Department of Education
Region X-Northern Mindanao
Division of Misamis Oriental
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January 17, 2017

Division Advisory

REGIONAL POLICY GUIDELINES FOR THE ISSUANCE OF GOVERNMENT PERMIT AND GOVERNMENT RECOGNITION FOR BASIC EDUCATION COURSES IN PRIVATE SCHOOLS

To : **Heads, Private Preschool, Elementary, Junior High School**
All Others Concerned

1. The Department of Education- Region X issues the Regional Guidelines for the Issuance of Government Permit and Government Recognition for Basic Education in Private Schools effective 2017 onwards.

2. All documents shall be submitted to the Division Private School Coordinator Ms. Irish Karylle D. Monte, 2nd floor, SGOD Office, for proper endorsement to the Regional Office.

3. Approved permits will also be released back to the Division Office and shall be claimed in the same office.

4. Attached is a copy of Regional Memorandum No. 17, s. 2017, re Regional Policy of Guidelines for the Issuance of Government Permit and Government Recognition for Basic Education Courses in Private Schools, for your reference.

5. For your information and guidance.

6. Wide dissemination of this Advisory is hereby enjoined.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

CLL/ikm

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X
Zone 1, Upper Balulang, Cagayan de Oro City
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Tayo PARA SA EDUKASYON

DepED-X Cagayan de Oro City

January 6, 2017

REGIONAL MEMORANDUM
No. 17 s. 2017

16 JAN 2017
256
RELEASED

REGIONAL POLICY GUIDELINES FOR THE ISSUANCE OF GOVERNMENT PERMIT AND GOVERNMENT RECOGNITION FOR BASIC EDUCATION COURSES IN PRIVATE SCHOOLS

To: Schools Division Superintendents
Heads, Private Preschool, Elementary and Secondary Schools
All Others Concerned
This Region

1. The Department of Education, Regional Office X issues the enclosed copy of the Regional Guidelines for the Issuance of Government Permit and Government Recognition for Basic Education Courses in Private Schools effective 2017 onwards.

2. The Regional Policy Guidelines reiterate the proper implementation of DepEd Orders and other issuances on developmental services and effectiveness of private schools in basic education.

3. The Regional Policy Guidelines shall take effect immediately upon its issuance. All other Regional regulations and issuances inconsistent with these guidelines and policies are deemed repealed accordingly.

4. For information and guidance.

ALLAN G. FARNAZO
Director IV

Encls.: As stated

QUAD/noel

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DEPARTMENT OF EDUCATION
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(Inclosure to Regional Memorandum No 17 s. 2017)

In view of the Final Output of the Department of Education, Regional Office X on Regulatory and Developmental Services to Private Schools, the following policy guidelines are reiterated:

I. ISSUANCE OF GOVERNMENT PERMIT (Establishment, Renewal) and GOVERNMENT RECOGNITION for BASIC EDUCATION COURSES in PRIVATE SCHOOLS

1. All Schools Division Offices (SDOs) must have NO private schools operating without a permit (zero target). The SDOs shall insure a direct and more focused supervision in the operations of private schools as mandated by DepEd Policies.

2. Private Schools must submit EBEIS data to their SDO on or before October 15 of the school year.

3. The SDO Review and Evaluation Committee for Private Schools is tasked to receive, review documents and evaluate applications for a.) renewal of Government Permit and, b.) permit to offer a new Course and Curriculum Year. LIST OF SCHOOLS with 100% compliance with the requirements stipulated in the Government Permit and Recognition Processing Checklist (GPR3) per DepEd Order No. 88, s. 2010, SDOs shall be indorsed to the Regional Office (Attention: Quality Assurance Division) for on-site validation.

4. The Regional Office shall assess the completeness of the documentary requirements attached to the subject application. If all the documentary requirements are complete or the school has already complied, the Regional Office shall conduct ocular inspection and evaluation of the applicant school's compliance with the minimum standards set for the program applied for (DO 11, s. 2011).

5. On-site validators shall be a QuAD Team member and the SDO Education Program Supervisor In-Charge of Private Schools. There shall only be one (1) validating team.

6. The SDO Review and Evaluation Committee is also tasked to process and evaluate applications to the establishment of new schools and for Government Recognition. 100% compliance of the requirements is a MUST before indorsement of the application and documents to the RO for on-site validation.

7. The following timeline shall be STRICTLY FOLLOWED by all SDOs:

August 1-31	Submission of applications of private schools to SDO for processing and evaluation
September-October	Inspection of schools by SDOs, indorsement of LIST OF SCHOOLS for on-site validation to RO
October 31	Deadline of indorsement of LIST OF SCHOOLS for on-site validation to RO
November – January	On-site validation of schools by QuAD Team – RO and DO
February 1 – March	Issuance of Permits

8. DepEd Order No. 14, s. 2015 stipulates the list of applications requiring fees and the corresponding fees imposed and collected by the Regional Offices under existing rules.

Private schools concerned shall pay the following fees to the Cashier Unit of Regional Office X after inspection and Order of Payment have been issued by the Regional Education Program Supervisor as Team Leader of the Inspection Team.

The total fee per application shall be per applicant school.

List of Applications	Imposed Fee	LRF Fee	TOTAL AMOUNT
1. Application and inspection fee for Government Permit to operate a. proposal for opening of new school b. Course and Curriculum Year c. Renewal of Government Permit d. To operate a New Course	P 2,000.00	P 20.00	P2,020.00
e. Application and inspection fee for Government Recognition	P 2,000.00	P 20.00	P2,020.00

9. The imposition of penalty fine of P 2,000.00 for operating a program/course without the necessary permit should not be construed as payment for back permit. It is a penalty meted before granting the permit for the incoming school year (RA No. 232).

10. Schools operating without valid permit are operating without authority of the Department. Under existing guidelines, graduates of those schools are required to take the Philippine Validating Test (PVT) administered by National Educational Testing and Research Center (NETRC) prior to admission to another school.

11. The List of Private Schools with permit to operate, recognition should be posted in the Regional Office and SDOs at municipal halls and other conspicuous places. The SDOs are expected to inform parents to check whether the private schools where they intend to enroll their children is duly permitted or recognized by the Department of Education.

12. The format of the indorsement to the Regional Director shall be:

Respectfully forwarded to the Regional Director, DepED, Regional Office X (Attention: Quality Assurance Division) the herein application and supporting documents of _____ Name of School_____, Address of School _____, for Government Authority to Operate/Government Recognition the/of Course applied for, SY _____, with full compliance to the requirements, recommending approval.

References:
DepEd Order 88, s. 2010
DepEd Order 68, s. 2010
DepEd Order 11, s. 2011
RA No. 232
DepEd Order 41, s. 1991
DepEd Order 38, s. 2011
DepEd Order 38, s. 2012