



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos and Guingona Sts., City of Malaybalay
Telefax # 088-813-2894 or 221-4597, E-mail add: dpdmtyblycity@yahoo.com
Website: <http://depedmalaybalay.page4.me>



October 14, 2014

DIVISION MEMORANDUM

No. 2970 s. 2014

197
DepEd-MALAYBALAY CITY DIVISION
RELEASED

Date: 10/14/14 Time: 4:15 PM
[Signature]

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 68, S. 2014
(ADDENDUM TO RM NO. 62, S. 2014 RE: UTILIZATION
OF PRIVATE SCHOOL FORMS)**

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 Regional Memorandum No. 68, s. 2014 re: **Addendum to RM No. 62, s. 2014 re: Utilization of Private School Forms** which is self-explanatory.
2. 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.
3. For information and compliance.

[Signature]
EDILBERTO L. OPLENARIA
Schools Division Superintendent

Reference:

Regional Memorandum: (No. 68, s. 2014)

ELO
/absm'14



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
Gregorio A. Pelaez Sr. Memorial Sports Center
Velaz St., Cagayan de Oro City
Tel. No.: (08822) 727836
Fax No.: (08822) 720665



REGIONAL MEMORANDUM

No. 68, s. 2014

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

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

SUBJECT : **ADDENDUM TO RM # 62, s. 2014, re UTILIZATION OF PRIVATE SCHOOL FORMS**

DATE : September 19, 2014

Herewith is another checklist for a private school concern: the **QAD PS Form 7, Checklist on Application for New Pre-Schools Permit**. You are directed to include the form to be utilized as instructed in RM #62, s. 2014.

For information and compliance.



"Bawat Bata Mahalaga, Sa Paaralan Dalin Sila"

Website: www.depedregion10.com

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 7 . CHECKLIST ON APPLICATION FOR PERMIT FOR NEW PRE-SCHOOLS

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

Item No.	INDICATORS	√/x	REMARKS (pls. attach)
1	Letter Request of Applicant**		
2	The physical environment required by DECS Order No. 107, s. 1989 is followed.**/ *****		
	a. School site has the minimum lot area of 500 square meters		
	b. Minimum classroom area is 140 sqm, or 1-1/2 sqm. per child.		
	c. Minimum playground area must be 360 sqm; otherwise, must have easy and safe access to the nearest park or open space not more than 200 meters walking distance from the school site as approved in writing by an authorized representative of that park.		
	d. School site is used for educational purposes and not convertible for residential/commercial purposes		
	e. Classroom has activity centers for:		
	i. Personal care and grooming		
	ii. House and garden care		
	iii. Communication skills corner		
	iv. Sensory-perceptual and numeracy skills center (Science and Mathematics Corner)		
	v. Motor and Creative Development Corner		
3	Information on initial/basic tuition fees and miscellaneous fees to be charged is included. **		
4	Has not been operating for two years without permit; otherwise it has to be deliberated if stopped or otherwise remedied. (See regional office publication of registered preschools in leading newspapers on or before April of each school year.)**		

REGULAR REQUIREMENTS IN ACQUIRING SCHOOL PERMITS

1	Sets of documents submitted ***		
	a. Original Copy		
	b. Two (2) sets of photocopies		
2	Application and Inspection Fee (P2,000) ***		
	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 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 (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		

(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*****, RDX Coordinators' Agreements/Existing Documents*****, DO 107, s. 1989*****)

Recommendations (pls. attach): _____

Processed by: _____ Reviewed by: _____

Date Received: _____ Date Acted: _____