



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
TANGGAPANG PANREHIYON XI
Lungsod ng Dabaw



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October 3, 2018

REGIONAL MEMORANDUM

No. 183, s. 2018

**AMENDMENT TO REGIONAL MEMORANDUM 221, S. 2016
(GUIDELINES FOR THE SUBMISSION OF APPLICATION
DOCUMENTS OF PRIVATE EDUCATIONAL INSTITUTIONS
APPLYING FOR GOVERNMENT AUTHORITY)**

**TO: The Schools Division Superintendents
All Others Concerned**

1. This Regional Office issued Regional Memorandum 221, s. 2016 entitled *Guidelines for the Submission of Application Documents of Private Educational Institutions applying for Government Authority*. However, **Paragraph 2.B.** of the said Regional Memorandum is amended and shall read as follows:

2.B. Strictly following the herein timeline, Schools Division Offices (SDOs) are tasked to evaluate all applications for the renewal of temporary permit or certificate of compliance (for school-branches whose validity of their certificate of compliance is only good for one school year) from applicants who either provide education services to indigenous people learners or non-indigenous people learners.

In evaluating renewal applications, the SDO shall ensure the issuance of deficiency letters to the applicant schools and the conduct of an on-site school evaluation. The SDOs through the Schools Division Superintendent, shall submit a narrative report to the Office of the Regional Director, attn.: Quality Assurance Division, detailing therein its findings on the completeness and authenticity of documents, evaluation on school site, facilities and human resource, curriculum and other requirements. **The narrative report must clarify whether the application is recommended for approval or disapproval. The reason/s for the approval and disapproval must be clearly stipulated.**

For purposes of clarity and guidance, it is directed that the evaluation of the curriculum utilized by applicant-schools shall be the duty of the Curriculum Implementation Division (CID) to ensure their alignment with DepEd's K to 12 Basic Education Curriculum. The CID must submit a narrative report to the *Office of the Schools Division Superintendent, attn.: The Chief, School Governance and Operation Division (SGOD)* detailing therein findings with respect to the applicant-school's compliance to documentary requirements, result of the on-site validation on teaching and learning process and all other matters affecting curriculum. Said narrative report must emphatically emphasize if the applicant-school is compliant or not compliant to DepEd's K to 12 Curriculum.

2. All provisions stated in REGIONAL MEMORANDUM 221, S. 2016 shall remain in force.
3. Immediate dissemination of and strict compliance with this Order is directed.


ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

Reference: RM 221, s. 2016

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

PERMITS and RECOGNITIONS PRIVATE SCHOOLS REGULATORY

ROQ6/jsa

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED
By: J. 10/10 SB 38
Date: 10/4/10 Time: 3:10 P



August 18, 2016

REGIONAL MEMORANDUM

No. 221, s. 2016

GUIDELINES FOR THE SUBMISSION OF APPLICATION DOCUMENTS OF PRIVATE EDUCATIONAL INSTITUTIONS APPLYING FOR GOVERNMENT AUTHORITY

**TO: The Schools Division Superintendents
This Region**

1. This Office hereby announces the regulations and the procedural flow affecting the submission of documentary requirements to operate learning institutions serving indigenous people learners as per DepEd Order 21, s. 2014 (Guidelines on the Recognition of Private Learning Institutions serving Indigenous People Learners) and that of learning institutions applying to operate a new school, new grade level, school-branch, recognition and renewal of permit as per the 2011 Manual of Regulations for Private Schools in Basic Education.

2. Starting with the applications filed for SY 2017-2018 the hereunder regulations shall be observed:

a. All application documents stated in item No. 1 shall be submitted to the concerned Schools-Division Office (SDO) strictly following the herein timeline.

b. Schools Division Offices (SDOs) are tasked to evaluate all applications for the renewal of temporary permit or certificate of compliance (for school-branch whose validity of certificate of compliance is only good for one (1) school-year) from applicants who either provide education services to indigenous people learners or non-indigenous people learners. Strictly following the herein timeline, said SDO shall submit a narrative report to the Office of the Regional Director, attn.: Quality Assurance Division, detailing therein its findings on the completeness and authenticity of documents, evaluation on school site, facilities and human resource and other requirements. The narrative report must include its recommendation to the Regional Director as regards its course of action to the application.

c. Applications for recognition, school-branch, opening of a new school, new grade level and renewal of permit with additional (new) program offering shall be endorsed by the concerned SDO to the Office of the Regional Director following the herein timeline. Evaluation of the above cited applications is the responsibility of the Regional Office.

d. Ocular inspection and evaluation of facilities, school site, human resource and other non-documentary requirements for applications cited in the preceding item shall be the duty of the Regional Office with the participation however of the concerned schools division office through its private schools coordinator or his representative.

3. For purposes of clarity, the 2011 Manual of Regulations for Private Schools in Basic Education will be the legal reference for the evaluation of applicant-schools catering to non-indigenous people learners while DepEd Order 21, s. 2014 (Guidelines on the Recognition of Private Learning Institutions serving Indigenous People Learners) will be the legal reference for the evaluation of applicant-schools catering to indigenous people-learners.

4. Timeline for the submission or indorsement of documentary requirements by Schools Division Office to the Regional Office:

APPLICATION	REFERENCE	APPLICANT'S DEADLINE OF SUBMISSION TO THE SDO	SDO DEADLINE OF SUBMISSION TO RO
Renewal of Temporary Permit	2011 Manual of Regulations for Private Schools in Basic Education	On or before January 2	On or before March 30
Temporary permit for new school, new grade/year level, renewal with new program/course		On or before August 30	Not later than 15 working days after August 30
Recognition status or school-branch		On or before February 1	Not later than 15 working days after February 1
Renewal of Temporary Permit	DepEd Order 21, s. 2014	Between August 1 to September 30	On or before October 30
Temporary permit for new school, new grade/year level, renewal with new program/course			Not later than 15 working days after September 30
Recognition status			Not later than 15 working days after September 30

6. The Checklists and flow charts are provided in the enclosures.

5. All rules, regulations and issuances which are inconsistent with this Regional Memorandum are hereby repealed or modified accordingly.

6. Immediate dissemination and strict compliance with this Memorandum is directed.

ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

Reference: DepEd Order 2, s. 2014

2011 Manual of Regulations for Private Schools in the Basic Education
To be indicated in the Perpetual Index under the following subjects:

PERMITS & RECOGNITIONS

PRIVATE SCHOOLS

REGULATORY

ROQ6/jsa