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Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City
(08822)724615, (088)8564454/ Fax (088)8564524
www.depedmisor.net



August 15, 2017

DIVISION ADVISORY

To: Private School Administrators
Private School Coordinators
This Division

REITERATION OF TIMELINES ON THE ISSUANCES OF PERMIT AND RECOGNITION FOR SY 2017-2018 AND ONWARDS

Pursuant to Regional Memorandum No. 357, s. 2017 re: Reiteration of Timelines on the Issuances of Permit and Recognition for SY 2017-2018, this Office informs the Private School Administrators and Coordinators to follow the timelines set by the Regional Office in submission of your application with the required documents following the provisions as stipulated in the said Regional Memorandum.

All private schools shall post copies of new permits and recognition of their programs on bulletin boards inside their offices / campuses. Attached is the Regional Memorandum as your reference.


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

CLL/sgod/vtt/cbo

Incl: Regional Memorandum No. 357, s. 2017
To be indicated in the Perpetual Index under the following subjects:

PROGRAM PRIVATE SCHOOLS



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X

Zone 1, Upper Balulang, Cagayan de Oro City
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Tayo
PARA SA
EDUKASYON
DepEd-X
Cagayan de Oro City

August 4, 2017

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RELEASED

REGION MEMORANDUM

No. 357 s. 2017

**REITERATION OF TIMELINES ON THE ISSUANCE OF PERMIT AND
RECOGNITION FOR SY 2017-2018 AND ONWARDS**

To: Schools Division Superintendents
Division Private Schools Coordinators
All Others Concerned
This Region

1. The Schools Division Offices, Private Schools and Tahderiyah Curriculum in Islamic Community Schools are hereby reminded to follow and act in accordance with the provisions stipulated in DepEd Order No. 88, s. 2010, entitled *2010 Revised Manual of Regulations for Private Schools in Basic Education* and in DepEd Order No. 11, s. 2011 entitled, *Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education* particularly on the following Sections in the issuance of Government Permit and Recognition.

Section 28. Authority to Operate. Educational institutions can undertake educational operations only when so authorized by the Department. Consistent with the national educational policies, plans and standards, the Regional Director concerned shall have the authority, accountability and responsibility for approving the establishment of private pre-school, elementary, and high schools and learning centers.

Section 29. Permit and Recognition. Government authority which may be issued for the operation of private schools in basic education shall be of two kinds: permit and recognition.

PERMIT – A permit for each year level of course shall be effective for a period of one year. The permit issued to a year is valid only for a specific educational program and, while issued on a school year basis shall remain valid until formally revoked by the Department.



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RECOGNITION – A recognition for each year level of course shall be for an indefinite period provided that the requirements of law, rules and standards will be satisfied.

Section 30 of the 2010 Revised Manual on the Requirements for Issuance of Permit as amended in DepEd Order No. 11, s. 2011 dated February 4, 2011. The highlights of the amendments are on the timelines on the issuance of temporary permit, to wit:

- **On or before August 30 preceding the start of the school year when the school or new course/year level is supposed to operate** – Application for the authority to open a new school, or operate a new course/year level by pre-elementary, elementary, and secondary schools shall be submitted to the Regional Office, or subject to the authority of the Regional Director, to the Division Office.
- **Not later than September 30 of the same year the said application was filed** - Per authority of the Regional Director, the Division Office shall assess the completeness of the documentary requirements attached to the subject application. The applicant school shall be informed in writing of deficiencies noted.
- **Not later than October 30 of the same year** – The school shall submit compliance of the deficiencies.
- **Not later than November 30 of the same year** – If all the documentary requirements are complete or the school has complied the deficiencies, the Division Office through the Division Inspection team shall conduct ocular inspection and evaluation of the applicant school's compliance with the minimum standards set for the program applied for.
- **Not later than December 15 of the same year** – The applicant school shall be officially informed of the deficiencies noted, after the conduct of the inspection and evaluation until January 31 of the following year. Thereafter, the Regional Office shall re-evaluate and validate compliance with requirements.



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- **Not later than February 28 of the following year the said application was filed** – Issuance of the Temporary Government Permit, if the applicant school complies with all the requirements. Otherwise, a written disapproval shall be issued within the same period.

Renewal of Temporary Permit – The Temporary Permit is valid for one year only.

- **On or before January 2nd preceding the opening of the school year**, the newly-established school must apply for a RENEWAL PERMIT for the succeeding year.

Grant of Recognition- The grant of recognition for schools shall be based on their satisfactory operation during the school year, without any deficiencies in instruction, administration, and/or management and on full compliance with the prescribed requirements of the course.

- **On or before February 1st preceding the opening of the school year in which recognition is intended** – Schools operating courses under a temporary permit shall file an application for recognition of those courses on the first and second level of instructions.

2. Failure to submit the application with the required documents on the above-stated timelines shall be subjected to the following provisions as stipulated in Batas Pambansa Blg. 232 dated September 11, 1982:

Par. 2, Sec. 28 which states that:

“Operation of schools and educational programs without authorization, and/or operation thereof in violation of the terms of recognition, are hereby declared punishable violations subject to the penalties provided in this Act.”

Section 68 on penalty Clause:

“Any person upon conviction for an act in violation of section 28, Chapter 3, Title III above, shall be punishable with a fine of not less than two thousand pesos (Php2,000.00) nor more



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than ten thousand pesos (Php10,000.00) or imprisonment for a maximum period of two (2) years, or both in the discretion of the court."

3. All schools should post copies of new permits and recognitions of their programs on bulletin boards inside their offices/campuses.
4. The following are enclosed:
 - Enclosure No. 1: Regional Policy Guidelines for the Issuance of Government Permit and Government Recognition for Basic Education Course in Private Schools
 - Enclosure No. 2: Flowchart for the New System Process for Application of New Government Permit
 - Enclosure No. 3: List of Tahderiyyah Centers in Region 10
5. Immediate and wide dissemination of this Memorandum is desired.


ALLAN G. FARNAZO
Director IV

Reference: DO 88, s. 2010, DO. 11, s. 2011

Encs.: As stated

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

PROGRAM PRIVATE SCHOOL

QuAD/Noel



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Enclosure No. 1 to Regional Memorandum No. 357 s. 2017

REGIONAL POLICY GUIDELINES FOR THE ISSUANCE OF GOVERNMENT PERMIT AND GOVERNMENT RECOGNITION FOR BASIC EDUCATION COURSES IN PRIVATE SCHOOLS

Regional Office X on Regulatory and Developmental Services to Private Schools, the following policy guidelines are reiterated:

ISSUANCE OF GOVERNMENT PERMIT (Establishment, Renewal) and GOVERNMENT RECOGNITION for BASIC EDUCATION COURSES in PRIVATE SCHOOLS

1. Schools Division Offices (SDOs) should not have private schools operating without a permit (zero target). The SDOs shall insure a direct and more focused supervision in the operations of private schools as mandated by DepEd Policies.

2. Private Schools must submit EBEIS data to their SDO on or before October 15 of the school year.

3. The SDO Review and Evaluation Committee for Private Schools is tasked to receive, review documents and evaluate applications for Renewal of Government Permit and Permit to offer a new Course and Curriculum Year. SDOs shall endorse the LIST OF SCHOOLS with 100% compliance of the requirements stipulated in the Government Permit and Recognition Processing Checklist (GPR3) per DepEd Order No. 88, s. 2010, to the Regional Office (Attention: Quality Assurance Division) for on-site validation.

4. The Regional Office shall assess the completeness of the documentary requirements attached to the subject application. If all the documentary requirements are complete or the school has already complied, the Regional Office shall conduct ocular inspection and evaluation of the applicant school's compliance with the minimum standards set for the program applied for (DO 11, s. 2011).

5. On-site validators shall composed of DepEd Regional Office Personnel headed by the Chief of Quality Assurance Division and the SDO Education Program Supervisor In-Charge of Private Schools. There shall only be one (1) validating team.



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6. The SDO Review and Evaluation Committee is also tasked to process and evaluate applications for the establishment of new schools and for Government Recognition. 100% compliance of the requirements is essential before indorsement of the application and documents to the regional Office for on-site validation.

7. DepEd Order No. 14, s. 2015 stipulates the list of applications requiring fees and the corresponding fees imposed and collected by the Regional Offices under existing rules and regulations.

Private schools concerned shall pay the following fees to the Cashier Unit of Regional Office 10 only after the inspection was done and Order of Payment has been issued by the Regional Education Program Supervisor-QuAD as Team Leader of the Inspection Team.

The total application fee shall be per school applicant.

List of Applications	Imposed Fee	Legal Research Fund Fee	TOTAL AMOUNT
1. Application and inspection fees for Government Permit			
<ul style="list-style-type: none"> a. Proposal for opening of new school b. Course and Curriculum Year c. Renewal of Government Permit d. Operate a New Course 	P 2,000.00	P 20.00	P2,020.00
e. Application and inspection fees for Government Recognition	P 2,000.00	P 20.00	P2,020.00

8. The imposition of penalty fine of Two Thousand Pesos (P 2,000.00) for operating a program/course without the necessary permit should not be construed as payment for back permit. It is a penalty meted before granting the permit for the incoming school year (RA 232 - otherwise known as *An Act Providing for the Establishment and Maintenance of An Integrated System of Education*).

9. Schools operating without valid permit are operating without authority of the Department. Under existing policy, graduates of those schools are required to take the Philippine Validating Test (PVT) administered by the



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National Educational Testing and Research Center (NETRC) prior to admission to another school (DO. 47 s. 2016).

10. The List of Private Schools with permit to operate and with recognition should be posted in the Regional Office and in SDOs at City municipal halls and other conspicuous places by their respective person in-charge. The SDOs are expected to inform parents to check whether the private schools where they intend to enroll their children is duly permitted or recognized by the Department of Education.

ALLAN G. FARNAZO
Director IV

Reference Code:

DepEd Order 88, s. 2010
DepEd Order 68, s. 2010
DepEd Order 11, s. 2011
RA 232

DepEd Order 41, s. 1991
DepEd Order 38, s. 2011
DepEd Order 38, s. 2012
DepEd Order 47 s. 2016



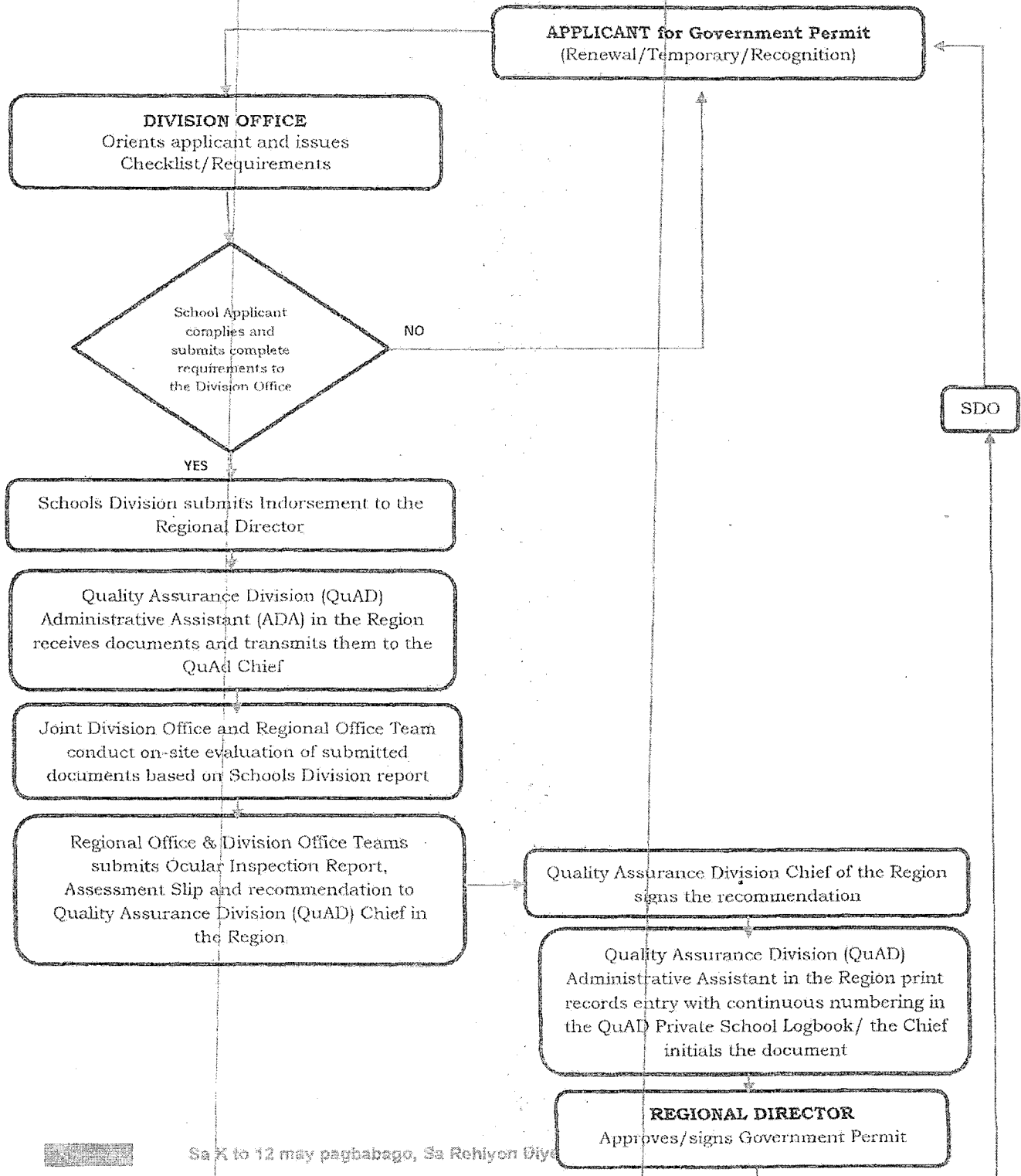
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Enclosure No. 2 to Regional Memorandum No. 327 s. 2017

**APPLICATION PROCESS FOR ESTABLISHMENT, RENEWAL OF PERMIT,
AND RECOGNITION OF GOVERNMENT PERMIT**
(Quality Assurance and Accountability Team (QAAT))



Sa X to 12 may pagbabago, Sa Rehiyon Dyo

Inclosure No. 3 to Regional Memorandum No. 357, s. 2017

Refno	Institution Name	Barangay	Municipality	Province	Region	Part of Phase 3 YES/NO
CM-109	Ma'Ahad Valencia Al-Islamie	Purok 4	City Of Valencia	Bukidnon	Region X	NO
CM-110	Madrasah Norol Hidayah	Iranon Village	Kalilangan	Bukidnon	Region X	NO
CM-125	Madrasatol Awladiya Al-Islamiya	Pasayanon	Kalilangan	Bukidnon	Region X	NO
CM-126	Madrasah Darussalam Al-Islamie	Purok 21	City Of Valencia	Bukidnon	Region X	NO
CM-127	Madrasatu Noron Jadid Al-Islamie	Kabasaran	Don Carlos	Bukidnon	Region X	NO
CM-128	Madrasah Noron Jadid Al-Islamie	Kadingilan Sur	Don Carlos	Bukidnon	Region X	NO
CM-129	Madrasah Darus Salam Al-Islamie	Lumbo	City Of Valencia	Bukidnon	Region X	NO
CM-130	Madrasatol Nurol Darussalam Al-Islamie	Ninoy Aquino	Kalilangan	Bukidnon	Region X	NO
CM-131	Madrasatol Saqafah Al-Islamie	Malinao	Kalilangan	Bukidnon	Region X	NO
CM-132	Madrasaton Norol Iman	Central Pob.	Kalilangan	Bukidnon	Region X	NO
CM-133	Madrasah Norul Hidayah Al-Islamie	Malinao	Kalilangan	Bukidnon	Region X	NO
CM-134	Madrasah Nurul Hidayah Barorawon Al-Islamie	Barorawon	Kalilangan	Bukidnon	Region X	NO
CM-145	Madrasah Iqaamul Islamiyyah	Banggaon	Damulog	Bukidnon	Region X	NO
RW-070	Madrasatu Al-Nour Al-Islamia	Poblacion	Bacolod	Lanao Del Norte	Region X	YES
RW-071	Ma'Had Abdul Hamid Al-Islamie	Basagad	Baloi	Lanao Del Norte	Region X	YES
RW-072	Madrasah Norol Hidayah Al-Islamie	Madaya Adapun Ali	Baloi	Lanao Del Norte	Region X	YES
RW-073	Maahad Momungan Al-Islamie	Pacalundo	Baloi	Lanao Del Norte	Region X	YES
RW-074	Ma'Had Da'Wa Waddirsatil Islamia	Islam Village Delabayan	Kauswagan	Lanao Del Norte	Region X	YES
RW-076	Madrasatul Amanah Al-Islamia	Cabasangan	Matungao	Lanao Del Norte	Region X	YES
RW-077	Al-Marqazi Locsdatu Al-Islamiah	Old Poblacion	Munai	Lanao Del Norte	Region X	YES
RW-078	Madarasatus Salem Al-Qaa Al-Islamia	Cadolawan	Munai	Lanao Del Norte	Region X	YES
RW-079	Madrasatul Norol Huda Al-Islamia	Lininding	Munai	Lanao Del Norte	Region X	YES
RW-080	Ma'Had Lanao Asshimali (Mahad Tambo)	Tambo	Munai	Lanao Del Norte	Region X	YES
RW-081	Madarasatul Norol Jaded Al-Islamia	Riray	Balindong (Watu)	Lanao Del Norte	Region X	YES
RW-082	Ma'Had Al-Istinarah Al-Islamia	Tongan Tongan	Munai	Lanao Del Norte	Region X	YES
RW-083	Madrasah Monajama Al-Islamia	Lumbak	Pantao Ragat	Lanao Del Norte	Region X	YES
RW-084	Madrasatol Mohsinin Al-Islamie	Kalungunan	Pantar	Lanao Del Norte	Region X	YES
RW-085	Madrasah Nahda Al-Islamie	Pantao-Ranao	Pantar	Lanao Del Norte	Region X	YES

RW-086	Madrasah Tarbia Al-Islamie	Pantar West	Pantar	Lanao Del Norte	Region X	YES
RW-087	Madrasah Noorol Islam Al-Islamie	Poona Punud	Pantar	Lanao Del Norte	Region X	YES
RW-088	Madrasatul Arabia Al-Islamia	Caromatan	Poona Piagapo	Lanao Del Norte	Region X	YES
RW-089	Madrasatul Dawatol Islamiah	Daramba	Poona Piagapo	Lanao Del Norte	Region X	YES
RW-090	Madrasatu Al-Islahia Al-Islamia	Poblacion	Poona Piagapo	Lanao Del Norte	Region X	YES
RW-091	Maahad Poona Piagapo Al-Islamie	Pendulonan	Poona Piagapo	Lanao Del Norte	Region X	YES
RW-092	Madrasah Tarbiah Al-Islamia	Bangon Patidon	Salvador	Lanao Del Norte	Region X	YES
RW-093	Madrasah Jadida Tahpidol Qur'An	Calimodan	Salvador	Lanao Del Norte	Region X	YES
RW-094	Madrasah Rahmaniah	Inudaran 1	Sapad	Lanao Del Norte	Region X	YES
RW-095	Madrasah Hadanah	Purok 14, Poblacion	Sapad	Lanao Del Norte	Region X	YES
RW-096	Ma'Had Sultan Naga Dimaporo Al-Islamie	Bauyan	Sultan Naga Dimap	Lanao Del Norte	Region X	YES
RW-097	Madrasatul Norol Hoda	Cabasaran	Tagoloan	Lanao Del Norte	Region X	YES
RW-098	Madrasah Ittihad Al-Islamiyah	Dimayon	Tagoloan	Lanao Del Norte	Region X	YES
RW-100	Madrasah Tahderiyya/Itidaiyya Al-Islamie	Beruar	Tangcal	Lanao Del Norte	Region X	YES
RW-101	Madrasah Tarbiah Al-Islamia	Big Banisilon	Tangcal	Lanao Del Norte	Region X	YES
RW-102	Madrasatun Nurol Huda/Hidaya Al-Islamia	Poblacion	Tangcal	Lanao Del Norte	Region X	YES
RW-103	Madrasatun Norul Huda Al-Islamia	Poblacion	Tangcal	Lanao Del Norte	Region X	YES
RW-104	Madrasah Norol Jadeed Al-Islamie	Small Banisilon	Tangcal	Lanao Del Norte	Region X	YES
RW-107	Madrasah Al-Intisar Al-Islamie	Pindolonan	Munai	Lanao Del Norte	Region X	NO
RW-108	Madrasah Sundigan Al-Islame	Sundiga Piagapo	Munai	Lanao Del Norte	Region X	NO
RW-109	Madrasat Fitya Al-Islamie	Balintad	Munai	Lanao Del Norte	Region X	NO
RW-116	Madrasatubalabaganassarifa	Dimarao	Munai	Lanao Del Norte	Region X	NO
RW-121	Madrasat Norolhidaya Al-Islamia	Proper	Tangcal	Lanao Del Norte	Region X	NO
RW-122	Madrasatu Big Banisilon Al-Islamie	Big Banisilon	Tangcal	Lanao Del Norte	Region X	NO
RW-123	Madrasatu Irshadul Islam	Nunang	Poona Piagapo	Lanao Del Norte	Region X	NO
RW-124	Madrasatul Kolafah Al-Islamie	Lupitan	Poona Piagapo	Lanao Del Norte	Region X	NO
RW-125	Maahad Da'Wah Al-Islamie	Poblacion (Lumbacaingud	Poona Piagapo	Lanao Del Norte	Region X	NO
RW-126	Maahad Ilmiah Al-Islamie	Pacalundo	Baloi	Lanao Del Norte	Region X	NO
RW-127	Maahad Umara Al-Islamie	Bangko	Baloi	Lanao Del Norte	Region X	NO
RW-128	Madrasatul Rashidah Al-Islamia	Tagoranao	Poona Piagapo	Lanao Del Norte	Region X	NO
RW-129	Madrasatul Amanah Al-Islamia	Cabasangan	Pantao Ragat	Lanao Del Norte	Region X	NO

RW-136	Dar Ibn Taimiyyah Litahfidhel Qur'An Al-Kareem	Violeta, Orellana, Tubod	Iligan City	Lanao Del Norte	Region X	NO
RW-137	Ma'Had Iligan Al-Islamie	Lomondot Compound, Bar	Iligan City	Lanao Del Norte	Region X	NO
RW-138	Madrasah Dalom A Piraka	Piraka	Sultan Naga Dimap	Lanao Del Norte	Region X	NO
RW-139	Madrasa Norol iman	Maranding	Lala	Lanao Del Norte	Region X	NO
RW-140	Madrasah Norol Hidayah	Karcum	Nunungan	Lanao Del Norte	Region X	NO
RW-143	Madrasato Norol Hoda Al-Islamia	Pelingkingan	Tangcal	Lanao Del Norte	Region X	NO
RW-144	Madrasato Norol Hidayah Al-Islamia	Proper Tangkal	Tangcal	Lanao Del Norte	Region X	NO
RW-145	Madrasato Norol E'Man Al-Islamia	Somiurang	Tangcal	Lanao Del Norte	Region X	NO
RW-146	Madrasatol Khairia Al-Islamia	Bulod	Tubod (Capital)	Lanao Del Norte	Region X	NO