



Republic of the Philippines
Department of Education

November 23, 2022

Division Memorandum
No. 493s. 2022

SUBMISSION OF APPLICATION FOR RENEWAL OF GOVERNMENT PERMIT TO OPERATE FOR CAPIZ PRIVATE SCHOOLS OPERATING WITH RENEWAL STATUS FOR SY 2023-2024

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors/ OIC of the Districts
Private Preschool/Elementary School Principals
Private Secondary School Principals
All Others Concerned

1. This is to inform all private schools with Government Permit and with renewal status that the schedule for submission of application for **Renewal of Government Permit to Operate for S. Y. 2023-2024** will start on **NOVEMBER 25, 2022** until **DECEMBER 29, 2021**. The application documents shall be submitted and stamped received at the Receiving Section before the set deadline.
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 and see attached checklist and Regional Memo No. 296 s. 2021 for payment of fees.
3. Immediate dissemination of this memorandum is desired.


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



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



REGION VI – WESTERN VISAYAS
Duran Street, Iloilo City

**CHECKLIST FOR APPLICATION FOR RENEWAL OF GOVERNMENT PERMIT
For SY 2023-2024**

Name of School : _____
Address of School : _____
Course : _____
Curriculum Year/s : _____

REQUIREMENTS

1. Letter of Intent addressed to DepEd Regional Director through Channel Board Resolution
2. _____ Certified by the Corporate Secretary
3. Articles of incorporation and By-Laws (Original or Certified Xerox Copy)
 - _____ In the name of the school
 - _____ Registered with the Securities and Exchange Commission
 - _____ Stock/Non-Stock
4. Copy/ies of Transfer Certificate/s of title of the school site (if owned by school)
 - _____ In the name of the school
 - _____ Total area adequate (state total area _____
(Pre-Elem. (min.) – 500 sq.m, Elem./HS (min.) – 1,000 sq.m.)
5. Copy/ies of Contract of Lease of School Site/Building (if not owned by school)
 - _____ Indicating the number of contract years.
6. Location of school in relation to this environment
 - _____ Far from traffic, neighbors and fire hazards
 - _____ Free from noise/unpleasant odor and dust
7. Campus development and landscaping plans (if change/addition has been made).
 - _____ Fully implemented
 - _____ Partially implemented
 - _____ Not implemented
8. Document/s of Ownership of school building/s (if change/addition has been made)
 - _____ In the name of the school
 - _____ Total floor area adequate (state total area _____)
9. Certificate of occupancy of school building/s (If none, Fire Inspection and Sanitation Permit/Mayor's Permit suffice))
 - _____ Signed by proper city/municipal authorities
10. Pictures of school building/s, classrooms, laboratories, libraries, medical and dental health facilities, canteens, etc, (optional)
11. List of school administrators (president, vice-president, deans, department heads)
 - _____ Educational Qualifications
 - _____ Administrative experience (in terms of years)
 - _____ Status (indicate if part-time or full-time)
 - _____ Salary
 - _____ Eligibility
12. List of academic non-teaching personnel (registrar, librarian, guidance counselor, researchers).
 - _____ Education Qualification
 - _____ Experience n their present positions (in terms of years)
 - _____ Status (indicate if part-time or full-time)
 - _____ Salary
 - _____ Eligibility
13. List of the Teaching/Academic Staff for the Course/s / program/s applied for
 - _____ Educational Qualifications
 - _____ Subject assignments in accordance with qualification
 - _____ Teaching experience (in terms of years)
 - _____ Status (indicate if part-time or full-time)
 - _____ Salary

- _____ Eligibility
 14. List of laboratory facilities and equipment classified by subject area
 15. List of library holdings classified by subject

- _____ Complies with at least ten (10) titles per subject
 _____ Complies with at least three (3) copies per title
 16. List of courses / programs offered

_____ Pre Elem. - Enrolment - _____
 _____ Elementary - Enrolment - _____
 _____ Junior HS - Enrolment - _____

17. Proposed budget for the succeeding school year approved by the Board of Trustees/Directors

- _____ Approved by the Board of Trustees/Directors/School Principal
 18. Copy of Latest Financial Statement of the school certified by the Board
 19. Proposed approved curriculum (to be signed by the CID/ Private School Focal Person in CID)

- _____ In accordance with standard and requirements
 _____ Basic Learning Continuity Plan (BLCP)

20. Approved tuition and other school fees.

_____ Approved by DepED
 _____ In accordance with guidelines

21. Application Fees (Government Permit) - (with additional amount for Legal Research Fund)

Inspection Fee - - - - - Php1,000.00
 _____ Pre-Elementary - - - - - Php 500.00
 _____ Elementary Level (Grades I-VI) - - - - -Php 500.00
 _____ Secondary - - - - -Php 500.00
 Total - - - - -

_____ O.R. No. _____
 _____ Place of Issuance _____
 _____ Date of Issuance _____

22. Copy of the latest BEIS (Private School Profile) - School ID Number: _____
 23. Copies of Permits to Operate

SY 2019 – 2020 - Permit No. _____ Date Issued : _____
 SY 2020 – 2021 - Permit No. _____ Date Issued : _____
 SY 2021- 2022 - Permit No. _____ Date Issued : _____
 SY 2022-2023 -Permit No. _____ Date Issued: _____

24. Child Protection Policy/ Anti-bullying Policy-Updated

Assessed by :/Date: _____ Approved by:/Date: _____

EDNA B.AZCARRAGA,Ph.D. SEGUNDINA F. DOLLETE, Ed.D. MARLON P. DESTREZA,Ed.D.
 Private School In-Charge Chief, CID Chief, SGOD

Recommended Action:

 FOR RO:

Validated by:/Date:

 RO EPS/TA Representative

Recommendation:



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

REGIONAL MEMORANDUM

No. 296 s. 2021

JUN 11 2021

TO: OIC-Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

PAYMENT OF FEES FOR THE ISSUANCE OF PERMITS FOR NEW APPLICATIONS, RENEWAL, AND RECOGNITION OF PRIVATE SCHOOLS

- To expect a speedy processing of Private School permits for new applications, renewal and recognition and to adhere to health and safety protocols, payment of the fees shall be coursed through the Cashier of the respective Schools Division Offices.
- Issued receipts shall be attached to the application of permits.
- The fees are broken down as follows:

RENEWAL AND RECOGNITION		
	Particulars	Amount
Kindergarten, Elementary, and Secondary	Inspection Fee	P1,000.00
	Renewal Fee per level	500.00
	Legal Research Fund	20.00
	Legal Research Fund per level	15.00
NEW APPLICATION		
Kindergarten, Elementary, and Secondary	School Bond	P1,000.00
	Inspection Fee	1,000.00
	Renewal Fee per level	500.00
	Legal Research Fund	20.00
	Legal Research Fund per level	15.00

- The Schools Division Superintendents are tasked to closely monitor the compliance with this directive especially on remittances.
- Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO IV
 Regional Director

Reference: None

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

LEADERS PRIVATE SCHOOLS FEES



Address: Duran Street, Iloilo City, 5000
 Telephone Nos: (033)509-7653; (033)336-2816
 Email Address: region6@deped.gov.ph
 Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Memo	DepEd RO6	6/2/2021	0



JAS