

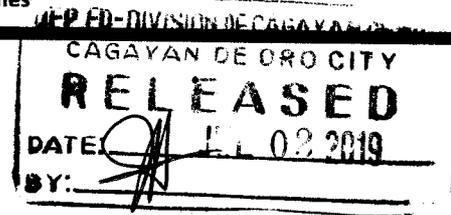


Republic of the Philippines  
Department of Education  
Region X  
**CAGAYAN DE ORO CITY DIVISION**

Fr. William F. Masterson, S.J. Avenue,  
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



Division Memorandum  
No. 493 s. 2019



**REITERATION OF TIMELINES ON THE ISSUANCE OF PERMIT, RECOGNITION, SPECIAL ORDER  
AND TUITION FEE INCREASE FOR SY 2019-2020 AND ONWARDS**

To: **PRIVATE KINDERGARTEN, ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL HEADS**  
This Division

1. Attached is the Regional Memorandum No. 312, s. 2019 on the Reiteration of Timelines on the Issuance of Permit, Recognition, Special Order and Tuition Fee Increase for SY 2019-2020 and onwards.
2. School Heads are advised to follow and act in accordance with provisions stipulated in DepEd Order No. 88, s. 2010, entitled 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 attached in the issuance of Government Permit and Recognition.
3. For information and strict compliance

FOR:   
**JONATHAN S. DELA PEÑA, Ph.D. CESO V**  
Schools Division Superintendent 

To be indicated in the Perpetual Index under the following subjects:  
Private Schools- Government Permit and Recognition  
cid/jsm



216256

**DepED-X**  
**Cagayan de Oro City**

June 11, 2019

JUN 18 2019

5557

**RELEASED**

**REGIONAL MEMORANDUM**

No. 312, s. 2019

**REITERATION OF TIMELINES ON THE ISSUANCE OF PERMIT,  
 RECOGNITION, SPECIAL ORDER AND TUITION FEE INCREASE  
 FOR SY 2019-2020 AND ONWARDS**

**To: Schools Division Superintendents  
 Division Private School Coordinators  
 Private Kindergarten, Elementary, Junior  
 and Senior High School Heads  
 All Others Concerned  
 This Region**

1. The Schools Division Offices (SDOs) and Private 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.



Certificate Number: AJA18-0170

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Regional Office 10-Northern Mindanao, Zone 1, Upper Balulang, Cagayan de Oro City

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<http://www.deped.gov.ph/regions/region-x> region10@deped.gov.ph



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 2<sup>nd</sup> 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 1<sup>st</sup> 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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**DepEd Region X – Northern Mindanao**



*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. On issuance of Special Order, all concerned are directed to refer to Regional Memorandum No. 78, s. 2019 entitled Guidelines on the Issuance of Special Order (SO) for Graduation to Private and Non-DepEd Institutions Offering Senior High School Program for SY 2018-2019 published on deped10.com website.
5. As to tuition fee increase, school heads are advised to submit the required documents as reflected in QAD Form 5e herein attached on or before May 15 of the preceding school year.
6. Attached is the flowchart for the New System Process for Application of New Government Permit and Private School M & E Report Form for reference.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**DR. ARTURO B. BAYOCOT, CESO V**  
Regional Director

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

Encls.: As stated

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

PROGRAM PRIVATE SCHOOL

QAD/Noel

\*Reiteration of Timelines on the Issuance of Permit, Recognition, Special Order, and Tuition Fee Increase for SY 2019-2020 and Onwards

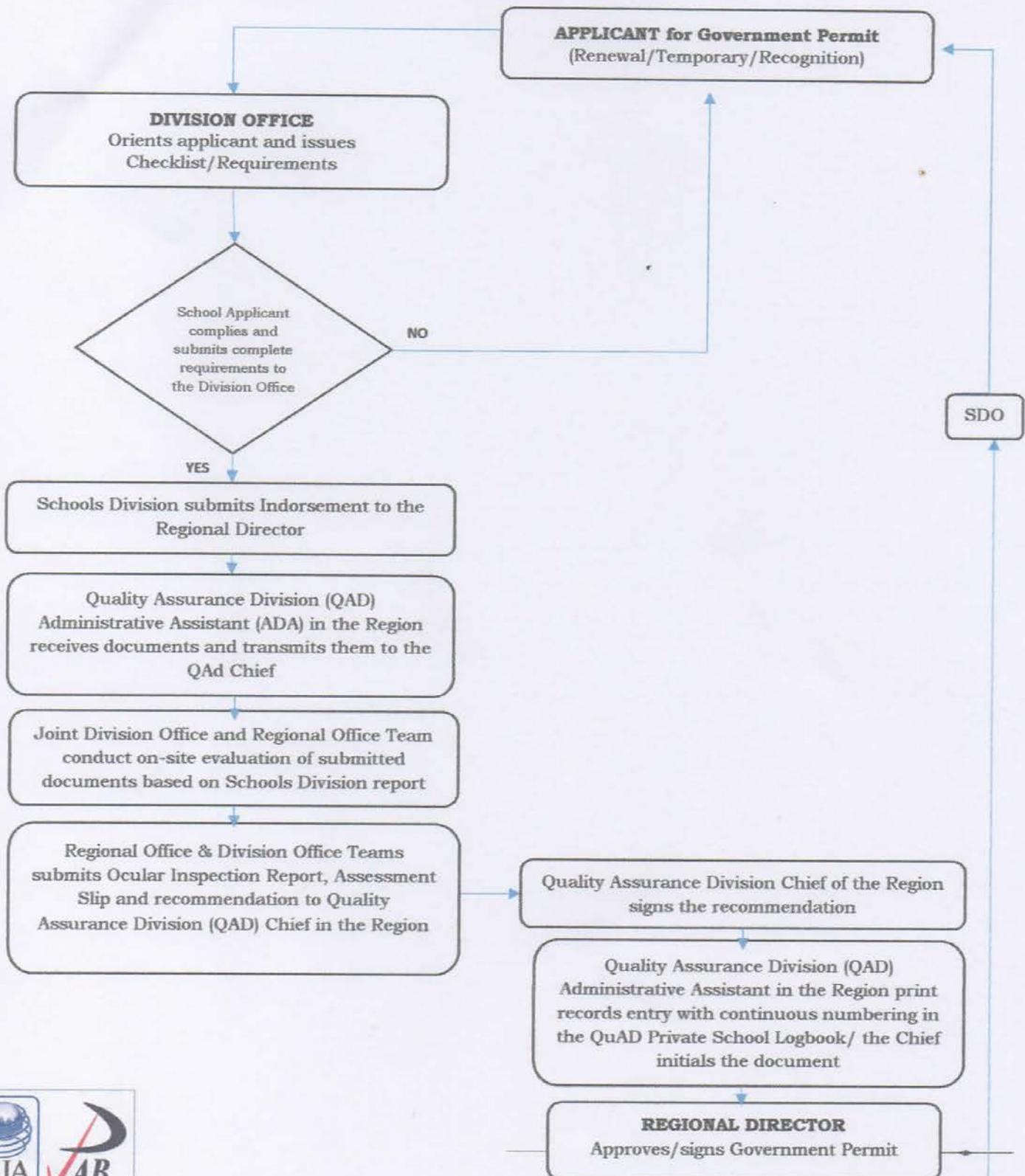


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Enclosure No. 1 to Regional Memorandum No. 312 s. 2019

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



Certificate Number: AJA18-0170

**For QAD Use Only**

Job Order No. \_\_\_\_\_

Date Received: \_\_\_\_\_  
 Received by: \_\_\_\_\_

**QAD Form 5e. CHECKLIST FOR THE APPLICATION OF TUITION FEE INCREASE WITH PRIVATE SCHOOLS**

Division: \_\_\_\_\_  
 Name of School: \_\_\_\_\_ Address: \_\_\_\_\_  
 Academic Year: \_\_\_\_\_ School Head: \_\_\_\_\_

	INDICATORS	v/x	REMARKS
1	Sets of documents submitted ** (Deadline for consultation is March 30; Deadline for filing application is May 15.)**** a. Original Copy b. Two (2) sets of photocopies		
2	Letter addressed to RD on the proposed increase**		
3	Statement, under oath, of the itemized current rates of tuition and other charges and the corresponding itemized proposed changes thereon, as well as the new fees or charges proposed to be imposed, and of the proposed allocation of the incremental proceeds**		
4	Audited financial statement showing the financial status of the school duly certified by a certified public accountant**		
5	Copy of the last tax return, filed with the Bureau of Internal Revenue**		
6	Certificate/Statement under oath signed by the school head that:*** a. Appropriate consultations were conducted by the school administration with the duly organized student government and with the parents of students before March 30 of the year b. The authorized representative of the said associations were furnished a copy of the audited financial statement of the school, the same with the copy attached to the application c. Seventy percent (70%) of the proceeds is allocated for increase in salaries or wages of the members of the faculty and all other employees of the school concerned, and the balance for institutional development, student assistance and extension services, and return to investments – provided that in no case shall the return to investments exceed twelve percent (12%) of the incremental proceeds.* d. Item c. of the previous collection from tuition fee increase went to the same appropriation accordingly*** e. The School Head is aware that failure to comply with the foregoing requirements shall forfeit the right of the school to increase its tuition fee or collect the same		
7	Minutes of the consultation showing the date of the meeting, objections made by the organizations and counter proposals offered and other information**		
8	List of attendees with their addresses and signatures**		
9	Other documents such as notice of consultation duly acknowledged by the concerned organizations, Board Resolution, and pictures or video during the consultation***		
10	Latest payroll***		
11	Approved Tuition Fee Increase of previous year		

(Sources: DO #11,s.2011\* , DO #88, s. 2010\*\*, Existing Documents\*\*\*, Do 18, s. 2009\*\*\*\*)

Recommendations: \_\_\_\_\_  
 Processed by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date of Action: \_\_\_\_\_

**Processing Checklist for Application for Increase & Notation in School Fees  
in Private Pre-Elementary, Elementary and Junior High Schools  
(per D.O. No. 12, s. 1997)**

Name of School: \_\_\_\_\_  
 Location/Address: \_\_\_\_\_  
 SY applied for: \_\_\_\_\_  
 Government Recognition No. : \_\_\_\_\_

- \_\_\_\_\_ 1. Date received by DepEd RO X, City of Cagayan de Oro City (submission should be on or before May 15)
- \_\_\_\_\_ 2. Letter of advice to the Regional Office signed by the School Head, indicating among others the school's intention to comply with the provision of R.A. 6728 for the forthcoming SY 2019-2020.
- \_\_\_\_\_ 3. Xerox copy of the approved Tuition, Miscellaneous & Other School fees SY \_\_\_\_\_ (previous school year or latest noted fees).
- \_\_\_\_\_ 4. Comparative Schedule of Tuition, Miscellaneous and Other school fees for current school year with that of the previous year indicating in both peso and percentage the forms of increase. (Should be done by the school with increase or no increase) Note: The miscellaneous & other fees should be itemized.
- \_\_\_\_\_ 5. Percentage of increase of tuition/ miscellaneous & other fees.

	% of Increase of Tuition Fee	% of Increase of Miscellaneous Fee
PRESCHOOL		
ELEMENTARY		
JUNIOR HIGH		
SENIOR HIGH		

- \_\_\_\_\_ 6. Certification under Oath (notarized by a duly licensed notary public) signed by the School Head that the following requirements of R.A. 6728 have been complied with namely; (a), (b) and (c):
  - \_\_\_\_\_ (a) Appropriate consultations have been conducted with duly organized PTA / PTCA and Faculty Association.
    - \_\_\_\_\_ Copy of excerpts of the minutes of the meeting of PTCA or Family Council Association should be submitted.
    - \_\_\_\_\_ Date of consultation should not be later than March 30.
  - \_\_\_\_\_ (b) Seventy percent (70%) of the amount of tuition fee increase (incremental proceeds) of the previous school year went to the increase of payment in salaries, wages and other benefits of teaching and non-teaching personnel except the school administrators who are principal stockholders of the school.
    - \_\_\_\_\_ Copy of proof of such increases such as Xerox copies of payroll (before and after the increase) of the concerned teachers and support staff, other teacher benefits such as staff development, etc. (Payroll)
  - \_\_\_\_\_ (c) At least twenty percent (20%) went to the improvement or modernization of buildings, equipment, libraries and similar facilities. Itemized copy of improvements with the amount written opposite each item with supporting documents and photocopies of sample receipts of purchases and others. (pictures and receipt)

OTHER FINDINGS (specify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

RECOMMENDATION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Processed/ Evaluated by:

\_\_\_\_\_  
 EPS - Private School

Validated by:

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 RO- QAD

\_\_\_\_\_  
 Date

Division: \_\_\_\_\_  
 District: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School Head: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_

**BREAKDOWN OF SCHOOL FEES**  
 S.Y. \_\_\_\_\_

FEES		(GRADE LEVEL)
I.	TUITION FEE	
II.	MISCELLANEOUS FEES	
III.	OTHER FEES	
IV.	NEW FEES	
	TOTAL:	

Prepared by: \_\_\_\_\_  
 School Principal

Reviewed by: \_\_\_\_\_  
 EPS - In-Charge of Private School

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SCHEDULE OF TUITION, MISCELLANEOUS & OTHER FEES**  
for S.Y. \_\_\_\_\_

LEVEL	TUITION FEES				MISCELLANEOUS & OTHER FEES			
	Approved Tuition Fee SY: _____	Proposed Tuition Fee SY: _____	Amount of Increase	Percentage of Increase	Approved MF & OF SY: _____	Proposed MF & OF SY: _____	Amount of Increase	Percentage of Increase

Prepared by:

\_\_\_\_\_  
School Principal

Reviewed by:

\_\_\_\_\_  
EPS - In-Charge of Private School



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**REGION X**



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Enclosure No. 2 to Regional Memorandum No.                      s. 2019

QA-ME-517

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

January –December 2019  
 January 2020  
 January 2021

**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 \_\_\_\_\_ 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**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**E. Quarters/Facilities and Equipment**

	Adequate	Inadequate	None
Library Holdings			
Laboratory Facilities			
Guidance Office			
Medical Clinic			
Others, pls. specify			





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**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)*

*Indorsed 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:**

**ROGELIO C. EVANGELISTA**  
 Chief, Quality Assurance Division

**DR. ARTURO B. BAYOCOT, CESO V**  
 Officer in Charge-Regional Director

Date: \_\_\_\_\_