided in Section 8, he/she shall issue a certificate of recognition.

18. **Certificate of Recognition, when issued.** The Regional Director shall issue a certificate of recognition to an applicant found to have complied with all requirements for recognition and after the conduct of inspection not later than thirty (30) days from the date of inspection, in keeping with the provisions of Section 13 of these guidelines.

Chapter VI Permit to Operate

19. **Permit to Operate, effectivity.** An applicant may be granted a permit to operate specific grade levels while it is in the process of completing the full offering of grade levels covered by the basic education program/s it seeks recognition for. The permit to operate shall be effective for a period of one (1) year from the date of its issuance, and may be renewed yearly until the institution obtains full-fledged recognition.
20. **Renewal of the Permit to Operate.** An applicant seeking extension of its permit to operate may file with the Regional Office concerned an application or letter of intent for such purpose along with any new or updated information in the application documents submitted earlier, between the 1st day of August and the 30th day of September of that same year. Applications filed outside said period may not be included for consideration by the Regional Office for that same year. However, the Regional Office concerned may, for good and sufficient reasons, extend the date of receiving applications in any particular year.

No additional payment shall be required for the renewal of the permit to operate.

Chapter VII Recognition of Branch or Extension Campus

21. **Recognition of Branch or Extension Campus.** An institution serving IP learners may file an application for recognition of its branch or extension campus operations to the Regional Office concerned, subject to the following conditions:
- (a) The mother campus continues to support its branch or extension campus to enable the latter to comply with the requirements of these guidelines; and
 - (b) The branch or extension campus operates within the bounds of the authority granted to its mother campus under these guidelines.
22. **Filing of Application for Recognition of Branch or Extension Campus.** Applications for the recognition of branch or extension campus operations shall be submitted to the Regional Office concerned. The mother campus may, in behalf of its branch or extension units, file the application.
23. **Processing of Application of Branch or Extension Campus.** The Regional Director, upon receipt of the application for off-campus operations, shall follow the following procedure:

- (a) Examine the application for compliance with the requirements listed in Section 10 of these guidelines.
- (b) If the application is acceptable and upon payment of One Thousand Pesos (PhP 1,000.00) branch campus application fee, the Regional Director shall authorize the institution to begin the branch or extension operations on a temporary basis (*provisional permit*) pending a formal review/evaluation and inspection of the unit's operations, and subject to the 60-day evaluation period upon receipt of application.
- (c) On the basis of its findings, the Regional Director may either issue a continuing approval or denial of the branch or extension operations.

24. Application for Recognition by Branch or Extension Campus located outside the Region of its Mother Campus. The application for recognition of a branch or extension campus may be filed with the Regional Office which granted recognition to the mother campus, notwithstanding that the branch or extension campus is located outside the jurisdiction of said Office; *Provided*, That the application shall be endorsed by the receiving Regional Office to the Regional Office having jurisdiction over the branch or extension campus not later than fifteen (15) days from its receipt.

Regional Offices acting on applications for recognition under this section shall coordinate with all concerned parties to ensure that all applications are acted upon in keeping with these guidelines.

Chapter VIII Revocation and Reinstatement of Recognition

- 25. Revocation of Recognition.** If at any time an institution is found to fall short of the minimum requirements or any of the conditions for continuing recognition are violated by the institution, the Regional Director, on receiving information to that effect, may revoke the recognition already accorded to the institution concerned.
- 26. Notice prior to Revocation.** Before the revocation is made, the Regional Director shall serve notice to the institution concerned pointing out the violation. The notice shall also direct the institution to take suitable steps to correct the error within a stipulated time, or show cause as to why action under the preceding section shall not be taken.
- 27. Failure to Comply with the Instructions and Conditions set, effects.** If the institution fails to comply with the instructions and conditions of the Regional Director within the allowed period as set by the preceding section, the Regional Director may, after taking into consideration the causes shown by the institution, issue the necessary order revoking the recognition previously granted.
- 28. Appeal.** The appeal against any order of the Regional Director revoking recognition shall be addressed to the Secretary of Education.
- 29. Reinstatement of Recognition.** Any institution desirous of having its recognition restored shall make a written application to the Regional Director for such purpose. The Regional Director shall then direct the institution to

update the requirements indicated in Section 10 of these guidelines, as if a fresh application is being made.

Chapter IX Operation and Management

30. **Rules for governance.** Consistent with law and existing DepEd policy, an institution serving IP learners may adopt guidelines for its governance in keeping with the unique requirements and context of the community/ies it serves.
31. **Curriculum, teaching, and organization of classes/learning sessions.** A recognized institution shall follow the curriculum standards approved by the DepEd, allowing for flexibility in terms of curriculum scope and sequence, content and competencies, teaching-learning methods, learning resources, learning assessment, involvement of elders and other community members in the teaching-learning process, management process, and design of the school calendar and such other matters necessary to enable it to perform its mandate.
32. **Records management.** The learning institution shall have a system of records keeping and management for the school. It shall also submit promotional reports of learners that contain the list of pupils/students promoted to the next grade/year level to the Division Office at the end of every school year.
33. **Teaching method.** Institutions serving IP learners may adopt and use methods of teaching that are culturally appropriate and responsive, such as the use of the mother tongue/first language as medium of instruction, especially in the early grades.
34. **Grading system.** An institution may adopt a flexible grading system appropriate to the cultural context of the learners and the community it serves; *Provided*, That prior to its adoption, it is demonstrated that the grading system adequately matches the standard grading system being used by the DepEd.
35. **School calendar.** An institution may adopt a school calendar suited to its unique context; *Provided*, That the number of school days prescribed by DepEd is satisfied; *Provided further*, That it is in keeping with the existing laws on school calendar.
36. **Learning/school site.** The institution shall ensure that the location and plan of the site, where the institution shall be established and conduct learning activities, shall be responsive to the cultural context and geographical conditions of the community/ies it serves.
37. **Learning/school facilities.** An institution may develop, adopt or provide such other facilities and supplies deemed relevant and appropriate for instruction and school operations. It may, in consultation with the community, determine which facility, supply or material may be used to suit the needs of the IP learners/communities.

38. **Development of learning materials.** An institution may develop learning materials appropriate to its instructional requirements.

39. **Personnel.** Institutions shall observe existing laws and policies in the hiring and retention of its personnel and staff.

- (a) The designated academic supervisor of the learning institution must have passed the Licensure Examination for Teachers (LET).
- (b) The individuals to be hired as teachers by the learning institution must have passed the LET.
- (c) The learning institution may engage individuals who have not passed the LET or are not holders of a bachelor's degree to serve as learning facilitators, provided that they are:

- i) recognized by the ICC as someone known to understand and appreciate the local culture and considered as a bearer of indigenous knowledge; and/or
- ii) knowledgeable with the mother tongue/first language and can help in facilitating the learning process.

(d) The learning institution may also hire as teachers graduates of science, mathematics, statistics, engineering, music and other degree courses needed to teach in their specialized subjects in elementary and secondary education with shortages in qualified applicants who have passed the LET; *Provided*, That they pass the LET within five (5) years after their date of hiring; *Provided, further*, That if such graduates are willing to teach on part-time basis, the provisions of LET shall no longer be required.

(e) In cases where there is a branch or extension campus, the mother campus shall ensure that its branch or extension campus is provided with sufficient teaching and non-teaching staff support and academic supervision to be able to offer the desired quality of education services.

Chapter X

Transitory Provisions

40. **Processing of applications, role of the DepEd – Indigenous Peoples Education Office (IPsEO).** In the interim period of two years from the issuance of this DepEd Order, the receipt and processing of all applications shall be undertaken by the IPsEO, in close coordination with the Regional Offices. The interim period may be extended as determined by the Secretary.

The IPsEO, together with the Regional and Division Offices concerned, shall actively engage with learning institutions serving IP learners to facilitate the recognition process and provide technical assistance as needed to such private learning institutions seeking recognition.

41. **Processing of applications by IPsEO, interim procedure.** Applications for recognition, including applications for the renewal of permit to operate, in the interim period shall be subject to the following provisions:

- (a) The payment of the one-time application fee shall be waived during the interim period.
- (b) Applications addressed to the Secretary of Education together with the documentary requirements shall be submitted to IPsEO at the following address:

Indigenous Peoples Education Office (IPsEO)
Department of Education
Ground Floor, Mabini Building, DepEd Complex
Meralco Avenue, Pasig City 1600

Alternatively, a scanned copy of the application letter, together with the documentary requirements in PDF format, may be submitted via e-mail at ipseo@deped.gov.ph.

- (c) The IPsEO shall review the submitted documents for compliance with the requirements stated in these guidelines.
- (d) The IPsEO shall conduct an inspection of the applicant institution and may delegate such task to the Regional or Division Office concerned.
- (e) After the review of submitted documents and inspection, the IPsEO shall endorse the compliant application to the Regional Office.
- (f) The Regional Office shall issue the necessary permit or recognition within fifteen (15) days from receipt of IPsEO's favorable endorsement of the application.

42. Existing institutions, without permit or recognition, how treated. Institutions already operating but without a permit to operate or recognition prior to the effectivity of these guidelines shall be subject to the following conditions:

- (a) The institution may be granted a permit to operate for one (1) year; *Provided*, That it shall comply with all the requirements set by these guidelines within the one-year period; and
- (b) If the institution is able to comply with the requirements, it is either issued a permit to operate or recognition as provided for in Chapters V and VI of these guidelines.

Chapter XI

Miscellaneous Provisions

- 43. Supplementary Clause.** Unless otherwise provided for by future issuances, matters not covered or addressed by these guidelines shall be governed supplementarily by the provisions of DepEd Order No. 88, series of 2010 (as amended), and other pertinent issuances *insofar as they are culturally appropriate and applicable* to the context of IP learners and communities.
- 44. Repealing Clause.** Provisions of other DepEd Orders inconsistent with these guidelines are hereby superseded or modified accordingly.
- 45. Effectivity Clause.** These guidelines shall take effect fifteen (15) days after publication in the Official Gazette or a newspaper of general circulation.

Annex A. School Profile

School Name:			
Address/Location:			
Name of Contact person:			
Position:			
Contact Number:			
Proposed basic education program (Check the appropriate box)	<input type="checkbox"/> Kindergarten <input type="checkbox"/> Early Childhood: Kindergarten to Grade 3 <input type="checkbox"/> Middle School: Grades 4 to 6 <input type="checkbox"/> Elementary School: Grades 1 to 6 <input type="checkbox"/> Junior High School: Grades 7 to 10 <input type="checkbox"/> Senior High School: Grades 11 to 12		
Proposed date of start of school year:			
Grade level/s to be offered in the coming school year:			
Indigenous Peoples/Indigenous Cultural Community/ies/to be served by the learning institution:			
Number of Prospective Enrollees	Male	Female	Total
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
Grade/Year Level:			
TOTAL			

Annex C. Content of a Student Manual

The Student Manual shall at the minimum contain the following information:

1. Vision and Mission statement of the school
2. School governing body (*include names, positions and functions of members*)
3. School calendar
4. Grading system (*explain grading system's equivalency if different from DepEd standard grading system*)
5. Policies on the following:
 - a. Enrolment
 - b. Attendance
 - c. Class participation
 - d. Pupil/student conduct
 - e. Learning facilities

Annex D. Checklist of Documents Accompanying Application for Recognition

A. Primary requirements

- Basic school profile
- Proposed basic education program/s (i.e., Kindergarten/Early Childhood/Middle School/Elementary School/Junior High School/Senior High School)
- Proposed curriculum or course offerings
- Number of prospective enrollees
- Profile of teachers/staff/personnel to be employed in the learning institution including their qualifications
- Official receipt indicating payment of one-time application fee*
- Copy of student manual
- Copy of school calendar

B. Secondary requirements

- Proof of ownership/possession of school site which may be **ANY** of the following:
 - Certificate of Ancestral Domain Title (CADT) and an agreement between the learning institution and the IP community on the use of the property situated within the Ancestral Domain
 - Certificate of Ancestral Domain Claim (CADC) and an agreement between the learning institution and the IP community on the use of the property situated within the Ancestral Domain
 - Certification from an indigenous cultural community indicating that the school site is within its ancestral domain and an agreement between the learning institution and the IP community on the use of the property situated within the Ancestral Domain
 - Transfer Certificate of Title (TCT)
 - Deed of Usufruct over the school site or its equivalent

- Certificate of registration/proof of recognition of the governing body of learning institution which may be **ANY** of the following:
 - Securities and Exchange Commission (SEC) Certificate
 - Cooperative Development Authority (CDA) Certificate
 - Department of Labor and Employment (DOLE) Certificate
 - Other similar certifications from any government agency

* Waived in the interim period as stipulated in Section 41(a) of these guidelines