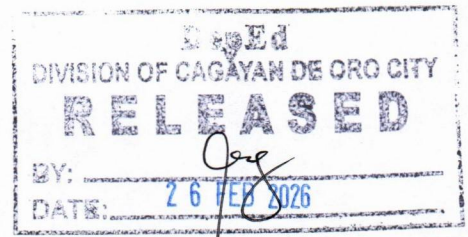




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

25 February 2026

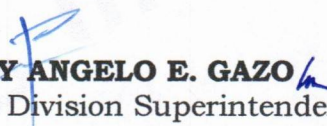
DIVISION MEMORANDUM

No. 229 s.2026

REITERATION OF DEADLINES IN THE SUBMISSION OF SCHOOL APPLICATIONS PER DO 88 S.2010; DO 40 S.2014; AND RELATED ISSUANCES

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Private Schools Division Coordinator
Private Schools Administrators

1. Pursuant to RM No. 164 s.2026 attached herein, all concerned are hereby informed of the reiteration of deadlines in the submission of school applications.
2. Please see attached memorandum for your information, reference and guidance.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. This Office directs immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

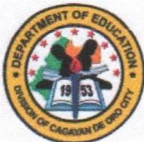
Encl.: As indicated

Reference: None

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

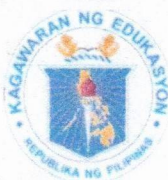
PRIVATE SCHOOLS APPLICATIONS

DM-003-SGOD-SMME-ECHR

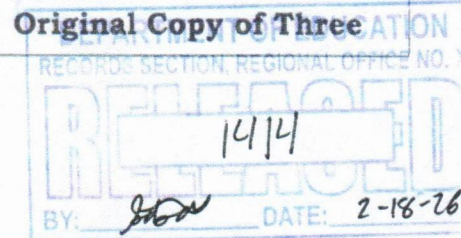


Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code	Ops Manual	Rev	00
Effectivity	09.20.21	Page	1 of 1



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



February 5, 2026

REGIONAL MEMORANDUM

No. 164, s. 2026

REITERATION OF DEADLINES IN THE SUBMISSION OF SCHOOL APPLICATIONS
PER DO 88, S. 2010; DO 40, S. 2014; AND RELATED ISSUANCES

To: Schools Division Superintendents
Private School Operators
All Others Concerned

1. To ensure proper handling of documents for various school applications, this Office reiterates the following deadlines per **DepEd Order No. 88, s. 2010**, regarding the 2010 Revised Manual of Regulations in Private Schools Basic Education; **DepEd Order No. 40, s. 2014**, regarding the Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education; and other related issuances:

a. For Private Schools

Application	Deadline of Submission to RO	Remarks
Special Orders	At least 15 to 60 days before graduation	The Regional Office (RO) shall release the SO numbers at least 30 days after receipt, and satisfaction, of complete documents submitted. Please refer to updated releases on Special Order guidelines,
Government Permits (New Schools)	August 30 of preceding year to opening of school	The RO shall note and communicate the deficiencies to the Schools Division Offices (SDOs) until September 30 ; the SDOs in return shall complete and satisfy the deficiencies noted by the RO until October 31 ; the RO then shall conduct ocular inspections until November 30 and shall note and communicate to the SDOs the deficiencies during ocular inspection until December 15 . Finally, the SDOs shall complete and satisfy the deficiencies until January 31 . The RO in return shall issue/disapprove the applications until February 28 .
Renewal of Permits/ Government Recognition	February 1	

Application	Deadline of Submission to RO	Remarks
New courses for schools with permits	January 2	
Tuition and Other School Fees (TOSF) • With increase • Without Increase • Schedule of Fees	May 15 prior to the opening of school year	Consultation for Tuition Fee Increase is before March 30.

b. For Public Schools

Application	Deadline of Submission to RO	Remarks
Establishment	1st week of July of preceding year to implementation	Please see the Flowchart in Attachment No.1 for details.
Merging		
Conversion		The composite teams of the RIT and the DREC are in Attachment No. 2.
Naming/Renaming		
Separation of Annexes		

2. Any delay or special request that does not comply with the specified deadlines must be supported by a written explanation addressed to the undersigned. All applications that run contrary to this regional memorandum will be returned without action.

3. All provisions in above-mentioned issuances shall remain the same and not rescinded.

4. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

POLICY SCHOOLS

RE: Reiteration of Deadlines in the Submission of School Applications
per DO 88, S. 2010; DO 40, S. 2014; and Related Issuances

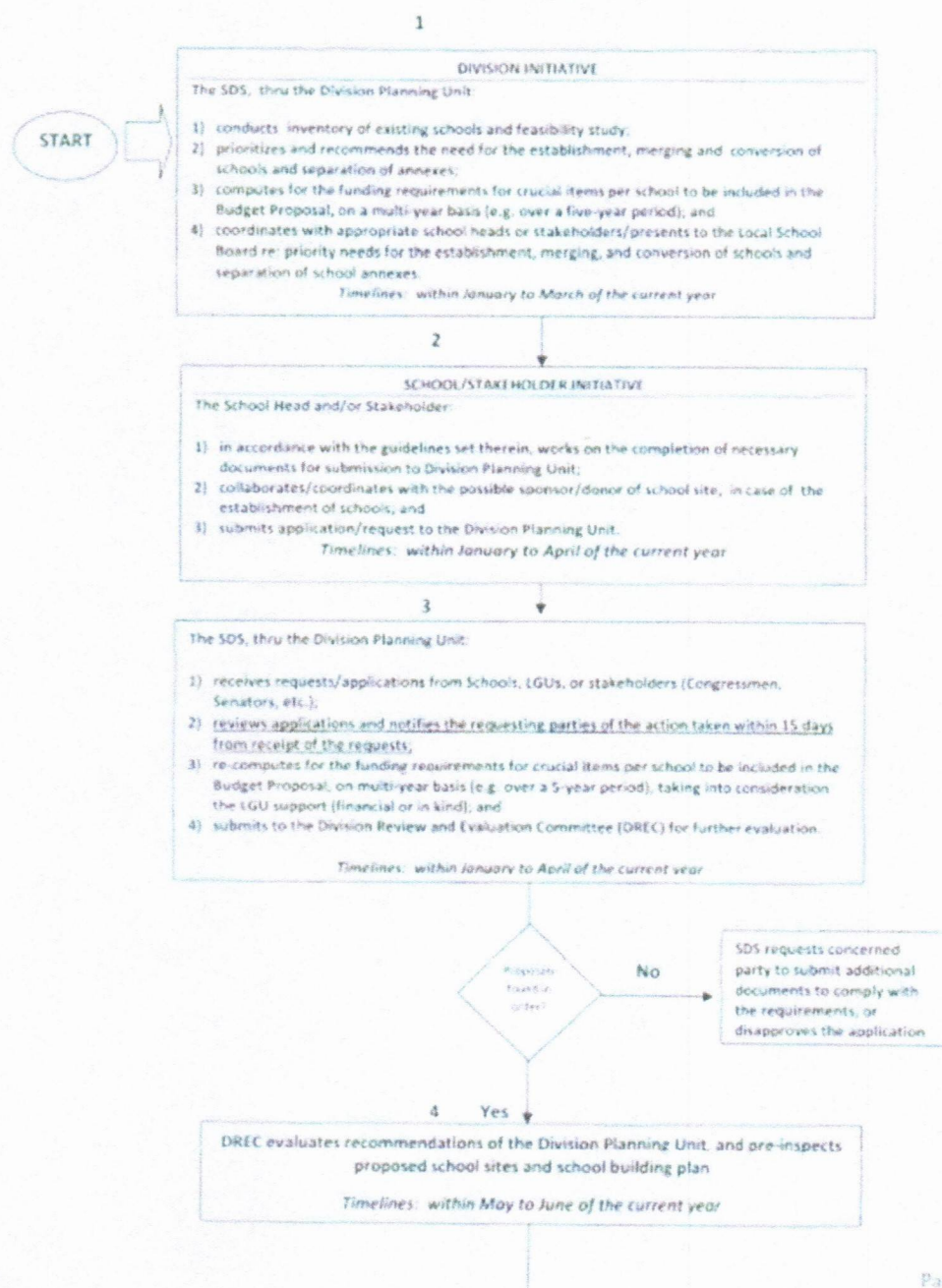
QAD/marisa

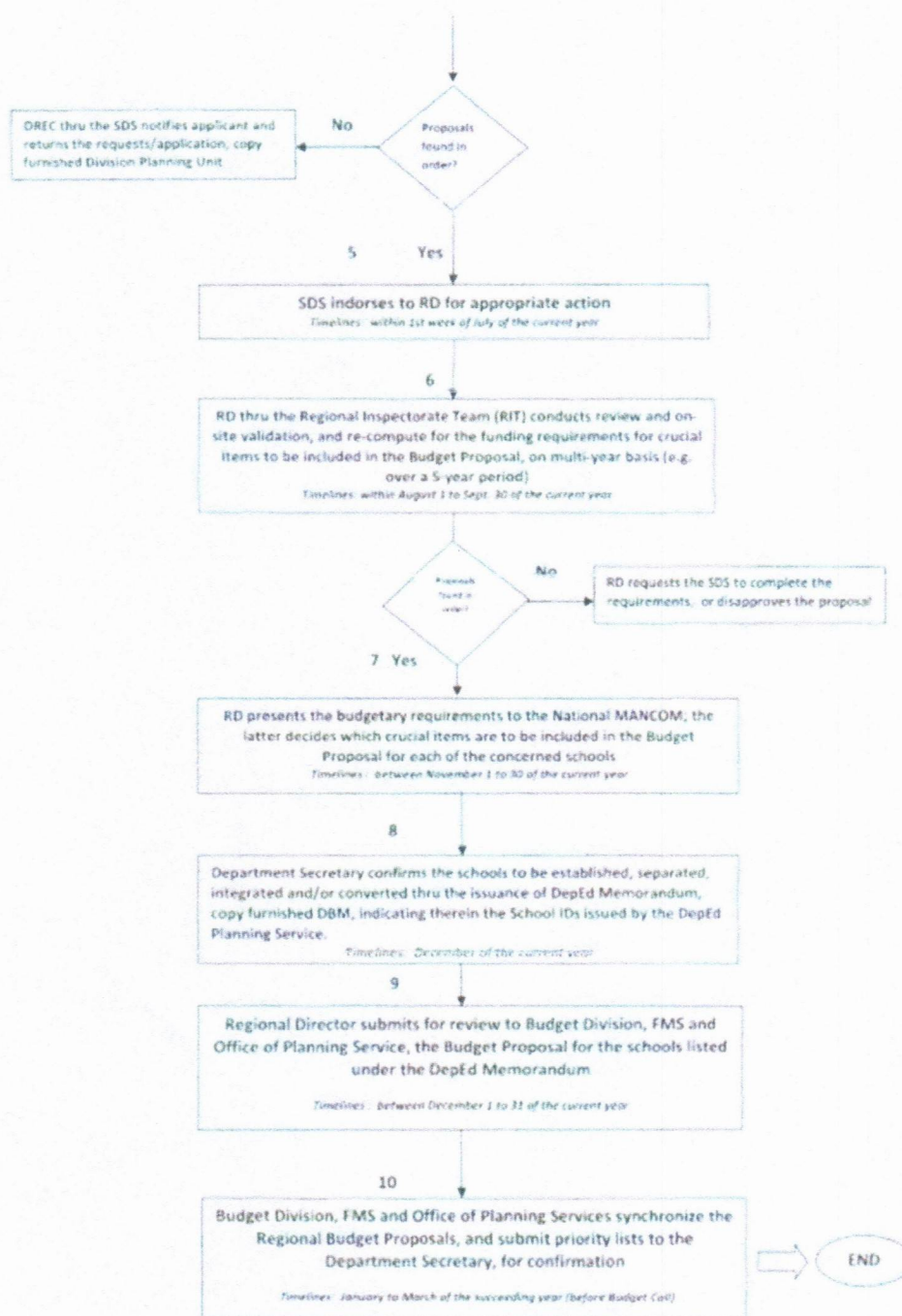
Enclosure No. 1 to RM 164, s. 2026 on Reiteration of Deadlines in the Submission of School Applications
pe DO 88, s. 2010, DO 40, s. 2014 and Relative Issuances

ANNEX A

PROPOSED GENERAL PROCEDURE Processing of Requests for the Establishment, Merging and Conversion of Public Schools, and Separation of Public School Annexes (For Inclusion in the Budget Proposal for the Succeeding Years)

FLOWCHART





Enclosure No. 2 to RM 164, s. 2026 on Reiteration of Deadlines in the Submission of School Applications
pe DO 88, s. 2010, DO 40, s. 2014 and Relative Issuances

The composition of the Division Review and Evaluation Committee (DREC)

Chair : Schools Division Superintendent

Co-Chair : Assistant Schools Division Superintendent

Members : One (1) Division Administrative Officer

One (1) Division Planning Officer

One (1) Division Accountant and/or Division Budget Officer

One (1) PSDS (for elementary level)

One (1) Chief Education Program Supervisor (for high school level)

One (1) In-Charge of Education Facilities Section

One (1) PTA Federation President

The composition of the Regional Inspectorate Team (RIT)

Chair : Assistant Regional Director

Co-Chairs : Chief Education Program Supervisor, Quality Assurance Division (QAD)

Members : Chief Administrative Officer (CAO), Administrative Division
CAO, Budget and Finance Division
Two (2) Education Program Supervisors (EPS) from QAD
One (1) EPS from Curriculum Implementation Division
One (1) In-Charge of Education Facilities Section

[Sourced from pages 27-28 of DO 40, s. 2014]