



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



DIVISION MEMORANDUM
No. 371, s. 2019

**APPLICATION TIMELINES FOR K TO 12 BASIC EDUCATION CURRICLUM
IN THE PRIVATE SCHOOLS**

To: Assistant Schools Division Superintendent
Education Program Supervisors
Public School District Supervisors
Legal Officer
Division Engineer
School Management, Monitoring and Evaluation Unit
School Heads of the Private Schools
All Others Concerned

1. In conformity to DepEd Order No. 88, s. 2010, *Revised Manual of Regulations for Private Schools*, all private schools applying for Government Permit/Recognition shall adhere to the subsequent Schools Division Office – Baguio City application procedures for school operation starting this Calendar Year 2019.
2. Attached, however, is the Regional Order No. 002.2018 for your perusal.
3. To make sure that private school applications are properly acted upon and shall not be prejudiced due to timeline lapses, the following procedures are to be followed:
 - a. Application for Establishment of New Private Schools (K to 12), Renewal of Government Permit (K to 10) and New Provisional Permit and Additional Track/Strand (Senior High School) shall be submitted to the Schools Division Office (SDO) through School Management, Monitoring and Evaluation (SMME) Unit on or before August 30 preceding the intended school year operation.
 - b. The SDO through the Division Assessment and Inspection Team (DAIT) assesses the completeness of documents on September 2-13, 2019; and notifies applicants with deficiency/ies for completion and submission on September 16-30, 2019.
 - c. The DAIT conducts ocular inspection to establish compliance to standards on October 1-7, 2019. Applications not found compliant shall be returned immediately for completion and resubmission on October 7-11, 2019. The Team recommends compliant applications to the SDS for endorsement to the Regional Office on or before October 30, 2019.



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- d. Application for Government Recognition is on or before February 1 preceding the opening of the School Year (K to 10) and second year of implementation of the approved track/strands (SHS).
e. Late application and completion of deficiencies shall be assessed and validated for the next application cycle.

4. The Schools Division Office – Division Assessment and Inspection Team (DAIT) is composed of the following:
Chairman: Assistant Schools Division Superintendent
Members: Division Focal Person for Private Schools
1 EPS/PSDS from the CID
Division Engineer
Project Development Officer II
Legal Officer
5. Immediate dissemination of this Memorandum is desired.


FEDERICO P. MARTIN, CEEd, EdD, CESO V
Schools Division Superintendent

References: DEpEd Order No. 88, s. 2010
DEpEd Order No. 11, s. 2011
Regional Order No. 002.2018
Regional Memorandum No. 244.2018

SMME/SCRC/Staff



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601

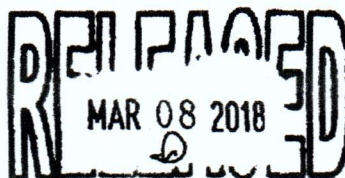
Website: www.depedcar.ph | Email: car@deped.gov.ph



March 6, 2018

REGIONAL ORDER

No. 002-2018




DEPED-CAR Time: _____

**REGIONAL GUIDELINES ON THE ISSUANCE OF GOVERNMENT PERMIT
TO OPERATE, ESTABLISH OR OPEN A NEW SCHOOL AND OPEN GRADE
LEVEL/S IN EXISTING PRIVATE ELEMENTARY AND SECONDARY SCHOOLS**

TO: Schools Division Superintendents
Regional Office Division Chiefs
School Heads of the Private Schools
All Others Concerned

1. The DepEd CAR issues the enclosed Guidelines on the Issuance of Government Permit to operate, establish or open a new school and open grade level/s in existing private elementary and secondary schools which serves as a basis for offices, committees, persons who are involve in the processing and issuance of government permit.
2. These guidelines will provide the procedures or the work flow to be followed. This will facilitate the processing of application of private schools applying for government permit to operate.
3. All previous regional policies, processes, or systems related to the issuance of permit which are inconsistent to this regional order are hereby rescinded or modified accordingly.
4. This policy shall take effect immediately.
5. Immediate dissemination and strict compliance is directed.


MAY E. ECLAR, Ph.D., CESO V
Officer-in-Charge
Office of the Regional Director

Encls.: As stated

References: DepEd Order No. 88, s. 2010
DepEd Order No. 11, s. 2011
DepEd Order No. 40, s. 2014

QAD/ALP/Staff

REGIONAL GUIDELINES ON THE ISSUANCE OF GOVERNMENT PERMIT TO OPERATE, ESTABLISH OR OPEN A NEW SCHOOL and OPEN GRADE LEVEL/S IN EXISTING PRIVATE ELEMENTARY AND SECONDARY SCHOOLS

I. RATIONALE

In conformity with DepEd Order No. 88, s. 2010, *Revised Manual of Regulations for Private Schools in Basic Education* and DepEd Order No. 11, s. 2011, *Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education*, DepEd CAR adheres to the thrust of promoting and recognizing the complexity of issues brought about by passage of laws and issuances of government permits, thus it is necessary to formulate a set of standard and uniform policy guidelines on this matter.

II. SCOPE

These guidelines shall apply to all private schools applying for government permit to operate, establish or open a new school and open grade level/s in existing private elementary and secondary schools.

III. POLICY STATEMENT

In the effort to facilitate the issuance of government permit in DepEd CAR, these guidelines are issued in order to implement the provisions of D.O. 88, s. 2010 and DepEd Order No. 11, s. 2011. This policy aligns with the principle that systems of accountability of public officials directly or indirectly involved in the processing and issuance of government permit are held responsible and accountable. It is also the intent of this policy to establish monitoring and that the issuance processes are performed strictly according to these guidelines.

IV. PROCEDURES

The procedures to be followed are as follows:

1. All documents for application should be submitted to the Schools Division Office on or before August 30 preceding the start of the school year when the school is supposed to operate, establish or open new school and open grade levels in existing private elementary and secondary schools.
2. The Schools Division Office through the Division Assessment and Inspection Team (DAIT) assesses the completeness of documents and notify applicants with deficiency/ies for compliance and submission on or before September 30.
3. The Division Assessment and Inspection Team conducts ocular inspection to establish compliance to standards. Applications not found compliant shall be returned immediately for completion and resubmission. The SDS endorses compliant applications to Regional Office on or before October 30.

4. The Regional Office reviews applications and issues the permit to operate on or before February 28 of the following year after payment of the required fee.

4.1. Applications with deficiencies, if any, may submit compliance to the Regional Office on or before January 31 of the following year.

4.2. The Regional Office re-evaluates and validates compliance on February of the following year.

4.3. The Regional Office shall disapprove all applications which did not comply before February 28 of the following year.

5. Division assessment and ocular inspection may be done earlier than the scheduled time provided documents are submitted earlier.

6. The Regional Office reserves the right to validate any application when necessary.

V. COMPOSITION OF THE ASSESSMENT, INSPECTION AND VALIDATION TEAM

The Schools Division Offices shall organize a Division Assessment and Inspection Team (DAIT). Likewise, the Regional Office shall organize a Regional Validation Team (RVT) as follows:

Composition of the Division Assessment & Inspection Team:

Chairman: Assistant Schools Division Superintendent
Members: Division Focal Person for Private School
1 EPS/PSDS from the CID
Division Engineer
Legal Officer

Roles and responsibilities of the Division Assessment and Inspection Team:

1. Assess the completeness and authenticity of the documents submitted and conducts ocular inspection;
2. Notify the applicant/s for any deficiency during the assessment or inspection;
3. Recommend compliant applications to the Schools Division Superintendent for endorsement to the Regional Office;
4. Ensures that all applications are properly acted upon following the timeline.

Composition of the Regional Validation Team

Chairman: QAD Chief
Members: Education Program Supervisor from the QAD (1 per team)
Education Program Supervisor from the CLMD (1 per team)
Regional Engineer
Legal Officer

Roles and responsibilities of the Regional Validation Team:

1. Review the documents submitted and conducts validation when necessary;
2. Notifies the applicant for any deficiency;
3. Prepares the permit to operate for approval of the Regional Director.

VI. MONITORING AND EVALUATION

The Regional Office Quality Assurance Division and the SGOD Monitoring and Evaluation Unit will regularly monitor the implementation of the Regional Order and give feedback during the quarterly Regional/Division Monitoring and Evaluation Assessment.

VII. SANCTIONS

Failure of the private schools to follow the processes stipulated in this Order including non-payment of prescribed fees shall be a ground for disapproval of application. Likewise, DepEd officials who violates the provisions of this Order shall be dealt with accordingly.

VIII. EFFECTIVITY

This regional order shall take effect immediately upon its approval.

IX. REFERENCES:

1. DepEd Order No. 88, s. 2010, *2010, Revised Manual of Regulations for Private Schools in Basic Education*
2. DepEd Order No. 11, s. 2011, *Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education*
3. DepEd Order No. 40, s. 2014, *Establishment, Merging, Conversion, and Naming/Renaming of Public School Annexes in Basic Education*