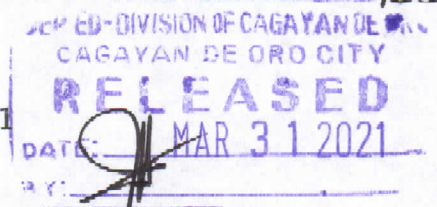




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

March 31, 2021



The School Principal
Private Elementary, Secondary and Senior High Schools
Division of Cagayan de Oro City

Sir/Ma'am:

Greetings of hope amidst the pandemic.

All concerned private schools who shall apply for renewal of permit to operate are hereby informed of Regional Memo No. 137 entitled Utilization of Private School Forms for your information, guidance and compliance.

Thank you.

Very truly yours,

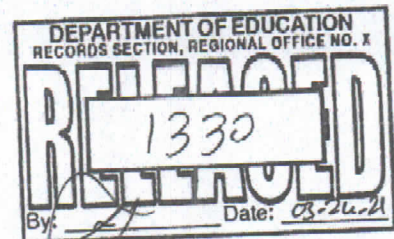

CHERRY MAE L. LIMBACO
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO



Office of the Regional Director

March 23, 2021

REGIONAL MEMORANDUM
No. 137, s. 2021

UTILIZATION OF PRIVATE SCHOOL FORMS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
SGOD Chiefs
Private School Coordinators
All Others Concerned

1. Utilization of Private School Forms has been issued as Regional Memorandum No. 62, s. 2014. However, due to the issuance of DepEd Order No. 13, s. 2020 titled, *Readiness Assessment Checklist for Learning Delivery Modalities in the Learning Continuity Plan of Private Schools* and DepEd Order No. 13, s. 2020 titled, *Additional Provisions to DepEd Order No. 013, s. 2020 (Readiness Assessment Checklist for Learning Delivery Modalities in the Learning Continuity Plan of Private Schools)*, there is a need to reinforce certain requirements particularly on the issuance of Government Permit to Operate.

2. Included in the requirement is the submission of their Learning Continuity Plan showing alternative delivery modes of learning when face-to-face learning is not allowed. In choosing the specific learning delivery modalities to use, the schools shall take into consideration the following: availability of learning resources, the health and well-being of learners and personnel, national and local directives given and the choice of parents and learners.

3. Attached is QAD Form QA-CR-560K titled Requirement for Government Permit to Operate/Renewal/Recognition, for reference.

4. For clarifications, please coordinate with Rogelio C. Evangelista, Chief, Quality Assurance Division through telephone number 09178300799 or email at qad.region10@deped.gov.ph.

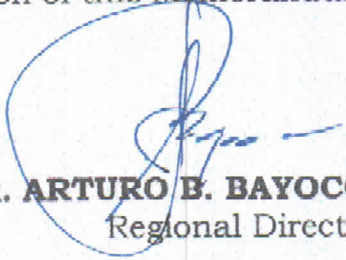




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5. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH: as stated

qad/noel





Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO

QA-CR-560K

REQUIREMENTS
GOVERNMENT PERMIT TO OPERATE/RENEWAL/RECOGNITION

Name of School : _____
 Name of School Head : _____
 Address of School : _____
 Course/s/Offering : _____
 Curriculum Year(s) : _____
 Contact Number : _____

- ___ 1. Endorsement of the Schools Division Superintendent
- ___ 2. Letter of intent/application for Government Permit/Recognition
- ___ 3. Inspection Report of the Division Inspection Team (using Private School M & E Report Form - QD-ME-517) where each member affixes his/her signature in the said report.
- ___ 4. Board Resolution Certified by the Corporate Secretary and indicating statements on the following:
 - ___ 4.1 Philosophy and goals of the course
 - ___ 4.2 Viability of the course particularly in terms of:
 - ___ 4.2.1 prospective students
 - ___ 4.2.2 demand for the graduates
 - ___ 4.2.3 existing schools offering the same course within the province/city
- ___ 5. Documents of ownership in the name of the school/Transfer Certificate of Title of:
 - ___ 5.1 school site/additional site;
 - ___ 5.2 school building/additional school building;
- ___ 6. Certification from the Public Schools District Supervisor that the school site should be free from noise, unpleasant odors and dust, and should be sufficiently far from cockpits, dancing halls, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffic high-ways, jails, railroad yards, and manufacturing and industrial establishments.
- ___ 7. Comprehensive Disaster Risk Reduction and Management (DRRM) Framework
- ___ 8. Articles of Incorporation and By-laws indicating:
 - ___ 8.1 Purpose for the proposed legal entity's incorporation;
 - ___ 8.2 Name, address, seal or logo and its operating philosophy;
 - ___ 8.3 Signatures, Tax Identification Numbers, Community Tax Certificate Numbers of the Incorporators including place of issuance; and
 - ___ 8.4 The Articles of Incorporation must be notarized to transform it into public document
- ___ 9. Notarized Feasibility Study covering the following aspects: *(For Establishment)*
 - ___ 9.1 Purpose and objectives of the proposed school or course;
 - ___ 9.2 Availability of the school site and building, including the document of ownership thereof, the location plans, pictures, and the architects plan of the building if the same is still to be constructed;
 - ___ 9.3 Itemized cost of the project covering the entire course in terms of site, site development, classrooms, equipment and facilities, library, laboratory, monthly or annual salaries of faculty and other personnel, other essential equipment and maintenance;
 - ___ 9.4 Financial capacity of applicant school, including its resources, to provide the requirements for the entire course and support its operation from year to year without depending solely on student fees;
 - ___ 9.5 Proposed faculty line up and administrative and supervisor staff, together with



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
 (088) 856-3932 | (088) 881-3137 | (088) 881-3031
 Department of Education Region 10
 region10@deped.gov.ph
 http://deped10.com





Republic of the Philippines
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Office of the Regional Director

- their individual transcripts of record and evidence of willingness to join the school.
- 9.6 Need or demand for the establishment of the school or operation of the course in the locality. If the course is already being offered in the same locality, there must be evidence of the following factors:
 - 9.6.1 distance of the applicant school to the existing school (**Standard:** No other public/private school offering the course applied within 2-km radius or Justification), and list of prospective learners to support viability of the course;
 - 9.6.2 enrolment in existing school;
 - 9.6.3 number of students in the same locality enrolled in schools other than in the existing school; and
 - 9.6.4 facilities, standards and supportive provisions for effective instruction and quality education.
 - 10. Health, safety and management of emerging infectious disease
 - 11. School Governance
 - 11.1 Organizational Chart indicating the administrative, teaching and non-teaching personnel
 - 11.2 Transcript of Records of the School Head (Master's Degree holder), teachers, nurse, physician, dentist, librarian
 - 11.3 PRC Rating/license of the school head and teachers
 - 11.4 Notarized Employment contracts of the school head, members of the teaching and non-teaching staff
 - 12. School Site, school buildings, classrooms, ancillary facilities, furniture and fixtures
 - 12.1 Copies of documents showing ownership of school site and buildings (OCT, TCT, Deed of Donation, Copy of payment of Real Property Tax for School Buildings) or Contract of Lease that shall stand 10 years from when application is filed.
 - 12.2 Copy of the Certificate of Occupancy
 - 12.3 Comprehensive Floor Plan indicating the area, dimension and maximum and actual number of learners that classroom and non-academic rooms (computer room, library, home economics/TLE room, science laboratory, etc.) can accommodate.
 - 12.4 Pictures of principal's office, guidance office, computer room, library, home economics/TLE room, science laboratory, comfort rooms, canteen, clinic (with cot/bed, medicine cabinet, first aid kit, etc.), playground, hand washing areas/facilities, fire extinguishers, fire escapes, fire exits, ramps for learners with disabilities/special needs.
 - 12.5 Pictures of classrooms showing chairs, desks, tables, cabinets/shelves, black/white boards, display boards, bulletin boards, etc.
 - 13. Curriculum
 - 13.1 Learning Continuity Plan (DO 13 & 17, s. 2020).
Readiness for distance Learning (Learning strategies and modalities)
 - 13.2 Copy of DepEd Curriculum Learning Competencies for each level (and school's special curriculum if available)





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- 13.3 Copies of the comprehensive class programs including the year level and section, time, name of subject, name of teacher who handles the subject, number of minutes for each subject
- 13.4 List and pictures of textbooks and supplementary materials
- 13.5 List and pictures of teaching aids/instructional materials, library resources/materials/equipment, athletics/sport supplies and equipment, laboratory supplies/materials/equipment, TLE tools and utensils, curriculum materials
- 13.6 List of co and extra-curricular activities and special programs/projects
- 13.7 Copy of the School Handbook
- 13.8 Copy of Staff Training/Professional Development Plan

___ 14. Securities and Exchange Commission (SEC) Registration

- 14.1 Registration is in the name of the school
- 14.2 Course applied is mentioned in the Articles of Corporation
- 14.3 Incorporators/owners are citizens of the Philippines (except those established by religious groups or mission boards)
- 14.4 At least 60% of Capital Contribution (Php 1,000,000.00 for Preschool Php 1,500,000.00 for Elementary Php 2,500,000.00 for Secondary) is owned by the owners/incorporators. *(For Renewal/ Recognition)*
- 14.5 DTI for single proprietorship

___ 15. Others

- 15.1 Copy of the school budget indicating the source of funds
- 15.2 Copy of proposed tuition and other school fees
- 15.3 Copy of Latest Financial Statement certified by an external CPA with Independent Auditor's Opinion
- 15.4 Copies of receipts of latest remittances to SSS, Philhealth, PAG-IBIG (and Retirement Plan)

COMMENT(S):

RECOMMENDATION(S)

Processed by:

Reviewed by:

Education Program Supervisor, QAD
Processor

ROGELIO C. EVANGELISTA
Chief Education Supervisor, QAD
Reviewer

Approved:

DR. ARTURO B. BAYOCOT, CESO III
Regional Director



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