



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM

No. 254, s. 2022

**CONSISTENCY OF DEADLINES AND TIMELINES ON VARIOUS
GOVERNMENT AUTHORITY APPLICATIONS**

To: Office of the OIC Asst. Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Private Elementary and Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum No. 567, s. 2022 titled **Consistency of Deadlines and timelines on Various Government Authority Applications.**
2. Immediate and wide dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN EdD., CESO V
Schools Division Superintendent 



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

JUL 29 2022

REGIONAL MEMORANDUM

No. 567, s. 2022

**CONSISTENCY OF DEADLINES AND TIMELINES ON VARIOUS
GOVERNMENT AUTHORITY APPLICATIONS**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. In compliance with DepEd Order No. 88, s. 2010 entitled “2010 Revised Manual of Regulations for Private Schools in Basic Education” and DepEd Order No. 11, s. 2011, “Amendments on the 2010 Revised Manual of Regulations for Private Schools in Basic Education”, this Office reiterates the following deadline of the submission of the various government authority applications for school year 2023 – 2024:

Type of Government Permit	Deadline in the Regional Office
Application for New School/ New Grade Level for SY 2023 - 2024	on or before August 30, 2022
Application on the Renewal of Government Permit for SY 2023 - 2024	on or before January 2, 2023
Application of Government Recognition for SY 2023 - 2024	on or before February 1, 2023

2. Along with this, the SGOD Personnel, SDO Private Schools Focal Persons, and all other officials delegated to appraise various government authority applications are directed to stringently evaluate the submitted documents based on the **3C's**: Complete, Current, Compliant with the policy guidelines.

3. The Schools Division Offices are encouraged to establish a division process, system, and strategy that will ensure compliance of all applicant schools as to the deadline of submission, documentary requirements and school facilities and equipment at par with the basic requirements to the applied government permit or recognition before it will be endorsed to this Office.



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4. For further reference, enclosed is the timeline matrix for the New Government Permit applications.
5. Immediate dissemination of and compliance with this Memorandum are desired.

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Director III
Officer-In-Charge
Office of the Regional Director



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Enclosure No. 1

TIMELINE MATRIX FOR THE NEW GOVERNMENT PERMIT APPLICATION

ACTIVITIES/PROCESSES	DATE
Deadline of application in the Regional Office	On or before August 30 preceding the school year intended to operate
Issuance of the Notice of Deficiencies to the school applicant	Not later than September 30 of the same year the application was filed
Compliance period of the applicant school on the found documentary deficiencies	Not later than October 1 of the same year of the application was filed
Conduct of Inspection	Not later than November 15 of the same year of the application was filed
Compliance period of the applicant school on the found documentary deficiencies upon inspection	Not later than December 15 of the same year of the application was filed
Issuance of Notice of Disapproval if failed to comply with the found deficiencies within the prescribed period	Not later than February 28 of the following year



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