

DEPARTMENT OF EDUCATION Region X- Northern Mindenso

DIVISION OF MALAYBALAY CITY

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October 14, 2014

DIVISION MEMORANDUM

No.

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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.

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

DeviED DEPARTMENT OF EDUCATION

Gregorio A. Pelaez Sr. Memorial Sports Center Velez St., Cagayan de Cro City

Tel. No.: (08822) 727836 Fax No.: (08822) 720665

REGIONAL MEMORANDUM

No. 68, s. 2014

TO

SCHOOLS DIVISION SUPERINTENDENTS

This Region

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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.



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

	Date Received:		·····
QA	D Private School Form 7 . CHECKLIST ON APPLICATION FOR PERMIT FOR	NEW F	RE-SCHOOLS
	Division:		
Name o	f School:Address:	·	
	f 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 sgm; 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:	 	
	Personal care and grooming	 	
	ii. House and garden care	 	
	Ili. Communication skills corner	 +	
	iv. Sensory-perceptual and numeracy skills center (Science and Mathematics Corner)	ļ	· · · · · · · · · · · · · · · · · · ·
	v. Motor and Creative Development Corner Information on initial/basic tuition fees and miscellaneous fees to be charged is		
3	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.)**	11.	
REGU!	AR 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:**	ļI	·
	a. Purpose and objectives of proposed school or course;		······
	b. Availability and adequacy of school site and building		
	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/		

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 rourse in terms of: 1. Site (adequate for more buildings, PE and athletics, military training and recreation, vocational education; adequate in size (.5 ha for enrolment of 50 or less; 1 ha for 50,1000; 2 has for 1,000-2,000; 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, move 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) 1. 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 free escapes, fire estinguishers and other safety devices iv. Provided with free escapes, fire estinguishers and other safety devices iv. Provided with free escapes, fire estinguishers and other safety devices 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 orffice, faculty rooms and library ix. Adequates space for Home Economics and other vocational courses. v. Sufficient space for Home Economics and other vocational courses. vii. In accessible and suitable administrative orffice, faculty rooms lead or open outwards the corridors viii. In case of two (2) or more story buildings, at least two (2) stairs with a minimum width		
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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	with special needs ******	
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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	8. Salaries of staff maintenance	
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	d. Financial capacity of applicant:	
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	Proposed Tuition and Other School Fees ***	<u> </u>
e. Proposed Curriculum f. Proposed Faculty and Staff	Resources to provide the requirements for the entire course	
e. Proposed Curriculum f. Proposed Faculty and Staff	3. Resources to support its operation from year to year without depending	
f Proposed Faculty and Staff	solely on students fees, approved by the Board of Trustees/Directors	
f Proposed Faculty and Staff	e. Proposed Curriculum	
Proposed faculty line-up together with their individual Transcript or	f. Proposed Faculty and Staff	<u> </u>
	Proposed faculty line-up together with their individual Transcript or	

	Records and evidence of willingness to join the school			
	Proposed administrative and supervisory staff together with their			
	individual Transcript of Records and evidence of willingness to join the			
	school		1	
	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:			
	Existing schools offering the same school course within the locality***			
	Distance of the applicant school to existing school		1	··
				·····
	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		ļ	
	and quality education, to include athletic facilities, equipment, sullies and		} .	
	materials as certified by the School Head			
6	Articles of Incorporation and By-Laws duly registered with Securities and		1	
	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	<u> </u>		
	f. Amount of Capital Stock and Share per Trustee		 	
	g. Status of School Site	 		
7	For new course(s) of existing schools ******	ļ		
	a. Copy of retirement plan registered with the Securities and Exchange			
	Commission	ļ		····
	b. Copy of latest-financial statement of the school certified by an independent		1	
	CPA	<u></u>		
	c. Proposed curriculum in accordance with standard and requirements			
	d. Proposed tuition and other school fees in accordance with guidelines	Ţ		
	e. List of new teaching/academic staff for the course(s) program(s) applied for		7	
	1. Educationally Qualified			
	2. Subject assignment in accordance with qualification		1	
	3. Salary/other benefits in accordance with qualification	Ì		
		ļ		
	4. Valid contracts/appointments			
	5. Ratio of full-time: part-time in accordance with DepEd orders	1		
	f. List of laboratory facilities, equipment, furniture, supplied and materials	1		
	classified by subject area complied with prescribed standards and	-		
	requirements by classification	 		
	g. Performance in Board/Bar Examinations	 		
	h Admission Credentials	<u> </u>	_	<u></u> ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
В	Photocopy of Government Permit (to OPEN filed on or before August 30, and to		1	
7	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*******			
	Inspection Report of Supervisor**	1		
10		1		
	a) Date of Visit	1		
	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	ļ	-	

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 i) 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) 9514 (Certificate of Compliance from the Bureau of Rie) / DO 72, 2012 ****, RA 344 (SPED School)*****, BP344 (Accessibs Law)*******, DECS Order No. 12, s. 1991*******, RDX Coordinators' Agreements/Existing Documents********, DD: 1989********* Recommendations (pis. attach): Processed by: Reviewed by: Reviewed by:	<u>-</u>	f) Quarters and equipment		
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