



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
#82 Military Cut-off Road, Baguio City



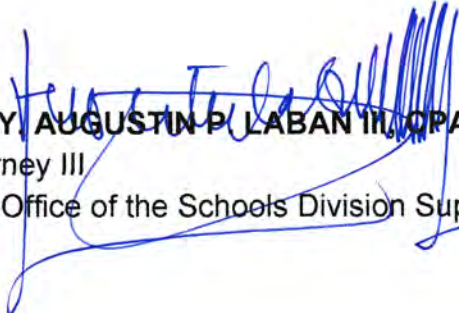
DIVISION MEMORANDUM  
No. 214, s. 2016

RECEIVED DIVISION OFFICE  
BAGUIO CITY  
AUG 08 2016  
RELEASED

### APPLICATION FOR OPERATING A PRIVATE ELEMENTARY AND JUNIOR HIGH SCHOOL

To: All Private Elementary and Junior High School Principals/Administrators

1. Pursuant to DepEd Order No. 88, s. 2010 "Revised Manual of Regulations for Private Schools in Basic Education," School Heads are mandated to submit application with complete supporting documents to operate **NEW/BOTH RENEWAL AND NEW** course/grade level on or before August 30, 2016 preceding the start of the school year 2017-18.
2. Application for **RENEWAL only/RECOGNITION** shall be on or before November 2016.
3. One (1) set only of document portfolio, properly arranged in **RED FOLDER**, shall be submitted for review to the Schools Division Office at School Management, Monitoring and Evaluation (SMME) section. Four (4) sets shall only be required if the application is due for endorsement to the Regional Director.
4. Late submission of the aforementioned applications shall be validated for SY 2018-19.
5. Compliance with this memorandum is required.

  
ATTY. AUGUSTIN P. LABAN III, CPA  
Attorney III  
OIC-Office of the Schools Division Superintendent