



Republic of the Philippines  
Department of Education  
Region VI- Western Visayas  
**DIVISION OF CAPIZ**  
Banica, Roxas City  
Telefax No. (036) 6210-974- (036) 6216-118

December 21, 2021

Division Memorandum  
No. 290s. 2021

**SUBMISSION OF RENEWAL OF GOVERNMENT PERMIT TO OPERATE  
FOR CAPIZ PRIVATE SCHOOLS OPERATING WITH  
RENEWAL STATUS FOR SY 2022-2023**

TO : Acting Assistant Schools Division Superintendent  
Chief, Education Supervisors, SGOD & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Private Preschool/Elementary School Principals  
Private Secondary School Principals

1. This is to inform all private schools with renewal status the schedule for submission of scanned application documents for **Renewal of Government Permit to Operate** for S. Y. 2022 - 2023 **will be until DECEMBER 29, 2021**. Upload your scanned documents to this google drive link <https://bit.ly/CapDivPrivateSARenewalPermit2223>. List of the Scanned documents uploaded in the google drive will be endorsed to the regional office.
2. Payments for your renewal fees will be accepted at the Division Office- Cashier from 8:00 a.m. to 5:00 p.m. on weekdays upon completing the payment order form available at the Cashier's Office. Please be reminded to observe our timelines.
3. Immediate dissemination of this memorandum is desired.

  
SALVADOR O. OCHAVO, JR., EdD., CESO V  
Schools Division Superintendent

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