



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY
No. 82 Military Cut-off Road, Baguio City



October 11, 2024

DIVISION MEMORANDUM

No. **577-2024**

REGULATORY PROVISIONS AND PROCESS FLOW ON THE CLOSURE OF PRIVATE SCHOOLS

To: Public Schools District Supervisors
Education Program Supervisors
Baguio City Association of Private Schools (BCAPS)
Private School Heads/Administrators
All Others Concerned

1. Pursuant to DepEd Order 88, 2010 and 2011 Revised Manual of Regulations for Private Schools in Basic Education, **Section 43. Closure of Schools** of any program or course offered by a school may be either:
 - a. **Voluntary**, when the school for valid cause and on its own initiative chooses to terminate or close any of its programs or courses offered, provided such closure is undertaken at the end of a school term and provided further that the school remains obliged to **furnish the necessary transfer credentials and records to the students** affected by the closure, or
 - b. **Involuntary**, when the closure or termination is ordered by the Department through the revocation/ withdrawal of the permit or certificate of recognition previously issued for the program or course. **Section 43.2** A private school which has not been granted government recognition after more than five (5) renewal permits may be subject for closure. However, DepEd Order No. 041, s. 2022, Amendment to DepEd Order 88,2010 Section 160. Ownership-Each private school shall own its site, as evidenced by a valid Certificate of Title. If the private school cannot present its title ownership over the school site, such private school should ensure reasonable and adequate bases for continued use of the site through:
 - a. A duly executed deed of sale; or
 - b. A duly executed deed of donation; or
 - c. A duly executed deed of usufruct for a guaranteed period of not less than 15 years; or
 - d. A duly executed lease with an initial guaranteed period of not less than 15 years.

Section 43.3 The Regional Director, after a thorough investigation and recommendation of the Schools Division Superintendent, may declare a private school temporarily closed when:

- a. No students are enrolled therein;
- b. The school buildings are destroyed or have been declared dangerous to life;
- c. The entire school building and site houses refugees from calamities; and
- d. There is no peace and order in the community

Section 43.4 The Regional Director shall close any private school that will be found to be operating without any permit or recognition. In closing such schools, the Regional Director may seek the assistance of any officers of the Law.

2. Process flow and requirements on the closure of school

Step 1. Submit a Letter of Intent/Board Resolution stipulating the reason/s for the voluntary closure to Schools Management, Monitoring and Evaluation (SGOD-SMME) section.

Step 2. Master List of Learners;

- a. F137/SF10 (*1 Original copy duly signed by the School Registrar or Principal and with school seal; 1 photocopy both in hardcover*). The forms must be arranged per school year from the start of the operation up to the closure of the school.

3. All other provisions stated in the 2011 Revised Manual of Regulations for Private Schools in Basic Education shall remain effective, unless otherwise amended by other DepEd issuances.

4. Immediate and widest dissemination of this Memorandum is directed.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent