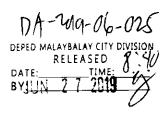


Republic of the Philippines Department of Education DIVISION OF MALAYBALAY CITY



DIVISION ADVISORY

To:

Assistant Schools Division Superintendent Chief Education Supervisors, SGOD and CID Public Elementary and Secondary School Heads Private School Administrators, LIS/BEIS Coordinators

From:

REBONFAMIL R. BAGUIO S Schools Division Superintendent

Date:

June 24, 2019

Subject:

PRIVATE SCHOOL ADMINISTRATORS AND COORDINATORS MEETING AND ORGANIZATION OF DIVISION OF MALAYBALAY CITY PRIVATE SCHOOL OFFICERS (DMCPSO) FOR SY2019-2020

- 1. In compliance to quality standards for both public and private schools, this Office through the Monitoring and Evaluation will conduct a meeting to all private schools on July 12, 2019, 1:00 P.M at the Division Multi-purpose Hall.
- 2. The objectives of the meeting are the following:
 - a. to answer queries regarding the LIS/BEIS online registration.
 - b. to update school coordinators on Sports, Child Protection Policy and Scouting Activities.
 - c. to disseminate Regional Memo No. 312, s. 2019 and;
 - d. to organize DMCPSO officers for SY 2019-2020.
- 3. The participants of this meeting are the private school administrators, LIS/BEIS Coordinators and Senior High School Coordinators.
- 4. Queries relative to this can be relayed to Mary Gladys J. Dublas, Education Program Specialist II (M and E) and Division Private Schools Coordinator at 09171166966.

Enclosure:
As stated
Copy furnished:
Records Unit
Mgjd2019



Republic of the Philippines DEPARTMENT OF EDUCATION DepEd Region X - Northern Mindanao



DepED-X
Cagayan de Oro City

June 11, 2019

REGIONAL MEMORANDUM No. 32, s. 2019

RELEASED

REITERATION OF TIMELINES ON THE ISSUANCE OF PERMIT, RECOGNITION, SPECIAL ORDER AND TUTION FEE INCREASE FOR SY 2019-2020 AND ONWARDS

To: Schools Division Superintendents
Division Private School Coordinators
Private Kindergarten, Elementary, Junior
and Senior High School Heads
All Others Concerned
This Region

1. The Schools Division Offices (SDOs) and Private Schools are hereby reminded to follow and act in accordance with the provisions stipulated in DepEd Order No. 88, s. 2010, entitled 2010 Revised Manual of Regulations for Private Schools in Basic Education and in DepEd Order No. 11, s. 2011 entitled, Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education particularly on the following Sections in the issuance of Government Permit and Recognition.

Section 28. Authority to Operate. Educational institutions can undertake educational operations only when so authorized by the Department Consistent with the national educational policies, plans and standards, the Regional Director concerned shall have the authority, accountability and responsibility for approving the establishment of private pre-school, elementary, and high schools and learning centers.

Section 29. Permit and Recognition. Government authority which may be issued for the operation of private schools in basic education shall be of two kinds: permit and recognition.

PERMIT - A permit for each year level of course shall be effective for a period of one year. The permit issued to a year is valid only for a specific educational program and, while issued on a school year basis shall remain valid until formally revoked by the Department.



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RECOGNITION – A recognition for each year level of course shall be for an indefinite period provided that the requirements of law, rules and standards will be satisfied.

Section 30 of the 2010 Revised Manual on the Requirements for Issuance of Permit as amended in DepEd Order No. 11, s. 2011 dated February 4, 2011. The highlights of the amendments are on the timelines on the issuance of temporary permit, to wit:

- On or before August 30 preceding the start of the school year when the school or new course/year level is supposed to operate – Application for the authority to open a new school, or operate a new course/year level by pre-elementary, elementary, and secondary schools shall be submitted to the Regional Office, or subject to the authority of the Regional Director, to the Division Office.
- Not later than September 30 of the same year the said application was filed - Per authority of the Regional Director, the Division Office shall assess the completeness of the documentary requirements attached to the subject application. The applicant school shall be informed in writing of deficiencies noted.
- Not later than October 30 of the same year The school shall submit compliance of the deficiencies.
- Not later than November 30 of the same year If all the
 documentary requirements are complete or the school has
 complied the deficiencies, the Division Office through the
 Division Inspection team shall conduct ocular inspection
 and evaluation of the applicant school's compliance with
 the minimum standards set for the program applied for.
- Not later than December 15 of the same year The applicant school shall be officially informed of the deficiencies noted, after the conduct of the inspection and evaluation until January 31 of the following year. Thereafter, the Regional Office shall re-evaluate and validate compliance with requirements.



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 Not later than Pebruary 28 of the following year the said application was filed – Issuance of the Temporary Government Permit, if the applicant school complies with all the requirements. Otherwise, a written disapproval shall be issued within the same period.

Renewal of Temporary Permit - The Temporary Permit is valid for one year only.

 On or before January 2nd preceding the opening of the school year, the newly-established school must apply for a RENEWAL PERMIT for the succeeding year.

Grant of Recognition- The grant of recognition for schools shall be based on their satisfactory operation during the school year, without any deficiencies in instruction, administration, and/or management and on full compliance with the prescribed requirements of the course.

- On or before February 1st preceding the opening of the school year in which recognition is intended – Schools operating courses under a temporary permit shall file an application for recognition of those courses on the first and second level of instructions.
- 2. Failure to submit the application with the required documents on the above-stated timelines shall be subjected to the following provisions as stipulated in Batas Pambansa Blg. 232 dated September 11, 1982:

Par. 2, Sec. 28 which states that:

"Operation of schools and educational programs without authorization, and/or operation thereof in violation of the terms of recognition, are hereby declared punishable violations subject to the penalties provided in this Act."

Section 68 on penalty Clause:

*Any person upon conviction for an act in violation of section 28, Chapter 3. Title III above, shall be punishable with a fine of not less than two thousand pesos (Php2,000.00) nor more



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than ten thousand pesos (Php10,000.00) or imprisonment for a maximum period of two (2) years, or both in the discretion of the court.*

- 3. All schools should post copies of new permits and recognitions of their programs on bulletin boards inside their offices/campuses.
- 4. On issuance of Special Order, all concerned are directed to refer to Regional Memorandum No. 78, s. 2019 entitled Guidelines on the Issuance of Special Order (SO) for Graduation to Private and Non-DepEd Institutions Offering Senior High School Program for SY 2018-2019 published on deped10.com website.
- 5. As to tuition fee increase, school heads are advised to submit the required documents as reflected in QAD Form 5e herein attached on or before May 15 of the preceding school year.
- 6. Attached is the flowchart for the New System Process for Application of New Government Permit and Private School M & E Report Form for reference.

7. Immediate and wide dissemination of this Memorandum is desired.

DR. ARTURO B. BAYOCOT, CESO V Regional Director

Reference: DO 88, s. 2010, DO. 11, s. 2011

Encis.: As stated

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

PROGRAM PRIVATE SCHOOL

QAD/Noel

*Reiteration of Timelines on the Issuance of Permit, Recognition, Special Order, and Tuition Fee Increase for SY 2019-2020 and Onwards



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Enclosure No. 1 to Regional Memorandum No. 312 s. 2019

APPLICATION PROCESS FOR ESTABLISHMENT, RENEWAL OF PERMIT, AND RECOGNITION OF GOVERNMENT PERMIT

(Quality Assurance and Accountability Team (QAAT)

APPLICANT for Government Permit (Renewal/Temporary/Recognition)

DIVISION OFFICE

Orients applicant and issues Checklist/Requirements

School Applicant complies and submits complete requirements to the Davision Office

Schools Division submits Indorsement to the Regional Director

Quality Assurance Division (QAD)
Administrative Assistant (ADA) in the Region receives documents and transmits them to the QAd Chief

Joint Division Office and Regional Office Team conduct on-site evaluation of submitted documents based on Schools Division report

Regional Office & Division Office Teams submits Ocular Inspection Report, Assessment Slip and recommendation to Quality Assurance Division (QAD) Chief in the Region

Quality Assurance Division Chief of the Region signs the recommendation

Quality Assurance Division (QAD)
Administrative Assistant in the Region print records entry with continuous numbering in the QuAD Private School Logbook/ the Chief initials the document

REGIONAL DIRECTOR

Approves/signs Government Permit

♥ Regional Office 10-Northern Mindanao. Zone 1, Upper Baltalang: Cagayun de Oro City

(089, 880-7072, 880-7071 (08922) 72-26-51

(http://www.deped.gov.ph/regions/region-x 🖼 region10@deped.gov.ph



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Recommendations:

Processed by:

Date Received:

Date of Action:

Other documents such as notice of consultation duly acknowledged by the concerned

organizations, Board Resolution, and pictures or video during the consultation***

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

List of attendees with their addresses and signatures**

Approved Tultion Fee increase of previous year

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School Principal

Reviewed by:

EPS - In-Charge of Private School



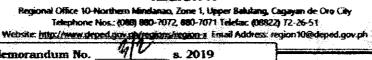
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Others, pls. specify

Republic of the Philippines

DEPARTMENT OF EDUCATION

REGION X





Private School M & E Report Form January - December 2019 **QA-ME-517** (Pls. attach supporting documents when needed) January 2020 January 2021 Division: Date of Visit: School: Address: SY Start of Operation: Course/s Applied for: (pls encircle) Prep/Elem/See Official Receipt No. for Application & Inspection Fee: Amount Paid : Pre-School _ Elementary _____ School Bond for New Application: Status of Permit/Recognition Lavelin in Courses Office (Mo. with aparthic date Pre-School Elementary Secondary B. Site Description and Area in Square Meters, Adequacy for School Purposes, and Ownership of Land _____ 1 ha. For 50-1,000 enrollees Adequate Size ______ .5 ha. For 50 enrollees or less 2 has. For 1,000-2,000 enrollees _ 3 has. For 2,000-3,000 enrollees Ownership of School Site _ Owned Title USUFRUCT Deed of Donation __ Leaschold Contract ___ ____ Others, pls. specify:__ Campus Development and landscaping plans: ___ Fully-implemented _Partially implemented C. SEC/DTI Registration Date: _ Registration No. D. Building Description: _____ Certificate of Occupancy E. Quarters/Facilities and Equipment Library Holdings Laboratory Facilities Guidance Office Medical Clinic



DEPARTMENT OF EDUCATION REGION X



Regional Office 10-Northern Mindanao, Zone 1, Upper Baluting, Cagayan de Oro City Telephone Nos.: (066) 860-7072, 860-7071 Telefac (08822) 72-26-51 Website: https://www.deped.gov.ph/regions/region-x Email Address: region 1060 deped.gov.ph

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DEPARTMENT OF EDUCATION





Regional Office 10-Northern Mindanao, Zone 1; Upper Balulang, Cagayan de Oro City Telephone Nos.: (089) 880-7072, 680-7071 Telefac. (08822) 72-26-51 Website: http://www.deped.gov.ph/regions/region-a_Enail Address: region1082deped.gov.ph

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