Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division Superintendent**

July 7, 2022

**DIVISION MEMORANDUM**
**No. 371 s. 2022**

**REITERATION OF THE POLICY FOR THE ESTABLISHMENT OF A SCHOOL BRANCH FOR PRIVATE SCHOOL**

To: Public Schools District Supervisors and District In-charge
District Private School Evaluation Team
Private School Heads
Division Private School Coordinator
This Division

1. In reference to Regional Memorandum No.402, s.2022 re: Reiteration of the Policy for the establishment of a School Branch for Private Schools, this Office informs the field of **DepEd Order No.11,s.2011 titled Amendments to the Revised Manual of the Regulations for Private Schools in Basic Education** particularly in the establishment of a school branch.

2. For any clarifications or inquiries, all concerned may contact the Quality Assurance Division (QAD) at qad,region10@deped.gov.ph

3. Wide dissemination with this Memorandum ~~is directed~~.

**JONATHAN S. DELA PEÑA, PhD, CESO V**
Schools Division Superintendent

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

COMMUNICATIONS
POLICY
SCHOOL
PROGRAMS
PROJECTS

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

DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE NO. X
RELEASED
3442
By: Date: 7/1/22

July 1, 2022

REGIONAL MEMORANDUM
No. 401, s. 2022

REITERATION OF THE POLICY FOR THE ESTABLISHMENT OF A SCHOOL BRANCH FOR PRIVATE SCHOOLS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This issuance reiterates **DepEd Order No. 11, s. 2011** titled **Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education** particularly the following provisions in the establishment of a school branch:

> ***Section 41. Establishment of a School Branch.*** *In line with the Constitutional mandate for the State to take appropriate steps to make quality education accessible to all, the Department encourages educational institutions to establish branches all over the country which shall be considered part of the corporate identity of the educational institution originally recognized by the Department. Accordingly, there is no need for a school branch to incorporate or have a separate corporate identity for the establishment of a school branch.*
>
> *Educational institutions shall not be required to secure approval from the Regional Director concerned to establish a school branch, except in the National Capital Region (NCR). However, the said Regional Director shall make sure that such school branch complies with the standards and requirements set by the Department.*
>
> *A school facility shall be considered a branch where (1) a separate site and attendance educational facilities such as building and classrooms specifically for the school have been established, (2) the branch is offering educational programs which are also offered in the main school, and (3) the courses offered in the branch are not restricted to special clienteles such as employees of a company, but are open to the qualified general public.*
>
> *At its discretion the school may apply as a separate educational institution rather than as a branch. As such, the applicant should meet the requirements for the establishment of a new school.*

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*41-a. A school facility shall be considered an extension class when it possesses the characteristics of a school branch as above, with the exception that (1) administrative and support facilities mentioned are not available at the site, but merely the classrooms; (2) enrollment in an extension class is restricted to special clienteles, and not available to the general public; and (3) such extension classes are temporary in nature. Prior notice given to the Department on the intention to hold extension classes will be sufficient.*

2. For any clarifications or inquiries, all concerned may contact the **Quality Assurance Division (QAD)** at qad.region10@deped.gov.ph.

3. 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:

PRIVATE SCHOOL BRANCH

* Reiteration of the Policy for the Establishment of a School Branch for Private Schools

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