



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

March 1, 2024

DIVISION MEMORANDUM
No. 135 s. 2024

REINFORCING THE UTILIZATION OF PRIVATE SCHOOL FORMS

To: Public Schools District Supervisors
District -in charge
All Private School Heads
This Division

1. Pursuant to Regional Memorandum No. 0105, s. 2023 entitled Corrigendum to and Addendum to Regional Memorandum No. 137, s. 2021 (Private School Forms), this Office informs the field of the correction specifically to paragraph 3, the QA Form QA-CR-560K, which pertains to the *Requirements for Government Permit to Operate / Renewal/ Recognition* which to be substituted with Checklist No 4,6, and 7 for the purpose of Recognition, Establishment, and Renewal of Government to Operate.
2. Attached to this Division Memorandum is the checklist forms to address specific private regulatory requirements such as tuition fees, special orders, and SHS applications for all private school stakeholder as indicated in the Regional Memorandum No.0105, s. 2024 as your reference.
3. Wide dissemination with this Memorandum is directed.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

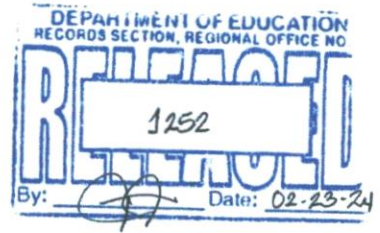
ELO/MMA/sgod/mma/cba



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Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO



February 22, 2024

REGIONAL MEMORANDUM
 No. 0105, s. 2024

CORRIGENDUM AND ADDENDUM TO REGIONAL MEMORANDUM NO. 137, S. 2021
 (Utilization of Private School Forms)

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 Regional Office Functional Division Chiefs
 All Others Concerned

1. Regarding the issued Regional Memorandum No. 137, s. 2021, dated March 23, 2021, titled **Utilization of Private School Forms**, this Office makes the following correction specifically to paragraph 3, the QA Form QA-CR-560K, which pertains to the *Requirement for Government Permit to Operate/Renewal/Recognition*, will be substituted with Checklist No. 4, 6, and 7 for the purposes of Recognition, Establishment, and Renewal of Government to Operate.

2. Further, the provided checklist and forms aim to address specific private regulatory requirements, such as tuition fees, special orders, and SHS applications, for all private school stakeholders.

| A. Checklist No. | Title | Reference Code | Effectivity |
|------------------|---|----------------|-------------------|
| 1 | Processing Sheet for Application of Private Schools for Approval of School Fees | RO-QAD-F014 | February 12, 2024 |
| 2 | Processing Sheet for Application of Private Schools for Approval of With Increase in Tuition and Other School Fees (TOSF) | RO-QAD-F014 | February 12, 2024 |
| 3 | Processing Sheet for Application of Private Schools for Approval of No Increase in Tuition and Other School Fees (TOSF) | RO-QAD-F014 | February 12, 2024 |
| 4 | Processing Sheet for Application of Private Schools for Government Recognition | RO-QAD-F014 | February 12, 2024 |
| 5 | Processing Sheet for Application on Issuance of Special Order (SO) | RO-QAD-F014 | February 12, 2024 |
| 6 | Processing Sheet for Application of Government Permit to Open/Establish A Private School | RO-QAD-F014 | February 12, 2024 |

RECORDS' OFFICE RECEIVED



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 Telephone No: (088) 881-3137
 Email: region10@deped.gov.ph
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By: [Signature]
 DATE: 2/22/24
 11:00 AM
 Effectivity: 01-22-24 Page 1 of 1



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

| | | | |
|---|---|-------------|-------------------|
| 7 | Processing Sheet for Application for Renewal of Government Permit | RO-QAD-F014 | February 12, 2024 |
| 8 | Checklist of Additional Documentary Requirement for the SHS Program Implementation in Non-DepEd Schools | RO-QAD-F014 | February 12, 2024 |

| B. Private School Form No. | Title | Reference Code | Effectivity |
|-----------------------------------|---|-----------------------|--------------------|
| 1 | Private School M & E Report Form | RO-QAD-F001 | February 12, 2024 |
| 2 | Senior High School-Qualitative Evaluation Processing Sheet (SHS-QEPS) | RO-QAD-F002 | February 12, 2024 |
| 3 | Assessment Slip | RO-QAD-F003 | February 12, 2024 |
| 4 | Special Order (SO) | RO-QAD-F012 | February 12, 2024 |

2. All school divisions are directed to monitor the compliance of this issuance.
3. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH: As stated

Reference/s: Regional Memorandum No. 137, s. 2021
To be indicated in the Perpetual Index
under the following subjects:

Private School Forms

QAD/noel



Republic of the Philippines
Department of Education
QUALITY ASSURANCE DIVISION – REGIONAL OFFICE

Private School M & E Report Form
(Pls. attach supporting documents when needed)

Division: _____ Date of Visit: _____
 School: _____ Address: _____
 Course/s Applied for: (pls encircle) **Prep/Elem/Sec** SY Start of Operation: _____
 Official Receipt No. for Application & Inspection Fee: _____
 Amount Paid : Pre-School _____ Elementary _____ Junior HS _____ School Bond for New Application: _____

A. Status of Permit/Recognition

| Levels in Courses Offered (Pls. write specific details) | If Under Approved Permit/Recognition | | If Under Process Yet | |
|--|--------------------------------------|-----------------|----------------------|------------------|
| | Date Approved | No. of Sections | Date Rec'd in DO | Date Rec'd in RO |
| Pre-School | | | | |
| | | | | |
| Elementary | | | | |
| | | | | |
| Secondary | | | | |
| | | | | |

B. Site Description and Area in Square Meters, Adequacy for School Purposes, and Ownership of Land

- Adequate Size** _____ .5 ha. For 50 enrollees or less _____ 1 ha. For 50-1,000 enrollees
 _____ 2 has. For 1,000-2,000 enrollees _____ 3 has. For 2,000-3,000 enrollees
- Ownership of School Site**
 _____ Owned Title _____ USUFRUCT _____ Deed of Donation
 _____ Leasehold Contract _____ Others, pls. specify: _____
- Campus Development and landscaping plans:**
 _____ Fully-implemented _____ Partially implemented

C. SEC/DTI Registration Date: _____ **Registration No.** _____

D. Building Description: _____

Certificate of Occupancy: Partial _____ Full _____ **Date of Issuance:** _____

Type of Use: Residential _____ Institutional _____ Church _____ Commercial _____

Fire Safety Inspection Certificate _____ **Date of Issuance** _____



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 Department of Education Region 10
 region10@deped.gov.ph
 http://deped10.com

| | | | |
|----------------|-------------|------|--------|
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Republic of the Philippines
Department of Education
 QUALITY ASSURANCE DIVISION – REGIONAL OFFICE X

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |

Curriculum in accordance with DepEd guidelines and standards: _____

EVALUATION

| Strong Points | Deficiencies |
|---------------|--------------|
| | |

RECOMMENDATIONS:

DIVISION REVIEW AND INSPECTION TEAM:

Date of Document Review: _____

Private School Coordinator
(Signature over Printed Name)

M & E Coordinator
(Signature over Printed Name)

SGOD Chief
(Signature over Printed Name)

Endorsed by:

Schools Division Superintendent

REGIONAL REVIEW AND INSPECTORATE TEAM:

Date of Ocular Inspection: _____

QAD EPS

Member

Member

Conforme:

School Head

DO Private School Coordinator

Action taken:

- _____ Issuance of Government Permit
- _____ Recommend to defer operation
- _____ Others (Specify)

APPROVED:

DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

Chief, Quality Assurance Division

Date: _____



Attachment No. 2 to

Region Memo No 0105, s. 2024



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

SENIOR HIGH SCHOOL - QUALITATIVE EVALUATION PROCESSING SHEET

Region/Division: _____

School/Organization: _____

Contact Person: _____

Complete Address of School: _____

Designation: _____

Date of Application: _____

Cell Phone Number/E-mail Address: _____

SY of Intended Operation: _____

Category: _____

Remarks:

Category A - Private schools, which have been granted at least level II accreditation by any of the accrediting agencies under the Federation of Accrediting Agencies in the Philippines (FAAP).

Category B - Non-DepEd Schools, which have been issued a permit or government recognition by Commission on Higher Education (CHED) to offer any higher education program.

Category C - Private schools, which have been granted recognition by the DepEd to offer secondary education (Year I-IV/Grades 7 to 10).

Category D - Non-DepEd schools, which have been issued a permit or recognition by Technical Education and Skills Development Authority (TESDA) to offer any training course, and other individuals, corporations, foundations or organization duly recognized by the Securities and Exchange Commission (SEC).

REQUIREMENTS

| ITEM | / or x | REMARKS | |
|---|--------|---------------------|-------------------|
| | | Document Evaluation | Ocular Inspection |
| Letter of Intent | | | |
| Board Resolution certified by the secretary and approved by the Board of Directors/Board of Trustees | | | |
| a. Purpose | | | |
| b. School year of intended Operation | | | |
| c. SHS Curriculum for the | | | |



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Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO

| | | | |
|------------------------------------|--|--|--|
| track/s and strand/s to be offered | | | |
|------------------------------------|--|--|--|

| ITEM | / or X | REMARKS | |
|--|--------|---------------------|-------------------|
| | | Document Evaluation | Ocular Inspection |
| Certificate of Recognition of any of the following: | | | |
| a. Secondary Education Program-DepEd | | | |
| b. Training Program –TESDA | | | |
| c. Higher Education Program - CHED | | | |
| d. Others: | | | |
| *FAAP recognized accrediting agencies | | | |
| *Asia Pacific Accreditation and Certification Commission (APACC) | | | |
| Proposed tuition & other fees | | | |
| Proposed School Calendar | | | |

Proposed list of academic and non-academic personnel

| | | | |
|--|--|--|--|
| a qualifications | | | |
| b Job descriptions | | | |
| c teaching load | | | |
| d number of working hours per week | | | |
| e certification from recognized national/International | | | |



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Department of Education
 REGION X - NORTHERN MINDANAO

| | | | |
|---------------------------------|--|--|--|
| agencies (TESDA,ABA and others) | | | |
|---------------------------------|--|--|--|

- Academic Track:
- _____ Humanities and Social Sciences (HUMSS) Strand
 - _____ Science, Technology, Engineering and Mathematics (STEM) Strand
 - _____ Accountancy, Business and Management (ABM) Strand
 - _____ General Academic Strand (GAS)

- Technical-Vocational-Livelihood Track:
- AFA _____
 - IA _____
 - HE _____
 - ICT _____

- Arts and Design Track :
- Performing Arts _____
 - Arts Production _____

Sports Track

| | | | |
|---|--|--|--|
| Minimum program requirements for the SHS tracks/strands: | | | |
| a. Instructional rooms | | | |



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REGION X - NORTHERN MINDANAO

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| b. Laboratories | | | |
| b.1 Computer | | | |
| b.2 Science (for STEM minimum of 3 labs) | | | |
| b.3 Workshop room/studios | | | |
| c. Athletic facilities | | | |
| d. Learner's Resource center of library | | | |
| e. Internet facilities | | | |
| f. Ancillary services | | | |

A copy of Memorandum/Memoranda of Agreement/Memorandum of Understanding for partnership arrangements relative to the SHS Program Implementation. These arrangements may include:

| | | | |
|--|--|--|--|
| a. engagement of stakeholders in the localization of the curriculum | | | |
| b. Workshop immersion | | | |
| c. Apprenticeship | | | |
| d. Research | | | |
| e. provision of equipment and laboratories, workshops and other facilities | | | |



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO

| | | | |
|--|--|--|--|
| f. organization of career guidance and youth formation activities. | | | |
| g. Others | | | |

Additional requirements for Category D:

| | | | |
|--|--|--|--|
| Articles of Incorporation & by-laws for private Schools only | | | |
| Documents of ownership of school sites under the name of the school, or deed of usufruct | | | |
| Proposed annual budget and annual expenditures | | | |

Reviewed by:

Remarks: _____ Complete
 _____ Incomplete _____

 DO SHS Evaluator/Coordinator

Date: _____

Remarks:

- Recommended for Ocular Inspection Tracks/Strands/Specializations: _____
- With Deficiencies

Processed by:

 DO SHS Evaluator/Coordinator



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

(Signature over Printed Name)

Date of Ocular Inspection: _____

Recommended Action:

___ Issuance of SHS Government Permit (Indicate track/strand and specializations for Technical-Vocational-Livelihood track)
(specify) _____

___ Defer Issuance of Government Permit upon completion of K to 12 SHS Program requirements

For revalidation on: _____

RO Evaluator

(Signature over Printed Name)

RO Evaluator

(Signature over Printed Name)

Date of Ocular Inspection: _____

Revalidated on: _____

Remarks:

___ Recommended for Issuance of Government Permit (Indicate track/strand and specializations for TVL track)
(Specify) _____

___ Recommended for Deferment

Conforme:

DO Evaluator

(Signature over Printed Name)

RO Evaluator

(Signature over Printed Name)

RO Evaluator

(Signature over Printed Name)

School Head



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REGION X - NORTHERN MINDANAO

E-mail Ad: _____ Contact/Cell Phone Number: _____ Date: _____

Action Taken:

_____ Issuance of Government Permit (Indicate track/strand and specializations for Technical-Vocational-Livelihood track)

_____ Recommend to applicant to defer operation upon completion of K to 12 SHS Program requirements

_____ Others (please specify)

APPROVED:

Chief, Quality Assurance Division

Regional Director

Date: _____

Attachment No. 3 to
Region Memo No. 042, s. 2024



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

Date: _____

SPECIAL ORDER

No. _____

On the basis of records submitted by _____,
_____, the herein approval of the eligibility for completion
of **Senior High School** of the following as of _____ upon the successful
completion of the work now being taken in **SENIOR HIGH SCHOOL** specifically in
_____ **Track and Strand:** _____ is hereby given
and made a matter of record:

Male:

Female:

*****NOTHING FOLLOWS*****

Valid for _____ () learners only

The foregoing approval is valid only for _____, the approval for any
candidate for completion of the Senior High School is automatically cancelled if he does
not complete the full requirements of the course on the date specified and is subject to
revocation if the records upon which approval is based are later found not correct.

For the Secretary of Education:

Regional Director

(NOT VALID WITHOUT SEAL OR
WITH ERASURE OR ALTERATION)

Checked by: _____
EPS, QAD

Reviewed by: _____
Chief, QAD



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Attachment No. 4 to
Region Memo No. _____ S. 2024



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

Control No. _____ s. 202_

Date: _____

ASSESSMENT SLIP

Name of Payor: _____
Address : _____
Nature of Payment: _____

| Application and Inspection Fee for | Amount |
|--|--------|
| <input type="checkbox"/> Preschool Course | |
| <input type="checkbox"/> Elementary Course | |
| <input type="checkbox"/> Secondary Course | |
| Total: | |

For Temporary Permit Renewal Permit Government Recognition

Period Covered: _____

Assessed by: _____
Division/Section: *Educ. Program Supervisor/QAD*

Paid under OR No. _____ Date: _____



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

Control No. _____ s. 202_

Date: _____

ASSESSMENT SLIP

Name of Payor: _____
Address : _____
Nature of Payment: _____

| Application and Inspection Fee for | Amount |
|--|--------|
| <input type="checkbox"/> Preschool Course | |
| <input type="checkbox"/> Elementary Course | |
| <input type="checkbox"/> Secondary Course | |
| Total: | |

For Temporary Permit Renewal Permit Government Recognition

Period Covered: _____

Assessed by: _____
Division/Section: *Educ. Program Supervisor/QAD*

Paid under OR No. _____ Date: _____



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