



**G. School Governance and Operation Division - School Management, Monitoring and Evaluation Section**

**1. Issuance of Government Permit, Renewal, Recognition of Private Schools**

This service is to process requests for government permit, renewal and recognition of operations of private schools.

|   |  |
|---|--|
| <b>Office or Division:</b>  | School Management, Monitoring & Evaluation (SMM&E) Section |
| <b>Classification:</b>  | Highly Technical Transaction                               |
| <b>Type of Transaction:</b>   | Government to Citizen (G2C) Government to Business (G2B)   |
| <b>Who may avail:</b>   | Private Schools  |
| <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b>                                     |
| Board Resolution: Must be certified by the Corporate Secretary (for new/recognition)  | School applicant   |
| 1 copy of notarized comprehensive Feasibility Study (for new/recognition)   | School applicant   |
| 1 copy of application letter stating the nature of Government Permit being applied for (being renewed), or stating intent for recognition | School applicant   |
| 1 copy of Articles of Incorporation and By-Laws duly registered with the Security and Exchange Commission (SEC). (for new/recognition)    | SEC  |
| 1 copy of Copy/ies of Transfer Certificate of Title of school sites (for New/Government Recognition)                                      | School applicant   |
| Documents of ownership of school building(s) (for new/recognition)  | School applicant   |
| 1 copy of Certificate of Occupancy signed by proper authorities (for new/recognition)   | School applicant   |
| 1 copy of Class program of the classes offered (for new/recognition)  | School applicant   |
| 1 copy of Qualitative Evaluation Processing Sheet (for SHS application)   | Provided by the EPS/In-charge of Private Schools           |
| School Bond (for new/recognition)   | To be provided by the RO to the client                     |
| Latest Enrolment Data (for renewal)   | Client/from the Division planning Officer                  |
| Copy of the Updated Government PTO (for renewal)  | School applicant   |
| Ocular Inspection Report (for new/recognition/renewal)  | Provided by the SMM&E (In charge of Private Schools)       |



| Endorsement from the Schools Division Superintendent (for new/recognition/renewal)                                  |  | Provided by the SMM&E (In charge of Private Schools) |                 |  |
|---|--|--|-----------------|--|
| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID                                      | PROCESSING TIME | PERSON RESPONSIBLE   |
| 1. Submit all the documentary requirements (printed or electronic) for pre-validation purposes thru Records Section | 1.1. Receive and record the documents thru DTS/ Logbook with assign tracking number, then forward to SGOD Chiefs | None   | 10 minutes      | Admin Officer IV/Admin Staff (Records)   |
|   | 1.2. Receive documents by SGOD Chief and route to designated/in-charge for Private School                        | None   | 10 minutes      | SGOD Chief/SGOD Staff  |
|   | 1.3. Process and evaluate the documentary requirements received  | None   | 5 days          | SMM&E (In charge of Private School)/ Alternate focal   |
|   | 1.4. Conduct onsite validation to school applicant.  | None   | 3 days          | Senior Education Program Specialist(SMM&E)<br>Education Program Supervisor (CID& SGOD)<br>PSDS (CID)<br>Division Engineer (if available) |
|   | 1.5. Conduct post-conference regarding the results of the inspection and prepare reports.                        | None   | 2 hours         | Senior Education Program Specialist(SMM&E)<br>Education Program Supervisor (CID& SGOD)/<br>PSDS (CID)/                                   |



|   |  |      |                                     |  |
|---|--|------|-------------------------------------|--|
|   |  |      |                                     | Division Engineer<br>(if available)  |
| 2. School applicant acknowledge the results of validation and inspection                            | 2.1. Inform the school applicant of the result of validation and inspection        | None | 1 hour                              | Senior Education Program Specialist(SMM&E)<br><br>Education Program Supervisor (CID& SGOD)<br><br>PSDS (CID)<br><br>Division Engineer (if available) |
| 3. Submit the lacking documents if any or comply with the monitoring tool/checklist of requirements | 3.1. Receive the lacking documents/ prepare the endorsement to Regional Office     | None | 1 day                               | Education Program Specialist II (SMM&E)<br><br>Senior Education Program Specialist (SMM&E)   |
|   | 3.2. Secure the signature of the SDS for indorsement.                              | None | 1 day                               | SDS  |
|   | 3.3. Release and forward documents to Regional Office for their appropriate action | None | 1 hour                              | Admin Officer IV/Admin Staff (Records)   |
| 4. Receive the information thru email/SMS that status of application has been forwarded to RO       | 4.1. Inform the school applicant that the application has been forwarded to RO     | None | 15 minutes                          | Education Program Specialist II (SMM&E)<br><br>Senior Education Program Specialist (SMM&E)   |
| <b>TOTAL</b>  |  |      | <b>10 days, 4 hours, 35 minutes</b> |  |



## 2. Issuance of Special Orders for Graduation of Private School Learners

The Division Office is authorized to evaluate and process the complete documentary requirements for Special Order (SO) application of private schools with Provisional Permits to Operate in School Year or prior to the School Year (SY) for the graduation of qualified Grade 12 learners.

|                             |  |
|-----------------------------|--|
| <b>Office or Division:</b>  | SGOD - School Management, Monitoring and Evaluation    |
| <b>Classification:</b>      | Highly Technical                                       |
| <b>Type of Transaction:</b> | Government to Business (G2B)                           |
| <b>Who may avail:</b>       | Any private school with graduating students (Grade 12) |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE  |
|--|------------------|
| 1. Application documents (1 original and each document) <ul style="list-style-type: none"> <li>• Letter of intent addressed to the Regional Director thru the Schools Division Superintendent</li> <li>• List of Qualified Graduates (per track/strand/specialization)</li> <li>• Accomplished Special Order Form</li> <li>• Original Form 137-A (SHS Student Permanent Record)</li> <li>• Form IX (SHS Graduation Form)</li> <li>• Original Form 137-A (JHS Student Permanent Record)</li> <li>• Birth Certificate (PSA)</li> </ul> | School Applicant |

| CLIENT STEPS   | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                            |
|--|--|-----------------|-----------------|---|
| 1. Submit the complete documentary requirements to the SDO | 1.1. Receive, stamp, and input in the Data Tracking System the application from the school and forward to SGOD-SMM&E Section | None            | 10 minutes      | Admin Officer IV/<br>Admin Staff<br>(Records) |
|  | 1.2. Forward documents to SGOD Chief and routes to designated/in-  | None            | 10 minutes      | Admin Officer IV/<br>Admin Staff<br>(Records) |



|  |  |             |                              |  |
|--|--|-------------|------------------------------|--|
|  | charge for Private School  |             |                              | SGOD Chief/SGOD Staff                                |
|  | 1.3. Process, evaluate the documentary requirements and prepares Indorsement               | None        | 5 days                       | SMM&E (In charge of Private School)/ Alternate focal |
|  | 1.4. Secure the signature of the SDS for the indorsement.                                  | None        | 1 day                        | SDS  |
|  | 1.5. Refer to the Records Unit and release to Regional Office for their appropriate action | None        | 10 minutes                   | Admin Officer IV/ Admin Staff (Records)              |
|  | <b>TOTAL:</b>  | <b>None</b> | <b>6 days and 30 minutes</b> |  |

Note: Complete substantial and official documents should be submitted in order to process the requests. Otherwise, request will be denied due to lack of document, and it cannot be processed.



### 3. Application for Senior High School (SHS) Additional Track/Strand

The Schools Division Office is authorized to evaluate, process, and validate the complete documentary requirements of private schools applying for additional SHS track/strand.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | SGOD - School Management, Monitoring and Evaluation |
| <b>Classification:</b>      | Highly Technical                                    |
| <b>Type of Transaction:</b> | Government to Business (G2B)                        |
| <b>Who may avail:</b>       | Any private schools                                 |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE  |
|--|------------------|
| <b>A. Application for DepEd Permit to Operate/Recognition</b>  |                  |
| 1. Application documents (1 original and each document) <ul style="list-style-type: none"> <li>• Letter of intent addressed to the Regional Director thru the Superintendent</li> <li>• Board Resolution</li> <li>• Feasibility Study               <ul style="list-style-type: none"> <li>Philosophy and Goals of the course                   <ul style="list-style-type: none"> <li>- Demand for the graduates</li> <li>- Prospective learners</li> <li>- Existing schools offering one same course within the community</li> </ul> </li> </ul> </li> <li>• Articles of Incorporation and By- Laws</li> <li>• Copy(ies) of Transfer Certificate(s) of Title of the school site</li> <li>• Location of school in relation to its environment</li> <li>• Campus development and landscaping plans</li> <li>• Document(s) of Ownership of school building(s)</li> <li>• Certificate of Occupancy of school building(s)</li> <li>• Pictures of school building(s), classrooms, laboratories, libraries, medical and dental facilities, canteens, etc.</li> <li>• Proposed budget for the succeeding school year approved by the Board of Trustees/Directors</li> <li>• List of school administrators (president, vice-president, deans, department heads)</li> <li>• List of academic-non teaching personnel (registrar, librarian, guidance counselor, researcher)</li> <li>• List of athletic facilities, equipment, supplies and materials (to be certified by the school head)</li> </ul> | School Applicant |

|  |                         |
|--|-------------------------|
| <ul style="list-style-type: none"> <li>• School bond</li> <li>• Copy of retirement Plan registered with the Securities and Exchange Commission</li> <li>• Copy of Latest Financial Statement of the school certified by an independent CPA</li> <li>• Proposed Curriculum</li> <li>• Proposed tuition and other school fees</li> <li>• List of New Teaching/Academic Staff for the Course(s) program(s) applied for</li> <li>• List of laboratory facilities, equipment, furniture, supplies and materials classified by subject area, (to be certified by the school head)</li> <li>• List of library holdings (to be certified by the school head)</li> <li>• Inspection and Application Fees</li> </ul>   |                         |
| <p><b>B. SHS New Application or Additional Track/Strand</b></p>  |                         |
| <p>1. Application documents (1 original of each documents)</p> <ul style="list-style-type: none"> <li>• Letter of intent addressed to the Regional Director thru the Superintendent</li> <li>• Board Resolution certified by the secretary and approved by the Board of Directors/ Board of Trustees (Purpose, School year of intended operation, SHS Curriculum for the track/s and strand/s to be offered)</li> <li>• Certificate of Recognition of any of the following: (a) Secondary Education Program – DepEd; (b) Training Program –TESDA; (c) Highest Education Program –CHED; (d) Others: FAAP recognize accrediting agencies, Asia Pacific Accreditation and Certification Commission (APACC)</li> <li>• Proposed Tuition and other fees</li> <li>• Proposed School Calendar</li> <li>• Proposed list of academic and non-academic personnel: (a) Qualifications; (b) Job Descriptions; (c) Teaching Load; (d) Number of Working Hours Per Week; (e) Certificate from Recognized National/ International Agencies (TESDA, ABA, and Others)</li> <li>• Curriculum Offering: Academic, Tech-Voc, Arts and Design, Sports</li> <li>• Minimum program requirements for the SHS tracks/strands: (a) Instructional Rooms; (b) Laboratories: (Computer, Science (for STEM,</li> </ul> | <p>School Applicant</p> |

|   |  |
|---|--|
| <p>minimum of 3 laboratories), Workshop Room/ Studios); (c) Athletic Facilities; (d) Learners' Resource Center or Library; (e) Internet Facilities; (f) Ancillary Services</p> <ul style="list-style-type: none"> <li>• A copy of Memorandum / Memoranda of Agreement/ Memorandum of Understanding for partnership arrangements relative to the SHS Program Implementation. These arrangements may include: (a) Engagement of stakeholders in the localization of the curriculum; (b) Work Immersion; (c) Apprenticeship; (d) Research; (e) Provision of equipment and laboratories, workshops, and other facilities; (f) Organization of career guidance and youth formation activities; (g) others</li> <li>• Additional requirements for Category D: (a) Articles of Incorporation and By-Laws for Private Schools only; (b) Documents of ownership of school sites under the name of the school, or Deed of Usufruct; (c) Proposed Annual Budget and Annual Expenditures</li> </ul> |  |
|---|--|

| CLIENT STEPS   | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|--|---|-----------------|-----------------|---|
| 1. Submit the complete documentary requirements to the SDO | 1.1. Receive, stamp, and input in the Data Tracking System the application from the school and forwards to SGOD-SMM&E Section | None            | 10 minutes      | Admin Officer IV/<br>Admin Staff (Records)                                  |
|  | 1.2. Forward documents to SGOD Chief and route to designated/in-charge for Private School                                     | None            | 10 minutes      | Admin Officer IV/<br>Admin Staff (Records)<br><br>SGOD Chief/<br>SGOD Staff |
|  | 1.3. Process, evaluate the documentary requirements and prepares Indorsement  | None            | 5 days          | SMM&E (In charge of Private School)/<br>Alternate focal                     |





|  |   |             |                              |  |
|--|---|-------------|------------------------------|--|
|  | 1.4. Secure the signature of the SDS for the indorsement.                                   | None        | 1 day                        | SDS  |
|  | 1.5. Refers to the Records Unit and release to Regional Office for their appropriate action | None        | 10 minutes                   | Admin Officer IV/<br>Admin Staff (Records) |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>6 days and 30 minutes</b> |  |



#### 4. Application of Summer Permit for Private Schools

The Schools Division Office is authorized to evaluate, process, and issue summer permit to private school with summer enrollees to address the learning gaps or failed subjects of learners.

|                             |  |
|-----------------------------|--|
| <b>Office or Division:</b>  | School Management, Monitoring and Evaluation |
| <b>Classification:</b>      | Complex                                      |
| <b>Type of Transaction:</b> | G2B – Government to Business                 |
| <b>Who may Avail:</b>       | Any private school with summer enrollees     |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE  |
|--|--|
| 1. Application documents (1 original and each document) <ul style="list-style-type: none"> <li>• Letter of intent addressed to the Schools Division Superintendent</li> <li>• School Calendar for Summer – 35 days</li> <li>• List of teachers who intent to teach during summer classes</li> <li>• General class program for summer</li> <li>• Tuition and other school fees</li> <li>• Tentative list of summer enrollees with learning areas to be taken written opposite each name</li> <li>• A copy of the approved PTA/PTCA Resolution requesting the conduct of summer classes and stating the amount of fees the PTA/PTCA will contribute for each student.</li> <li>• Written consent of parents whose children will attend student summer classes</li> <li>• Post summer activities</li> </ul> | School Applicant<br>School Applicant<br>School Applicant<br>Teachers/School Applicant<br>School Applicant<br>PTA/PTCA<br>Parents<br>School Applicant |

| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                      |
|---|--|-----------------|-----------------|---|
| 1. Submits the complete documentary requirements to the SDO | 1.1.Receive, stamp, and input in the Data Tracking System the application from the school and forwards to SGOD-SMM&E Section | None            | 10 minutes      | Admin Officer IV/ Admin Staff (Records) |
|   | 1.2.Forward documents to SGOD Chief and route to   | None            | 10 minutes      | Admin Officer IV/ Admin Staff (Records) |

|  |   |             |                              |   |
|--|---|-------------|------------------------------|---|
|  | designated/in-charge for Private School   |             |                              | SGOD Chief/<br>SGOD Staff                               |
|  | 1.3.Process, evaluate the documentary requirements and prepares Indorsement               | None        | 5 days                       | SMM&E (In charge of Private School)/<br>Alternate focal |
|  | 1.4.Secure the signature of the SDS for the indorsement.                                  | None        | 1 day                        | SDS   |
|  | 1.5.Refer to the Records Unit and release to Regional Office for their appropriate action | None        | 10 minutes                   | Admin Officer IV/ Admin Staff<br>(Records)              |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>6 days and 30 minutes</b> |   |



### 5. Application for No Increase in Tuition Fee

The Schools Division Office is authorized to evaluate, process, and approve notification of no increase to private schools operating with permit/recognition.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | School Management, Monitoring and Evaluation          |
| <b>Classification:</b>      | Complex   |
| <b>Type of Transaction:</b> | G2B – Government to Business                          |
| <b>Who may Avail:</b>       | Any private school with permit to operate/recognition |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE  |
|--|--|
| 1. Application documents (1 original and each document) <ul style="list-style-type: none"> <li>• Letter of intent addressed to the Schools Division Superintendent stating the intention to comply with the provision of R.A. 6728 for the forthcoming school year</li> <li>• Xerox copy of the latest approved tuition, miscellaneous &amp; other school fees</li> <li>• Comparative schedule of tuition, miscellaneous &amp; other school fees for current school year with that of the previous year indicating in both peso and percentage the forms of no increase. Note: The miscellaneous and other fees should be itemized.</li> <li>• Copy of Government Permit to Operate/Recognition Certificate</li> </ul> | School Applicant<br><br>School Applicant<br><br>School Applicant<br><br>School Applicant |

| CLIENT STEPS   | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|--|---|-----------------|-----------------|---|
| 1. Submit the complete documentary requirements to the SDO | 1.1. Receive, stamp, and input in the Data Tracking System the application from the school and forwards to SGOD-SMM&E Section | None            | 10 minutes      | Admin Officer IV/ Admin Staff (Records)                           |
|  | 1.2. Forward documents to SGOD Chief and routes to designated/in-charge for Private School                                    | None            | 10 minutes      | Admin Officer IV/ Admin Staff (Records)<br>SGOD Chief/ SGOD Staff |



|  |  |             |                              |  |
|--|--|-------------|------------------------------|--|
|  | 1.3. Process, evaluate the documentary requirements and prepares Indorsement               | None        | 5 days                       | SMM&E (In charge of Private School)/ Alternate focal |
|  | 1.4. Secure the signature of the SDS for the indorsement.                                  | None        | 1 day                        | SDS  |
|  | 1.5. Refer to the Records Unit and release to Regional Office for their appropriate action | None        | 10 minutes                   | Admin Officer IV/ Admin Staff (Records)              |
|  | <b>TOTAL:</b>  | <b>None</b> | <b>6 days and 30 minutes</b> |  |



## 6. Application for Increase in Tuition Fee

The Division Office is authorized to evaluate, process, and endorse the complete documentary requirements of private schools applying for increase in tuition and miscellaneous fees. Only private schools with recognition are allowed to apply for increase in tuition and miscellaneous fees.

|                             |  |
|-----------------------------|--|
| <b>Office or Division:</b>  | School Management, Monitoring and Evaluation |
| <b>Classification:</b>      | Highly Technical                             |
| <b>Type of Transaction:</b> | G2B – Government to Business                 |
| <b>Who may Avail:</b>       | Any private school with recognition          |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE      |
|---|----------------------|
| 1. Application documents (1 original and each document)   |                      |
| <ul style="list-style-type: none"> <li>• Letter of intent addressed to the Regional Director thru the Schools Division Superintendent stating the intention to comply with the provision of R.A. 6728 for the forthcoming school year;</li> </ul>   | School Applicant     |
| <ul style="list-style-type: none"> <li>• Xerox copy of the latest approved tuition, miscellaneous &amp; other school fees;</li> </ul>   | School Applicant     |
| <ul style="list-style-type: none"> <li>• Comparative schedule of tuition, miscellaneous &amp; other school fees for current school year with that of the previous year indicating in both peso and percentage the forms for increase. Note: The miscellaneous and other fees should be itemized;</li> </ul>   | School Applicant     |
| <ul style="list-style-type: none"> <li>• Percentage of Increase of Tuition/Miscellaneous &amp; other fees;</li> </ul>   | School Applicant     |
| <ul style="list-style-type: none"> <li>• Copy of Government Recognition Certificate; and</li> </ul>   | School Applicant     |
| <ul style="list-style-type: none"> <li>• Certificate 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):</li> </ul>  | School Applicant     |
| <ul style="list-style-type: none"> <li>a. Appropriate consultation has been conducted with duly organized PTA/PTCA and Faculty Association.</li> </ul>  | School Applicant/PTA |
| <ul style="list-style-type: none"> <li>b. Seventy percent (70%) of the amount of tuition Increase (incremental proceeds) of the previous school year</li> </ul>   | School Applicant     |
| <ul style="list-style-type: none"> <li>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.</li> </ul> | School Applicant     |



| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME              | PERSON RESPONSIBLE  |
|---|--|-----------------|------------------------------|---|
| 1. Submits the complete documentary requirements to the SDO | 1.1. Receives, stamps, and inputs in the Data Tracking System the application from the school and forwards to SGOD-SMM&E Section | None            | 10 minutes                   | Admin Officer IV/ Admin Staff (Records)                               |
|   | 1.2. Forwards documents to SGOD Chief and routes to designated/in-charge for Private School                                      | None            | 10 minutes                   | Admin Officer IV/ Admin Staff (Records)<br><br>SGOD Chief/ SGOD Staff |
|   | 1.3. Process, evaluates the documentary requirements and prepares Indorsement, and breakdown and schedule of fees for approval   | None            | 5 days                       | SMM&E (In charge of Private School)/ Alternate focal                  |
|   | 1.4. Secures the signature of the SDS for the indorsement.   | None            | 1 day                        | SDS   |
|   | 1.5. Refers to the Records Unit and release to Regional Office for their appropriate action                                      | None            | 10 minutes                   | Admin Officer IV/ Admin Staff (Records)                               |
|   | <b>TOTAL:</b>  | <b>None</b>     | <b>6 days and 30 minutes</b> |   |