



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



June 04, 2024

DIVISION MEMORANDUM
No. 408 s. 2024

RENEWAL OF PERMIT TO OPERATE OF PRIVATE SCHOOLS

TO: Assistant Schools Division Superintendent
Chief Education Supervisor - SGOD
Private Schools Coordinator
Concerned School Heads of private schools with permit to operate

1. With reference to Deped Order No. 88 s. 2010 title Manual of Regulations for Private Schools, Section B. Permits and Recognition, private school with permit to operate shall renew their permit annually. Relative to this provision, all concerned are hereby reminded of the submission of their documents for the **renewal of permit to operate for School Year 2024-2025** on or before **June 10, 2024**.
2. One (1) printed copy of the documents for renewal of permit to operate shall be submitted to the Office of the Regional Director coursed through this Office. Please see attached checklist for the arrangement and tabbing of documents.
3. Private schools with government recognition and SHS provisional permits are **not** covered by this memorandum.
4. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender, sexual orientation, disability, religion and ethnicity.
5. Immediate and widest dissemination of this memorandum is enjoined.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As indicated

Reference: None

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

PRIVATE SCHOOLS CONGRESS

ECHR/PS
June 04, 2024



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

DA-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



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- 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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