



**Checklist on the Application for the Opening / Renewal / Government Recognition of Private Schools
 (Pre- School, Elementary and Secondary School)**

Name of School: _____
 School ID _____
 Date : _____

Name of School Administrator _____
 School Address: _____

Requirements Needed	(√/×)	Remarks
1. Board Resolution of the operation of the new course certified by the corporate secretary		
2. Statement of the Following: a. Philosophy of the School b. Vision c. Mission Statement d. Viability of the Course particularly in terms of: d.1 Demands of the Graduates d.2 Prospective Students d.3 Existing School Offerings		
3. Article of the Incorporation and By-Laws duly registered by the Securities and Exchange Commission a. Certificate of Incorporation b. Articles of Incorporation and By-Laws c. Names of Incorporation and Capital Contribution of the Incorporating Owners		
4. Copy of Transfer of Certificate of Title of the School Sites		
5. Statement of the location of the school in relation to recreation places and other factors that is conducive to the learning process		
6. Campus development and landscape plans		
7. Certificate of occupancy of school building from the local government authorities		
8. Pictures of the school building, classrooms, playground and etc.		
9. Proposed budget/annual expenditures for the succeeding school year approved by the Board of Trustees		
10. List of school administrators a. Educational Qualification, when and where obtained b. Position/Designation c. Full Time/Part Time d. Rate of Salary per month e. Other Employee Benefits		
11. Proposed Curriculum of the course applied for		
12. Proposed Tuition and other school fees approved by the Department of Education		
13. List of Teaching and Non-Teaching Personnel including the following: a. Educational qualification, when and where obtained b. Transcript of Records c. Fields of Specialization by Degree d. Subject Assignment e. Full Time/Part Time f. Rate of Salary per month g. Other Teaching and Non-Teaching Personnel Benefits		
14. List of facilities, equipment and furniture supplies materials classified by subject area		
15. Application and inspection fee to be paid to the Regional Office Department of Education.		