



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos and Guingona Sts., City of Malaybalay
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September 10, 2014

DIVISION MEMORANDUM

No. 272 s. 2014


067
DepEd-MALAYBALAY CITY DIVISION
RELEASED

Date: 9/10/14 Time: 9:09 AM
By: Janet Anabelle

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 62 S. 2014
(UTILIZATION OF PRIVATE SCHOOL FORMS)**

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

1. For the information and guidance of all concerned, enclosed is a copy of Regional Memorandum No. 62, s. 2014 dated August 28, 2014 re: **Utilization of Private School Forms** which is self-explanatory.
3. It is suggested that Private School Operators/Administrators shall submit documents for application to this Office through channels before the deadline for submission to the Regional Office.
4. For information and compliance.


EDILBERTO L. OPLENARIA
Schools Division Superintendent

Reference:
Regional Memorandum: (No. 62, s. 2014)

ELO
/absm'14



Regional Memorandum

No. 62, s. 2014

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

FROM : *Juni Dawson*
ATTY. SHIRLEY O. CHATTO
Chief Administrative Officer
Officer In-Charge
Office of the Regional Director

SUBJECT : **UTILIZATION OF PRIVATE SCHOOL FORMS**

DATE : August 28, 2014

1. This Office prepared private school forms to ensure compliance to DepED Order No. 88, s. 2010 re 2010 REVISED MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS IN BASIC EDUCATION and DepED Order No. 11, s. 2011 re AMENDMENTS TO THE 2010 REVISED MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS IN BASIC EDUCATION
2. The said forms are checklist for the following private school concerns:
 - QAD-PS Form 1: Processing Sheet for Application for Government Permit/Recognition (Enhanced GPR-3)
 - QAD-PS Form 2: Application for Government Permit to Operate (Enhanced GPR-4)
 - QAD-PS Form 3: Checklist for the issuance of Special Orders
 - QAD-PS Form 4: Checklist for the Application of Tuition Fee Increase
 - QAD-PS Form 5: Checklist for the Grant of Permit to Conduct Summer Class
 - QAD-PS Form 6: Checklist to Endorse for SEC Registration
3. The said forms were validated by the Education Supervisors in Private Schools who participated to the Assessment and Strategic Planning Workshop for Private Schools on August 7 – 8, 2014. During the said activity, agreements on timelines for submission to the Regional Office are as follows:
 - 3.1. Submission for Application for Government Permit
– ON OR BEFORE AUGUST 30
 - 3.2. Submission for Application for Government Recognition
– ON OR BEFORE JANUARY 31
 - 3.3. Submission for Application for Issuance of Special Orders
– ON OR BEFORE JANUARY 30
 - 3.4. Submission for Application for the Application of Tuition Fee Increase
– ON OR BEFORE MARCH 30
 - 3.5. Submission for Application for the Grant of Permit to Conduct Summer Class
– ON OR BEFORE 2ND THURSDAY OF MARCH
4. It is suggested that the said forms be utilized in processing the above mentioned private school concerns. For documents to be submitted by private schools, it was agreed that earmark be assigned per document to ensure that all requirements are complied with.
5. For information and compliance.

Encl. : as stated

Republic of the Philippines
 Department of Education
REGIONAL OFFICE-10
 Velez Street, Cagayan de Oro City

**PROCESSING SHEET FOR APPLICATION FOR
 GOVERNMENT PERMIT/RECOGNITION**

(To be accomplished in three copies, one (1) for the Regional Office file; one (1) for Division Office file and one (1) for school applicant's file. Each copy is to be attached with supporting documents and placed in a folder.)

Name of School : _____
Address of School : _____
Course : _____
Curriculum Year (s) : _____

REQUIREMENTS

Item No.	INDICATORS	v/x	REMARKS
1	Sets of documents submitted ***		
	a. Original Copy		
	b. Two (2) sets of photocopies		
2	Application and Inspection Fee*** Amount Paid: _____ Date of Payment: _____ OR#: _____		
	School Bond (P1,000) *** Date of Payment: _____ OR#: _____ (For new applications only)		
3	Indorsement Letter from the SDS **/***** Date Received in DO _____ Date of Action at DO _____		
4	Letter of Request/Board Resolution stating the purpose of application, the school year and the course offered**		
5	Notarized Feasibility Study with support evidences:**		
	a. Purpose and objectives of proposed school or course;		
	b. Availability and adequacy of school site and building		
	1. Documents of ownership (all in the name of the school)		
	i. Certificate of Title ***/ Lease of Contract/ Tax Declaration (Lease of contract for temporary permit is 5 years for elementary/ 3 years for HS)**		
	ii. Total Lot Area/Total Floor Area***		
	iii. Number of Buildings and Classrooms***		
	iv. Building Permit No., Date and and Place of Issuance ***		
	v. Certificate of Occupancy of school buildings signed by proper city/municipal authorities		
	2. Location plan		
3. Development plan			
4. Pictures, or Architect's Plan of Building if the same is still to be constructed			

c. Itemized cost of project covering the entire course in terms of :		
1. Site (adequate for own buildings, PE and athletics, military training and recreation, vocational education; adequate in size (.5 ha for enrolment of 50 or less; 1 ha for 50-1,000; 2 has for 1,000-2,000; 3 has for 2,000-3,000; and same ratio in excess of 3,000), nature, location and accessibility; and free from noise, unpleasant odors and dust, far from cockpits, dancing halls, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffic highway, jails, railroad yards, and manufacturing/industrial establishments)		
2. Site development (if change/addition has been made)		
i. Far from traffic, neighbours and fire hazard		
ii. Planned and so constructed that in case of fire, typhoon, earthquake, all students can evacuate promptly and safely ****		
iii. Provided with fire escapes, fire extinguishers and other safety devices		
iv. Provided with satisfactory toilet facilities, separate for students and faculty by gender*****		
v. Adequately and properly lighted and ventilated		
vi. Contains sufficient space, furniture and fixtures for the general needs of the administrative staff, faculty and students		
vii. Not in any manner for private residence or for other purposes that might interfere directly or indirectly in the proper functioning of the school		
viii. Accessible and suitable administrative office, faculty rooms and library		
ix. Adequate space for student/personnel services		
x. Sufficient space for Home Economics and other vocational courses		
xi. The doors of the classrooms and laboratory rooms lead or open outwards the corridors		
xii. In case of two (2) or more story buildings, at least two (2) stairs with a minimum width of two (2) meters shall be provided subject, however, to other government regulations. Ramps shall be provided for students with special needs *****		
3. School building and quarters		
4. Classroom – Specify area: _____		
5. Equipment and facilities		
6. Library		
7. Salaries of faculty .		
8. Salaries of staff maintenance		
d. Financial capacity of applicant:		
1. Proposed Tuition and Other School Fees ***		
2. Resources to provide the requirements for the entire course		
3. Resources to support its operation from year to year without depending solely on students fees, approved by the Board of Trustees/Directors		
e. Proposed Curriculum		
f. Proposed Faculty and Staff		
1. Proposed faculty line-up together with their individual Transcript of Records and evidence of willingness to join the school		
2. Proposed administrative and supervisory staff together with their individual Transcript of Records and evidence of willingness to join the school		
g. Need or demand for establishment of the school or operation of the course in the locality. If the course is already being offered in the same town or town there must be an evidence of the following factors:		

	1. Existing schools offering the same school course within the locality***		
	2. Distance of the applicant school to existing school		
	3. Enrolment in existing school		
	4. Number of students in the same locality enrolled in school other than in the existing school		
	5. Number of prospective students of applicant-school		
	6. Facilities, standards, and supportive provisions for effective instruction and quality education, to include athletic facilities, equipment, supplies and materials as certified by the School Head		
6	Articles of Incorporation and By-Laws duly registered with Securities and Exchange Commission (Se. 23) **/***		
	a. Stock/Non-Stock		
	b. Date of Issuance of SEC Registration Certificate		
	c. Registration Certificate No. _____		
	d. Term of Corporate Existence		
	e. Number of Directors/Trustees		
	f. Amount of Capital Stock and Share per Trustee		
	g. Status of School Site		
7	For new course(s) of existing schools *****		
	a. Copy of retirement plan registered with the Securities and Exchange Commission		
	b. Copy of latest financial statement of the school certified by an independent CPA		
	c. Proposed curriculum in accordance with standard and requirements		
	d. Proposed tuition and other school fees in accordance with guidelines		
	e. List of new teaching/academic staff for the course(s) program(s) applied for		
	1. _____ Educationally Qualified		
	2. _____ Subject assignment in accordance with qualification		
	3. _____ Salary/other benefits in accordance with qualification		
	4. _____ Valid contracts/appointments		
	5. _____ Ratio of full-time: part-time in accordance with DepEd orders		
	f. List of laboratory facilities, equipment, furniture, supplies and materials classified by subject area complied with prescribed standards and requirements by classification		
	g. Performance in Board/Bar Examinations		
	h. Admission Credentials		
8	Photocopy of Government Permit (to OPEN filed on or before August 30, and to OPERATE filed on or before January 2) issued for the previous year, if applying for renewal/recognition*****		
9	Inspection Report of Supervisor for the previous year, if applying for renewal/recognition*****		
10	Inspection Report of Supervisor**		
	a) Date of Visit		
	b) Course Under Permit or Recognition and number of sections in each course		
	c) Course Applied For		
	d) Site description and area in square meters, adequacy for school purposes, documents specifying ownership of land		
	e) Building description		
	f) Quarters and equipment		
	g) Health facilities		
	h) Administration and supervision: educational qualifications, experience, salaries and tenure of office (permanent, contractual, part-time, full-time) of		

	school head and administrative and supervisory officials		
	i) Faculty: List of faculty members for existing course and courses applied for		
	j) Financial position		
	k) Admission credentials		
	l) How the school apportioned increased in tuition and other fees		
	m) Quality of instruction; observation; deficiencies noted		
	n) Retirement plan for its teachers and other personnel		
	o) Observation on implementation of deficiencies noted		
	p) Application and inspection fees: amount paid; official receipt number and date of issue		
	q) Evaluation: Summary of findings, strong points, and deficiencies noted		
	r) Recommendations strictly based on findings during the visit and existing standards and regulations		

(Sources: DO #11, s.2011* , DO #88, s. 2010**, DM 342, s. 2009 (Adoption and Implementation of Citizen's Charter)***, RA 9514 (Certificate of Compliance from the Bureau of Fire) / DO 72, 2012 ****, RA 344 (SPED School)*****, BP344 (Accessibility Law)*****, DECS Order No. 12, s. 1991*****, ROX Coordinators' Agreements/Existing Documents*****)

FINDINGS

RECOMMENDATION

Processed By:

Reviewed By:

(Education Program Supervisor)

(Reviewer)

(Date)

(Date)

**APPLICATION FOR GOVERNMENT PERMIT
TO OPERATE (COURSE & CURRENT YEAR)
FOR SY _____**

_____, 20____

THE HONORABLE
The Secretary of Education
Manila

Through Channels

SIR:

The undersigned Chairman of the Board of Trustees/President hereby petition for GOVERNMENT PERMIT to operate the (Course and Curriculum Years) under the laws of the Republic of the Philippines.

Name of School: _____

Address: _____

Course: _____ Curriculum Year (s): _____

To support this petition are the following documents duly certified/authenticated:

- 1 Sets of documents submitted
 - a. Original Copy
 - b. Two (2) sets of photocopies

- 2 Application and Inspection Fee
Amount Paid: _____ Date of Payment: _____ OR#: _____
School Bond (P1,000) Date of Payment: _____ OR#: _____
(For new applications only)

- 3 Indorsement Letter from the SDS
Date Received in DO _____ Date of Action at DO _____

- 4 Letter of Request/Board Resolution stating the purpose of application, the school year and the course offered

- 5 Notarized Feasibility Study with support evidences:
 - a. Purpose and objectives of proposed school or course;
 - b. Availability and adequacy of school site and building
 1. Documents of ownership (all in the name of the school)
 - i. Certificate of Title / Lease of Contract/ Tax Declaration
(Lease of contract for temporary permit is 5 years for elementary/ 3 years for HS)
 - ii. Total Lot Area/Total Floor Area

2. Location plan
3. Development plan
4. Pictures, or Architect's Plan of Building if the same is still to be constructed
- c. Itemized cost of project covering the entire course in terms of :
 1. Site (adequate for own buildings, PE and athletics, military training and recreation, vocational education; adequate in size (.5 ha for enrolment of 50 or less; 1 ha for 50-1,000; 2 has for 1,000-2,000; 3 has for 2,000-3,000; and same ratio in excess of 3,000), nature, location and accessibility; and free from noise, unpleasant odors and dust, far from cockpits, dancing halls, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffic highway, jails, railroad yards, and manufacturing/industrial establishments)
 2. Site development (if change/addition has been made)
 - i. Far from traffic, neighbours and fire hazard
 - ii. Planned and so constructed that in case of fire, typhoon, earthquake, all students can evacuate promptly and safely
 - iii. Provided with fire escapes, fire extinguishers and other safety devices
 - iv. Provided with satisfactory toilet facilities, separate for students and faculty by gender
 - v. Adequately and properly lighted and ventilated
 - vi. Contains sufficient space, furniture and fixtures for the general needs of the administrative staff, faculty and students
 - vii. Not in any manner for private residence or for other purposes that might interfere directly or indirectly in the proper functioning of the school
 - viii. Accessible and suitable administrative office, faculty rooms and library
 - ix. Adequate space for student/personnel services
 - x. Sufficient space for Home Economics and other vocational courses
 - xi. The doors of the classrooms and laboratory rooms lead or open outwards the corridors
 - xii. In case of two (2) or more story buildings, at least two (2) stairs with a minimum width of two (2) meters shall be provided subject, however, to other government regulations. Ramps shall be provided for students with special needs
 3. School building and quarters
 4. Classroom – Specify area: _____
 5. Equipment and facilities
 6. Library
 7. Salaries of faculty
 8. Salaries of staff maintenance
- d. Financial capacity of applicant:
 1. Proposed Tuition and Other School Fees
 2. Resources to provide the requirements for the entire course
 3. Resources to support its operation from year to year without depending solely on students fees, approved by the Board of Trustees/Directors
- e. Proposed Curriculum
- f. Proposed Faculty and Staff
 1. Proposed faculty line-up together with their individual Transcript of Records and evidence of willingness to join the school
 2. Proposed administrative and supervisory staff together with their individual Transcript of Records and evidence of willingness to join the school
- g. Need or demand for establishment of the school or operation of the course in the locality. If the course is already being offered in the same town or town there must be an evidence of the following factors:
 1. Existing schools offering the same school course within the locality

2. Distance of the applicant school to existing school
 3. Enrolment in existing school
 4. Number of students in the same locality enrolled in school other than in the existing school
 5. Number of prospective students of applicant-school
 6. Facilities, standards, and supportive provisions for effective instruction and quality education, to include athletic facilities, equipment, supplies and materials as certified by the School Head
- 6 Articles of Incorporation and By-Laws duly registered with Securities and Exchange Commission (Sec. 23)
- a. Stock/Non-Stock
 - b. Date of Issuance of SEC Registration Certificate
 - c. Registration Certificate No. _____
 - d. Term of Corporate Existence
 - e. Number of Directors/Trustees
 - f. Amount of Capital Stock and Share per Trustee
 - g. Status of School Site
- 7 For new course(s) of existing schools
- a. Copy of retirement plan registered with the Securities and Exchange Commission
 - b. Copy of latest-financial statement of the school certified by an independent CPA
 - c. Proposed curriculum in accordance with standard and requirements
 - d. Proposed tuition and other school fees in accordance with guidelines
 - e. List of new teaching/academic staff for the course(s) program(s) applied for
 1. _____ Educationally Qualified
 2. _____ Subject assignment in accordance with qualification
 3. _____ Salary/other benefits in accordance with qualification
 4. _____ Valid contracts/appointments
 5. _____ Ratio of full-time: part-time in accordance with DepEd orders
 - f. List of laboratory facilities, equipment, furniture, supplies and materials classified by subject area complied with prescribed standards and requirements by classification
 - g. Performance in Board/Bar Examinations
 - h. Admission Credentials
- 8 Photocopy of Government Permit (to **OPEN** filed on or before August 30, and to **OPERATE** filed on or before January 2) issued for the previous year, if applying for renewal/recognition
- 9 Inspection Report of Supervisor for the previous year, if applying for renewal/recognition
- 10 Inspection Report of Supervisor
- a. Date of Visit
 - b. Course Under Permit or Recognition and number of sections in each course
 - c. Course Applied For
 - d. Site description and area in square meters, adequacy for school purposes, documents specifying ownership of land
 - e. Building description
 - f. Quarters and equipment
 - g. Health facilities
 - h. Administration and supervision: educational qualifications, experience, salaries and tenure of office (permanent, contractual, part-time, full-time) of school head and administrative and supervisory officials
 - i. Faculty: List of faculty members for existing course and courses applied for
 - j. Financial position
 - k. Admission credentials
 - l. How the school apportioned increased in tuition and other fees
 - m. Quality of instruction; observation; deficiencies noted
 - n. Retirement plan for its teachers and other personnel

- o. Observation on implementation of deficiencies noted
- p. Application and inspection fees: amount paid; official receipt number and date of issue
- q. Evaluation: Summary of findings, strong points, and deficiencies noted
- r. Recommendations strictly based on findings during the visit and existing standards and regulations

I, as Chairman of the Board/President, promise to maintain the standards required for this course and follow faithfully all the laws, rules and regulation, and the requirements of the Department of Education governing the operation of Authorized private schools courses and to inform the DepEd of any plan or action regarding closure or phasing out of the course or any changes in the prescribed requirements. I acknowledge that any violation of the laws, the rules and regulations, and the requirements of the Department of Education shall be deemed sufficient cause for the revocation of the authority granted.

The school will not conduct classes in the courses applied for above until and unless this application is approved and the corresponding Government permit is issued by the Department of Education.

Very truly yours,

(Chairman of the Board/President)

AFFIDAVIT

Republic of the Philippines)
City/Municipality of _____) s.s.
Province of _____)

I, _____ of the Board of Trustees/President
of the _____, Filipino, of legal age and resident of
the Philippines, after having been sworn to in accordance with law, depose and say that the
information in this application and in supporting documents are true and correct.

(Chairman of the Board/President)

SUBSCRIBED AND SWORN to before me this _____ day of _____,
20____. The affiant exhibited his Residence Certificate No. _____, issued at
_____, on _____.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Republic of the Philippines
 Department of Education
REGION X-NORTHERN MINDANAO
 Gregorio A. Pelaez, Sr. Memorial Sports Center
 Velez Street, Cagayan de Oro

Job Order No. _____

Date Received: _____
 Received by: _____

QAD Private School Form 3. CHECKLIST FOR THE ISSUANCE OF SPECIAL ORDERS

Name of School: _____ Division: _____
 Address: _____
 Academic Year: _____ School Head: _____

	INDICATORS	√/x	REMARKS
1	Sets of documents submitted 60 days before the end of the academic year**		
	a. Original Copy		
	b. Two (2) sets of photocopies		
2	Indorsement Letter from the SDS **/** Date Received in DO _____ Date of Action at DO _____		
4	Form 9***		
5	Enrolment List of graduating students only***		
6	Forms 137-A***		
7	NSO Birth Certificates***		

(Sources: DO #11, s. 2011* , DO #88, s. 2010 (Section 150)** , Regional Existing Agreements ***)

Recommendations:

Processed by:

Reviewed by:

Date Received: _____

Date of Action: _____

Republic of the Philippines
Department of Education
REGION X-NORTHERN MINDANAO
Gregorio A. Pelaez, Sr. Memorial Sports Center
Velez Street, Cagayan de Oro

Job Order No. _____

Date Received: _____
Received by: _____

QAD Private School Form 4. CHECKLIST FOR THE APPLICATION OF TUITION FEE INCREASE

Name of School: _____ Division: _____
Address: _____
Academic Year : _____ School Head: _____

	INDICATORS	v/x	REMARKS
1	Sets of documents submitted ** (Deadline for consultation is March 30; Deadline for filing application is May 15.)**** a. Original Copy b. Two (2) sets of photocopies		
2	Letter addressed to RD on the proposed increase**		
3	Statement, under oath, of the itemized current rates of tuition and other charges and the corresponding itemized proposed changes thereon, as well as the new fees or charges proposed to be imposed, and of the proposed allocation of the incremental proceeds**		
4	Audited financial statement showing the financial status of the school duly certified by a certified public accountant**		
5	Copy of the last tax return, filed with the Bureau of Internal Revenue**		
6	Certificate/Statement under oath signed by the school head that:*** a. Appropriate consultations were conducted by the school administration with the duly organized student government and with the parents of students before March 30 of the year b. The authorized representative of the said associations were furnished a copy of the audited financial statement of the school, the same with the copy attached to the application c. Seventy percent (70%) of the proceeds is allocated for increase in salaries or wages of the members of the faculty and all other employees of the school concerned, and the balance for institutional development, student assistance and extension services, and return to investments – provided that in no case shall the return to investments exceed twelve percent (12%) of the incremental proceeds.* d. Item c. of the previous collection from tuition fee increase went to the same appropriation accordingly*** e. The School Head is aware that failure to comply with the foregoing requirements shall forfeit the right of the school to increase its tuition fee or collect the same		
7	Minutes of the consultation showing the date of the meeting, objections made by the organizations and counter proposals offered and other information**		
8	List of attendees with their addresses and signatures**		
9	Other documents such as notice of consultation duly acknowledged by the concerned organizations, Board Resolution, and pictures or video during the consultation***		
10	Latest payroll***		
11	Approved Tuition Fee Increase of previous year		

(Sources: DO #11,s.2011* , DO #88, s. 2010**, Existing Documents***, Do 18, s. 2009****)

Recommendations: _____

Processed by: _____

Reviewed by: _____

Date Received: _____

Date of Action: _____

Republic of the Philippines
 Department of Education
REGION X-NORTHERN MINDANAO
 Gregorio A. Pelaez, Sr. Memorial Sports Center
 Velez Street, Cagayan de Oro

Job Order No. _____

Date Received: _____
 Received by: _____

QAD Private School Form 5. CHECKLIST FOR THE GRANT OF PERMIT to conduct SUMMER CLASSES

Name of School: _____ Division: _____
 Address: _____
 Summer Term: _____ School Head: _____

	INDICATORS	√/X	REMARKS
1	Sets of documents submitted not later than the second week of March** a. Original Copy b. Two (2) sets of photocopies		
2	Letter addressed to RD **		
3	Evaluation by the Division Office*		
4	Approved PTA resolution requesting the conduct of summer classes and stating the amount of fees the PTA will contribute for each student (if honorarium shall be granted to teachers who will handle the classes). <i>The PTA shall be in-charge of the collection of the fees for teachers' honoraria and shall be responsible in the disbursement and liquidation of the amount collected, specifying registration fee, lab fee, etc.*</i>		
5	Tentative list of subjects to be offered based on the report of failures and schedule of classes submitted by the School Head.*		
6	Schedule of classes in six (6) weeks or 36 calendar days, with proper time allotment based on K-12 curriculum**		
7	List of students who will take up summer classes. Only (1)graduating students who failed to complete the requirements in at most two subject areas in order to graduate in May; and (2) students who failed to complete the requirements in at most two subject areas in order to be classified as a regular student in the curriculum year of the secondary education program, following the summer term.*		
8	Written consent of the parents whose children will attend summer classes.*		
9	List of teachers who have intention to teach summer classes*		

(Sources: DO No. 13, s. 2005*, Existing ROX Agreements **)

Recommendations: _____

Processed by: _____

Reviewed by: _____

Date Received: _____

Date of Action: _____

Republic of the Philippines
 Department of Education
REGION X-NORTHERN MINDANAO
 Gregorio A. Pelaez, Sr. Memorial Sports Center
 Velez Street, Cagayan de Oro

Job Order No. _____

Date Received: _____
 Received by: _____

QAD Private School Form 6. CHECKLIST TO ENDORSE FOR SEC REGISTRATION

Name of School: _____ Division: _____
 Name of Main School: _____ Address: _____
 School Head: _____

Item No.	INDICATORS	v/x	REMARKS (pls. attach)
1	Letter Request of Applicant**		
2	Ownership of Private School (select one only)*		
	a. Solely owned by citizens of the Philippines; only those of Religious Groups and Mission Boards are exempted.		
	b. Owned by corporations or associations of which at least 60 % of the capital is owned by citizens of the Philippines.		
3	Incorporation of proposed Private School (select one only)*		
	a. Stock		
	b. Non-Stock		
	c. Incorporation is waived because it is a family-administered pre-school institution.		
4	Minimum paid up capital for Stock Educational Institutions (select one only)*		
	a. Not less than P1M for elementary		
	b. Not less than P2.5M for both elementary and secondary		
	c. Exempted because it was registered prior to the passage of RA 7798		
5	Prohibition on the Establishment of Schools Exclusively for Aliens and on the Composition of Aliens thereof*		
	a. School is not established exclusively for aliens		
	b. School enrolment is not comprised of more than one third of aliens.		
	c. Prohibition does not apply because the school is established for foreign personnel and their dependents		
	d. Prohibition does not apply because the school is established for foreign temporary residents.		
6	Grounds for the approval of Articles of Incorporation **		
	a. The articles of incorporation or any amendment thereto is substantially in accordance with the form prescribed		
	b. The purpose or purposes of the corporation are not patently unconstitutional, illegal, immoral or contrary to government rules and regulations		
	c. The Treasurer's Affidavit concerning the amount of capital stock subscribed and /or paid is not false		For SEC to identify
	d. The percentage of ownership of the capital stock to be owned by the citizens of the Philippines has been complied with a required by existing laws or the Constitution.		For SEC to identify

(Sources/Legend : DO #88,s.2010*, The Corporation Code of the Philippines** and ROX Agreements***)

Recommendations (pls. attach): _____

Processed by: _____

Reviewed by: _____

Date Received: _____

Date Acted: _____