



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

September 18, 2024

Division Memorandum
 No. **512-2024**

SUBMISSION AND PREPARATION OF APPLICATION FOR PRIVATE SCHOOL REGULATORY SERVICES FOR THE SCHOOL YEAR 2025-2026

To: Education Program Supervisor & PSDS
 Baguio City Association of Private Schools Officers (BCAPS)
 Private School Administrators
 All others concerned

1. Relative to **Regional Memorandum 615.2024** and pursuant to **DepEd Order No. 88, s. 2010, known as "2010 Revised Manual of Operations for Private Schools in Basic Education"**, the deadline for the submission of a request to open a new school or operate an additional grade level in an existing elementary or secondary school, tuition and other fee increase, and Senior High School Program and other applications intended to provide services for private schools are as follows:

TYPE OF APPLICATION	Deadline for Submission of Applications to Schools Division of Baguio for SY 2025-2026	Onsite Validation/Ocular Visit
Tuition and Other Fee Increase	October-November 30,2024	
Permit to Operate/Recognition	October-November 30,2024	December- January 2025
Special Order (SY 2023-2024)	July- August 30,2025	
Senior High School Program	October-November 30,2024	

2. All concerned Private Schools are **required** to prepare and check the completeness and correctness of all documents and facilities before submission to the Division office.

3. All Special Order (SO) applications for Senior High Graduates must be assessed and reviewed by the school head, the registrar and the adviser to ensure the correctness and completeness of all data entered in the SF10 and all other required documents.



4. Ensure the following entry: signatures of advisers, date and dry seal of the school. A month after the graduation (1st or 2nd Semester) SF 10 must be finalized for submission.
5. For TVL SO applications please refer to RM 372, s. 2022 for your guidance.
6. For details or queries, kindly contact SMME section at Tel No. 446-6738 or email at smmebaguio@gmail.com
7. Immediate dissemination of this memorandum is desired.


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