

**DOCUMENT REVIEW FORM FOR APPLICATION OF GOVERNMENT PERMIT**  
*(for establishment of new school)*

Proposed Name of School *(based on SEC Certification)*: \_\_\_\_\_

Location of the Proposed School: \_\_\_\_\_

Grade Level Applied : \_\_\_\_\_

For School Year : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Contact Number : \_\_\_\_\_

REQUIREMENTS	C	INC	N	REMARKS
<b>1. Letter of Request</b>				
<b>2. Endorsement from the Schools Division Office</b>				
<b>3. Board Resolution</b>				
a. Certified by the Corporate Secretary				
<b>4. Notarized Feasibility Study</b>				
a. Purpose and objectives of the proposed school or course;				
b. Availability and adequacy of school site and building, including documents of ownership thereof, location plan, development plan, pictures, or architect's plan of building if still to be constructed;				
c. Itemized cost of the project covering the entire course in terms of site, site development, school building and quarters, classroom equipment and facilities, library, salaries of faculty, and staff and maintenance;				
d. Financial capacity of applicant, including his resources to provide the requirements for the entire course and to support its operation from year to year without depending solely on students' fees;				
e. Proposed faculty line-up and administrative and supervisory staff together with their individual Transcript of Records (TOR) and evidence of willingness to join the school;				
f. Need or demand for establishment of the school or operation of the course in the locality. If the course is already being offered in the same town or city, there must be an evidence of the following factors:				
• Distance of the applicant school to the existing school				
• Enrolment in the existing school				
• Number of students in the same locality enrolled in schools other than the existing school				
• Number of prospective students of the applicant school				
• Facilities, standards, and supportive provisions for effective instruction and quality education				
<b>5. Development Plan</b>				
a. On facilities and other amenities				
b. On human resource				
c. On curriculum				
d. Others: (pls. specify _____)				
<b>6. Articles of Incorporation</b>				
a. In the name of the school				
b. Registered with the Securities and Exchange Commission (SEC)				
c. Non-stock / Stock				
d. Registration Certificate Number				
<b>7. Copies of Transfer Certificate of Title of the School Site</b>				
a. In the name of the school				

b. Total area of school site				
<b>8. Documents of Ownership of School Building</b>				
a. In the name of the school				
b. Total floor area				
<b>9. Certificate of Occupancy/Occupancy Permit of School Building</b>				
a. Signed by Proper City/Municipal Authorities				
<b>11. Proposed Tuition and Other School Fees</b>				
a. In accordance with the DepED standards				
<b>12. Proposed Curriculum (approved by the DepED; in accordance to standards (K-12 Curriculum))</b>				
a. Certification from the Schools Division Office that the proposed curriculum are in accordance to DepED standards				
<b>13. Retirement Plans for Teachers and Other Personnel</b>				
a. Terms and Benefits				
<b>14. List of School Administrators (President, Vice President, Department Heads, Etc.)</b>				
▪ Tabular form indicating the following:				
- Educational Qualifications				
- Salaries in accordance with the prescribed standards				
- Employment Status (full-time/part-time/voluntary)				
<b>15. List of Non-academic Personnel (Registrar, Librarian, Guidance Counselor, Researchers, Etc.)</b>				
▪ Tabular form indicating the following:				
- Educational Qualifications				
- Functions/assignment in accordance with qualifications				
- Salary/other benefits in accordance with qualifications				
- Valid Contracts/Appointments				
- Employment Status (full-time/part-time/voluntary)				
- Photocopy of PRC ID License				
<b>16. List of the Teaching/Academic Staff</b>				
▪ Tabular form indicating the following:				
- Educational Qualification				
- Field of specialization				
- Subject assignment in accordance with qualification				
- No. of working hours				
- Salary/other benefits in accordance with prescribed standards				
- Valid Contracts/Appointments				
- Employment status (full-time/part-time/voluntary)				
- Photocopy of PRC License ID Card				
<b>17. List and Photocopy of Classrooms, Facilities, Equipment, Furniture, Supplies and Materials Classified by Subject Area (in accordance to prescribed standards and requirements)</b>				
<b>a. Classrooms</b>				
- Adequate				
- Clean and orderly (well ventilated)				
- Spacious (proportionate to the proposed no. of learners)				
<b>b. Ancillary Services</b>				
▪ For Kindergarten:				
- Indoor and outdoor play implements				
- Playground/play area				
- Clinic				
- Wash area				
- Comfort room (separate for male and female)				
- Reading corner				
▪ For Grades 1 to 6 (in addition to above requirements)				
- Library				
- Science Laboratory				

- Computer Room				
- Guidance Office				
- Principal's Office				
- Faculty Room				
- Canteen				
▪ For Grades 7 to 10 (in addition to the above requirements)				
- Science Laboratories (Biology, Chemistry, Physics)				
- Accessible and adequate comfort rooms				
- Computer Laboratory (No. of units proportionate to no. of students, with internet connection)				
- Subject Club Room/Corner				
- Gymnasium for sports and other activities				
<b>18. List of Library Holdings/Learning Resources</b>				
a. List of textbooks per subject area				
b. List of book reference per subject area (minimum of 5 authors per subject area)				
c. Certification from the school head validated by the SDO LRMDS section that the BOOKS and other LRs are error-free (Refer to DO 35, s. 2019 for Supplementary LRs))				

**Legend:**

- C - Complete (available)
- INC - Incomplete (need more info)
- N - None (no attachment)
- R - Remarks (findings)

**Recommendations:**

- Complete : For ocular inspection \_\_\_\_\_
- Incomplete : To be returned for compliance \_\_\_\_\_

**Reviewed by:**

\_\_\_\_\_  
Education Program Supervisor

**Date:** \_\_\_\_\_

Note: To be attached to the ocular inspection report



## PRIVATE SCHOOL'S APPLICATION FOR SPECIAL ORDER

Name of School (based on SEC certification): \_\_\_\_\_

Address of School : \_\_\_\_\_  
School Year : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
Track/Strands : ACADEMIC TRACK: STEM

### Part 1 - Checklist of Documentary Requirements

DOCUMENT/S	C	INC	N	REMARKS
1. Endorsement from the SDO				
2. Photocopy of SEC Corporate Filing of Information				
3. Photocopy of Approved Government Permit/Recognition				
4. List of Graduates (arranged per track/strands; alphabetically)				
5. Certification from the School Head that the students have graduated from the school (specifying the date of graduation)				
6. Student's Credentials (arranged accordingly)				
▪ Form 9 (reviewed by the SDO)				
▪ Checklist of Subjects Taken (Core, Applied, Specialized, Elective, Institutional)				
▪ Certification from the Partner Agency on the Work Immersion (indicate no. of hours completed)				
▪ Birth Certificate (PSA)				
▪ Certified True Copy of JHS Form 137				

#### Legend:

- C - Complete (available)
- INC - Incomplete (need more info)
- N - None (no attachment)
- R - Remarks (findings)

**Part 2 - Checklist of Subjects Taken (for ACADEMIC TRACK: STEM STRAND)**

<b>GRADE 11: FIRST SEMESTER</b>			
<b>SUBJECTS</b>	<b>TAKEN</b>	<b>NOT TAKEN</b>	<b>REMARKS</b>
1. Oral Communication			
2. Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino			
3. General Mathematics			
4. Physical Education and Health			
5. Personal Development/Pansariling Kaunlaran			
6. Earth Science			
7. Entrepreneurship			
8. Pre-calculus			
9. General Biology 1			
<b>GRADE 11: SECOND SEMESTER</b>			
1. Reading and Writing			
2. Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik			
3. 21 <sup>st</sup> Century Literature from the Philippines and the World			
4. Statistics and Probability			
5. Physical Education and Health			
6. Disaster Readiness and Risk Reduction			
7. Practical Research 1			
8. Basic Calculus			
9. General Biology 2			
<b>GRADE 12: FIRST SEMESTER</b>			
1. Media and Information Literacy			
2. Introduction to Philosophy of the Human Person			
3. Physical Education and Health			
4. Understanding Culture, Society and Politics			
5. Filipino sa Piling Larangan - Akademik			
6. Practical Research 2			
7. English for Academic and Professional Purposes			
8. General Physics 1			
9. General Chemistry 1			
<b>GRADE 12: SECOND SEMESTER</b>			
1. Contemporary Philippine Arts from the Regions			
2. Physical Education and Health			
3. Empowering Technologies			
4. Inquiries, Investigation, and Immersion			
5. General Physics 2			
6. General Chemistry 2			
7. Work Immersion / Research / Capstone / Culminating Activity			

**Findings/Recommendations:**

- Complete : \_\_\_\_\_
- Incomplete : \_\_\_\_\_ (to be returned for compliance)

**Reviewed by:**

\_\_\_\_\_  
Education Program Supervisor

**Date:** \_\_\_\_\_



## PRIVATE SCHOOL'S APPLICATION FOR SPECIAL ORDER

Name of School (based on SEC certification): \_\_\_\_\_

Address of School : \_\_\_\_\_  
School Year : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
Track/Strands : ACADEMIC TRACK: GA

### Part 1 - Checklist of Documentary Requirements

DOCUMENT/S	C	INC	N	REMARKS
1. Endorsement from the Schools Division Office				
2. Photocopy of SEC Corporate Filing of Information				
3. Photocopy of Approved Government Permit/Recognition				
4. List of Graduates (arranged per track/strands; alphabetically) *email e-copy to <a href="mailto:quad.depedcar@gmail.com">quad.depedcar@gmail.com</a>				
5. Certification from the School Head that the students have graduated from the school (specifying the date of graduation)				
6. Student's Credentials (arranged accordingly)				
▪ Form 9 (reviewed by the SDO)				
▪ Checklist of Subjects Taken (Core, Applied, Specialized, Elective, Institutional)				
▪ Certification from the Partner Agency on the Work Immersion (indicate no. of hours completed)				
▪ Birth Certificate (PSA)				
▪ Certified True Copy of JHS Form 137				

#### Legend:

- C - Complete (available)
- INC - Incomplete (need more info)
- N - None (no attachment)
- R - Remarks (findings)

**Part 2 - Checklist of Subjects Taken (for ACADEMIC TRACK: GENERAL ACADEMIC STRAND)**

<b>GRADE 11: FIRST SEMESTER</b>			
<b>SUBJECTS</b>	<b>TAKEN</b>	<b>NOT TAKEN</b>	<b>REMARKS</b>
1. Oral Communication			
2. Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino			
3. General Mathematics			
4. Physical Education and Health			
5. Personal Development/Pansariling Kaunlaran			
6. Earth and Life Science			
7. Entrepreneurship			
8. Social Science 1 (Philippine Politics)			
9. Applied Economics			
<b>GRADE 11: SECOND SEMESTER</b>			
1. Reading and Writing			
2. Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik			
3. 21 <sup>st</sup> Century Literature from the Philippines and the World			
4. Statistics and Probability			
5. Physical Education and Health			
6. Physical Science			
7. Practical Research 1			
8. Disaster Readiness and Risk Reduction			
9. Elective 1			
<b>GRADE 12: FIRST SEMESTER</b>			
1. Media and Information Literacy			
2. Introduction to Philosophy of the Human Person			
3. Physical Education and Health			
4. Understanding Culture, Society and Politics			
5. English for Academic and Professional Purposes			
6. Practical Research 2			
7. Filipino sa Piling Larangan - Akademik			
8. Humanities 1 (Creative Writing)			
9. Elective 2			
<b>GRADE 12: SECOND SEMESTER</b>			
1. Contemporary Philippine Arts from the Regions			
2. Physical Education and health			
3. Empowering Technologies			
4. Inquiries, Investigation, and Immersion			
5. Humanities 2 (Creative Non-Fiction)			
6. Work Immersion / Research / Career Advocacy / Culminating Activity			

**Findings/Recommendations:**

- Complete : \_\_\_\_\_
- Incomplete : \_\_\_\_\_ (to be returned for compliance)

**Reviewed by:**

\_\_\_\_\_  
Education Program Supervisor

**Date:** \_\_\_\_\_



## PROCESSING CHECKLIST FOR RENEWAL OF GOVERNMENT PERMIT AND/OR APPLICATION OF ADDITIONAL GRADE LEVEL/COURSE

Name of School (based on SEC Certification): \_\_\_\_\_

Address of School : \_\_\_\_\_  
 Grade Level (Renewal) : \_\_\_\_\_  
 Grade Level (Additional) : \_\_\_\_\_  
 For School Year : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact Number : \_\_\_\_\_

REQUIREMENTS	C	INC	N	REMARKS
<b>1. Letter of Request</b>				
<b>2. Endorsement from the Schools Division Office with attached:</b>				
a. Accomplished Document Review Form				
b. Accomplished Ocular Inspection Report				
<b>3. Photocopy of the latest issued Government Permit</b>				
<b>4. Updated Board Resolution indicating the Grade Level to be offered</b>				
a. Certified by the Corporate Secretary				
<b>6. Updated Articles of Incorporation</b>				
a. In the name of the school				
b. SEC Certification of Corporate Filing/Information				
c. Non-stock / Stock				
d. Registration Certificate Number				
<b>7. Copies of Transfer Certificate of Title of the School Site</b>				
a. In the name of the school				
b. Total area of school site				
<b>8. Documents of Ownership of School Building</b>				
a. In the name of the school				
b. Total floor area				
<b>9. Certificate of Occupancy/Occupancy Permit of School Building</b>				
a. Signed by Proper City/Municipal Authorities				
<b>10. Copy of the latest audited financial statement signed by a Certified Public Accountant (CPA)</b>				
<b>11. Tuition and other fees approved by the Department of Education</b>				
<b>12. Summary of employees on the latest payments (official receipts) of:</b>				
a. PagIBIG				
b. PhilHealth				
c. SSS				
<b>5. Status of Development Plan</b>				
a. On facilities and other amenities				
b. On human resource				
c. On curriculum				
d. Others: (pls. specify _____)				
<b>13. Retirement Plans for Teachers and Other Personnel</b>				
a. Terms and Benefits				
<b>14. List of School Administrators (President, Vice President, Department Heads, Etc.)</b>				
▪ Tabular form indicating the following:				
- Educational Qualifications				



- Salaries in accordance with the prescribed standards				
- Employment Status (full-time/part-time/voluntary)				
<b>15. List of Non-academic Personnel (Registrar, Librarian, Guidance Counselor, Researchers, Etc.)</b>				
▪ Tabular form indicating the following:				
- Educational Qualifications				
- Functions/assignment in accordance with qualifications				
- Salary/other benefits in accordance with qualifications				
- Valid Contracts/Appointments				
- Employment Status (full-time/part-time/voluntary)				
- Photocopy of PRC ID License				
<b>16. List of Teaching/Academic Staff</b>				
▪ Tabular form indicating the following:				
- Educational Qualification				
- Field of specialization				
- Subject assignment in accordance with qualification				
- No. of working hours				
- Salary/other benefits in accordance with prescribed standards				
- Valid Contracts/Appointments				
- Employment status (full-time/part-time/voluntary)				
- Photocopy of PRC License ID Card				
<b>17. List and Photocopy of Classrooms, Facilities, Equipment, Furniture, Supplies and Materials Classified by Subject Area (in accordance to prescribed standards and requirements)</b>				
<b>a. Classrooms</b>				
- Adequate				
- Clean and orderly (well ventilated)				
- Spacious (proportionate to the proposed no. of learners)				
<b>b. Ancillary Services</b>				
▪ For Kindergarten:				
- Indoor and outdoor play implements				
- Playground/play area				
- Clinic				
- Wash area				
- Comfort room (separate for male and female)				
- Reading corner				
▪ For Grades 1 to 6 (in addition to above requirements)				
- Library				
- Science Laboratory				
- Computer Room				
- Guidance Office				
- Principal's Office				
- Faculty Room				
- Canteen				
▪ For Grades 7 to 10 (in addition to the above requirements)				
- Science Laboratories (Biology, Chemistry, Physics)				
- Accessible and adequate comfort rooms				
- Computer Laboratory (No. of units proportionate to no. of students, with internet connection)				
- Subject Club Room/Corner				
- Gymnasium for sports and other activities				
<b>18. List of Library Holdings/Learning Resources</b>				
a. List of textbooks per subject area				
b. List of book reference per subject area (minimum of 5 authors per subject area)				

c. Certification from the school head validated by the SDO LRMDS section that the BOOKS and other LRs are error-free (Refer to DO 35, s. 2019 for Supplementary LRs))				
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**Legend:**

- C - Complete (available)
- INC - Incomplete (need more info)
- N - None (no attachment)
- R - Remarks (findings)

**Recommendations:**

- Complete : For ocular inspection \_\_\_\_\_
- Incomplete : To be returned for compliance \_\_\_\_\_

**Reviewed by:**

\_\_\_\_\_  
Education Program Supervisor

**Date:** \_\_\_\_\_

Note: To be attached to the ocular inspection report



## PRIVATE SCHOOL'S APPLICATION FOR SPECIAL ORDER

Name of School : \_\_\_\_\_  
Address of School : \_\_\_\_\_  
School Year : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
Track/Strands : ACADEMIC TRACK: ABM

### Part 1 - Checklist of Documentary Requirements

DOCUMENT/S	C	INC	N	REMARKS
1. Endorsement from the SDO				
2. Photocopy of SEC Corporate Filing of Information				
3. Photocopy of Approved Government Permit/Recognition				
4. List of Graduates (arranged per track/strands; alphabetically)				
5. Certification from the School Head that the students have graduated from the school (specifying the date of graduation)				
6. Student's Credentials (arranged accordingly)				
▪ Form 9 (reviewed by the SDO)				
▪ Checklist of Subjects Taken (Core, Applied, Specialized, Elective, Institutional)				
▪ Certification from the Partner Agency on the Work Immersion (indicate no. of hours completed)				
▪ Birth Certificate (PSA)				
▪ Certified True Copy of JHS Form 137				

#### Legend:

- C - Complete (available)
- INC - Incomplete (need more info)
- N - None (no attachment)
- R - Remarks (findings)

**Part 2 - Checklist of Subjects Taken (for ACADEMIC TRACK: ABM STRAND)**

<b>GRADE 11: FIRST SEMESTER</b>			
<b>SUBJECTS</b>	<b>TAKEN</b>	<b>NOT TAKEN</b>	<b>REMARKS</b>
1. Oral Communication			
2. Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino			
3. General Mathematics			
4. Physical Education and Health (Exercise for Fitness)			
5. Personal Development/Pansariling Kaunlaran			
6. Earth and Life Science			
7. Entrepreneurship			
8. Business Math			
9. Organization and Management			
<b>GRADE 11: SECOND SEMESTER</b>			
1. Reading and Writing			
2. Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik			
3. 21 <sup>st</sup> Century Literature from the Philippines and the World			
4. Statistics and Probability			
5. Physical Education and Health (Ind'l, Dual, Team Sports)			
6. Physical Science			
7. Practical Research 1			
8. Fundamentals of ABM 1			
9. Principles of Marketing			
<b>GRADE 12: FIRST SEMESTER</b>			
1. Media and Information Literacy			
2. Introduction to Philosophy of the Human Person			
3. Physical Education and Health(Phil. Dances)			
4. Understanding Culture, Society and Politics			
5. Filipino sa Piling Larangan - Akademik			
6. Practical Research 2			
7. English for Academic and Professional Purposes			
8. Applied Economics			
9. Fundamentals of ABM 2			
<b>GRADE 12: SECOND SEMESTER</b>			
1. Contemporary Philippine Arts from the Regions			
2. Physical Education and Health(Recreational Act.)			
3. Empowering Technologies			
4. Inquiries, Investigation, and Immersion			
5. Business Ethics and Social Responsibility			
6. Business Finance			
7. Work Immersion / Research / Career Advocacy / Culminating Activity			

**Findings/Recommendations:**

- Complete : \_\_\_\_\_
- Incomplete : \_\_\_\_\_ (to be returned for compliance)

**Reviewed by:**

\_\_\_\_\_  
Education Program Supervisor

**Date:** \_\_\_\_\_



## PRIVATE SCHOOL'S APPLICATION FOR SPECIAL ORDER

Name of School : \_\_\_\_\_  
Address of School : \_\_\_\_\_  
School Year : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
Track/Strands : \_\_\_\_\_

### Part 1 - Checklist of Documentary Requirements

DOCUMENT/S	C	INC	N	REMARKS
1. Endorsement from the SDO				
2. Photocopy of SEC Corporate Filing of Information				
3. Photocopy of Approved Government Permit/Recognition				
4. List of Graduates (arranged per track/strands; alphabetically)				
5. Certification from the School Head that the students have graduated from the school (specifying the date of graduation)				
6. Student's Credentials (arranged accordingly)				
▪ Form 9 (reviewed by the SDO)				
▪ Checklist of Subjects Taken (Core, Applied, Specialized, Elective, Institutional)				
▪ Certification from the Partner Agency on the Work Immersion (indicate no. of hours completed)				
▪ Birth Certificate (PSA)				
▪ Certified True Copy of JHS Form 137				

#### Legend:

- C - Complete (available)
- INC - Incomplete (need more info)
- N - None (no attachment)
- R - Remarks (findings)

**Part 2 - Checklist of Subjects Taken (for TVL TRACK)**

<b>GRADE 11: FIRST SEMESTER</b>			
<b>SUBJECTS</b>	<b>TAKEN</b>	<b>NOT TAKEN</b>	<b>REMARKS</b>
1. Oral Communication			
2. Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino			
3. General Mathematics			
4. Physical Education and Health (Exercise for Fitness)			
5. Personal Development/Pansariling Kaunlaran			
6. Earth and Life Science			
7. Entrepreneurship			
8. Specialization			
9. Specialization			
<b>GRADE 11: SECOND SEMESTER</b>			
1. Reading and Writing			
2. Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik			
3. 21 <sup>st</sup> Century Literature from the Philippines and the World			
4. Statistics and Probability			
5. Physical Education and Health (Ind'l, Dual, Team Sports)			
6. Physical Science			
7. Practical Research 1			
8. Specialization (indicate no. of hours)			
9. Specialization (indicate no. of hours)			
<b>GRADE 12: FIRST SEMESTER</b>			
1. Media and Information Literacy			
2. Introduction to Philosophy of the Human Person			
3. Physical Education and Health (Phil. Dances)			
4. Understanding Culture, Society and Politics			
5. Filipino sa Piling Larangan - Akademik			
6. Practical Research 2			
7. English for Academic and Professional Purposes			
8. Specialization (indicate no. of hours)			
9. Specialization (indicate no. of hours)			
<b>GRADE 12: SECOND SEMESTER</b>			
1. Contemporary Philippine Arts from the Regions			
2. Physical Education and Health (Recreational Act.)			
3. Empowering Technologies			
4. Inquiries, Investigation, and Immersion			
5. Specialization (indicate no. of hours)			
6. Specialization (indicate no. of hours)			
7. Work Immersion / Research / Career Advocacy / Culminating Activity			

**Findings/Recommendations:**

- Complete : \_\_\_\_\_
- Incomplete : \_\_\_\_\_ (to be returned for compliance)

**Reviewed by:**

\_\_\_\_\_  
Education Program Supervisor

**Date:** \_\_\_\_\_



## PROCESSING CHECKLIST FOR INCREASE IN TUITION AND OTHER FEES (TFOF)

Name of School (based on SEC certification) :

Address of School : \_\_\_\_\_  
 For School Year : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact Number : \_\_\_\_\_

REQUIREMENTS	C	INC	N	REMARKS
1. Endorsement from the Schools Division Office (SDO)				
2. Document Assessment Review on Tuition and Other Fees (TFOF) Increase signed by the SDO Focal Person				
3. Letter of Request (received at the Division Office)				
4. Board Resolution on the proposed increase on TFOF				
5. Comparative Schedule of Fees				
<ul style="list-style-type: none"> <li>▪ Itemized current rates of tuition and other fees/charges and the proposed changes thereon duly accomplished under oath by the proper officials of the concerned school</li> </ul>				
6. Financial Statement showing the financial status of the school duly certified by a Certified Public Accountant (CPA)				
7. Copy of the last tax return filed with the Bureau of Internal Revenue (BIR)				
8. Copy of SEC Certification of Corporate Filing/Information				
9. Photocopy of the latest issued Government Permit or Recognition				
10. Photocopy of the latest Tuition Fee/TF Increase approved by the Department of Education				
11. Proof that the latest increase in tuition fee went to employees' salary, wages, and other benefits duly signed by the School Principal or Administrator, PTA President and the Employees' President/Representative				
12. Proof of consultation conducted by the school administration with the duly organized student government and with the parents of the students				
<ul style="list-style-type: none"> <li>▪ Accomplished confirmation letter to the concerned re: TFOF Consultation Meeting</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Minutes of the meeting indicating the agenda, discussions, and agreed itemized increase in tuition and other fees duly signed by the:               <ul style="list-style-type: none"> <li>- School Principal/Administrator</li> <li>- SGO President for the Student Organization</li> <li>- PTA President for the Parents' Association</li> </ul> </li> </ul>				
<ul style="list-style-type: none"> <li>▪ Attendance sheet arranged per grade level</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Pictures during the consultation meeting</li> </ul>				
13. Certification under oath by the proper officials of the concerned school that the Tuition Fee Increase are allocated as follows:				

<ul style="list-style-type: none"> <li>▪ 70% (of the tuition fee increase shall be allocated for payment of salaries, wages, allowances and other benefits of the members of the faculty and all other employees of the school) – <i>DO 11, s. 2011</i></li> </ul>				
<ul style="list-style-type: none"> <li>▪ 18% (of the tuition fee increase shall be allocated for institutional development)</li> </ul>				
<ul style="list-style-type: none"> <li>▪ 12% (of the tuition fee increase may be allocated for return of investment)</li> </ul>				
14. Comparative Teacher's and Employees Salary, Wages and Other Benefits signed by the School Principal or Administrator, PTA President and the Employees' President/Representative (for the 70%)				
15. Proposed Institutional Development Plan signed by the School Principal or Administrator, PTA President and the Employees' President/Representative (for the 18%)				
16. Proof of latest remittances for teachers' and employees (summary of names) re:				
<ul style="list-style-type: none"> <li>▪ PagIBIG</li> </ul>				
<ul style="list-style-type: none"> <li>▪ SSS</li> </ul>				
<ul style="list-style-type: none"> <li>▪ PhilHealth</li> </ul>				
17. List of Enrolment per Grade Level				

**Legend:**

- C - Complete (available)
- INC - Incomplete (need more info)
- N - None (no attachment)
- R - Remarks (findings)

**Recommendations:**

- Complete : For approval \_\_\_\_\_
- Incomplete : To be returned for compliance \_\_\_\_\_

**Reviewed by:**

\_\_\_\_\_  
Education Program Supervisor

**Date:** \_\_\_\_\_

Note: To be attached to the endorsement





## PRIVATE SCHOOL'S APPLICATION FOR SPECIAL ORDER

Name of School : \_\_\_\_\_  
Address of School : \_\_\_\_\_  
School Year : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
Track/Strands : ACADEMIC TRACK: HUMSS

### Part 1 - Checklist of Documentary Requirements

DOCUMENT/S	C	INC	N	REMARKS
1. Endorsement from the SDO				
2. Photocopy of SEC Corporate Filing of Information				
3. Photocopy of Approved Government Permit/Recognition				
4. List of Graduates (arranged per track/strands; alphabetically)				
5. Certification from the School Head that the students have graduated from the school (specifying the date of graduation)				
6. Student's Credentials (arranged accordingly)				
▪ Form 9 (reviewed by the SDO)				
▪ Checklist of Subjects Taken (Core, Applied, Specialized, Elective, Institutional)				
▪ Certification from the Partner Agency on the Work Immersion (indicate no. of hours completed)				
▪ Birth Certificate (PSA)				
▪ Certified True Copy of JHS Form 137				

#### Legend:

- C - Complete (available)
- INC - Incomplete (need more info)
- N - None (no attachment)
- R - Remarks (findings)

**Part 2 - Checklist of Subjects Taken (for ACADEMIC TRACK: HUMSS STRAND)**

<b>GRADE 11: FIRST SEMESTER</b>			
<b>SUBJECTS</b>	<b>TAKEN</b>	<b>NOT TAKEN</b>	<b>REMARKS</b>
1. Oral Communication			
2. Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino			
3. General Mathematics			
4. Physical Education and Health (Exercise for Fitness)			
5. Personal Development/Pansariling Kaunlaran			
6. Earth and Life Science			
7. Entrepreneurship			
8. Philippine Politics and Governance			
9. Discipline and Ideas in the Social Sciences			
<b>GRADE 11: SECOND SEMESTER</b>			
1. Reading and Writing			
2. Pagbasa at Pagsusuri ng Iba't Ibang TekstoTungo sa Pananaliksik			
3. 21 <sup>st</sup> Century Literature from the Philippines and the World			
4. Statistics and Probability			
5. Physical Education and Health (Ind'l,Dual, Team Sports)			
6. Physical Science			
7. Practical Research 1			
8. Discipline and Ideas in the Applied Social Sciences			
9. Introduction to World Religions and Belief Systems			
<b>GRADE 12: FIRST SEMESTER</b>			
1. Media and Information Literacy			
2. Introduction to Philosophy of the Human Person			
3. Physical Education and Health(Phil. Dances)			
4. Understanding Culture, Society and Politics			
5. Filipino sa Piling Larangan - Akademik			
6. Practical Research 2			
7. English for Academic and Professional Purposes			
8. Creative Writing (Malikhaing Pagsulat)			
9. Trends, Networks and Critical Thinking in the 21 <sup>st</sup> Century Culture			
<b>GRADE 12: SECOND SEMESTER</b>			
1. Contemporary Philippine Arts from the Regions			
2. Physical Education and Health(Recreational Act.)			
3. Empowering Technologies			
4. Inquiries, Investigation, and Immersion			
5. Community Engagement, Solidarity and Citizenship			
6. Creative Non-fiction			
7. Work Immersion / Research / Career Advocacy / Culminating Activity			

**Findings/Recommendations:**

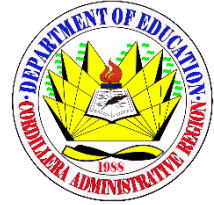
- Complete : \_\_\_\_\_
- Incomplete : \_\_\_\_\_ (to be returned for compliance)

**Reviewed by:**

\_\_\_\_\_  
Education Program Supervisor

**Date:** \_\_\_\_\_

Note: To be attached to the endorsement



## SENIOR HIGH SCHOOL - QUALITATIVE EVALUATION PROCESSING SHEET

School/Organization : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 SY of Intended Operation: \_\_\_\_\_  
 Category : A  B  C  D

- Category A* - Private schools, which have been granted at least Level II accreditation by any of the accrediting agencies under the Federation of Accrediting Agencies in the Philippines.
- Category B* - Non-DepED Schools, which have been issued a permit or government recognition by Commission on Higher Education (CHED) to offer any higher education program.
- Category C* - Private schools, which have been granted recognition by the DepED to offer secondary education (Years I-IV/Grade 7 to 10).
- Category D* - Non-DepED schools, which have been issued a permit or recognition by the Technical Education and Skills Development Authority (TESDA) to offer any training course, and other individual, corporations, foundations or organization duly recognized by the Securities and Exchange Commission (SEC).

DOCUMENTARY REQUIREMENTS	C	INC	N	REMARKS
<b>1. Letter of Request/Intent</b>				
<b>2. Board of Resolution Certified by the Secretary and Approved by the Board of Directors/Trustees</b>				
▪ Purpose				
▪ School year of intended operation				
<b>3. Certified Photocopy of SEC Registration</b>				
<b>4. Certificate of Recognition (any of the following)</b>				
▪ DepED – Secondary Education Program				
▪ CHED – Higher Education Program				
▪ TESDA – Training Program				
▪ OTHERS:				
- FAAP Recognized Accrediting Agencies				
- Asia Pacific Accreditation and Certification Commission (APACC)				
<b>5. Proposed Tuition and Other Fees</b>				
<b>6. Proposed School Calendar</b>				
<b>7. Proposed List of Academic and Non-academic Personnel (tabular form)</b>				
▪ Educational Qualifications				
▪ Job Description				
▪ Teaching Load				
▪ No. of Working Hours per Week				
▪ Certification from Recognized National / International Agencies (TESDA, ABA, etc.)				
<b>8. Proposed Curriculum Offering</b>				
▪ <b>ACADEMIC Track</b>				
- Accountancy, Business and Management (ABM)			<input type="checkbox"/>	
- General Academic (GA)			<input type="checkbox"/>	
- Humanities and Social Sciences (HUMSS)			<input type="checkbox"/>	
- Science, Technology, Engineering, and Mathematics (STEM)			<input type="checkbox"/>	

<ul style="list-style-type: none"> <li>▪ <b>ARTS and DESIGN Track</b></li> </ul>				
<ul style="list-style-type: none"> <li>- Performing Arts</li> </ul>			<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>- Arts Production</li> </ul>			<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ <b>SPORTS Track</b></li> </ul>				
<ul style="list-style-type: none"> <li>▪ <b>TVL Track (kindly write the complete specialization)</b></li> </ul>				
<ul style="list-style-type: none"> <li>- AFA Strand:</li> </ul>				
<ul style="list-style-type: none"> <li>- HE Strand: Ex. BPP NC II, FBS NC II, COOKERY NC II</li> </ul>				
<ul style="list-style-type: none"> <li>- IA Strand:</li> </ul>				
<ul style="list-style-type: none"> <li>- ICT Strand:</li> </ul>				
<b>9. Facilities/Amenities/Ancillary Services</b>				
<ul style="list-style-type: none"> <li>▪ Instructional Rooms</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Laboratories</li> </ul>				
<ul style="list-style-type: none"> <li>- Computer</li> </ul>				
<ul style="list-style-type: none"> <li>- Science (minimum of 3 labs for STEM)</li> </ul>				
<ul style="list-style-type: none"> <li>- Workshop Room/Studios</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Learners' Resource Center or Library</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Internet Facilities</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Ancillary Services</li> </ul>				
<ul style="list-style-type: none"> <li>- Clinic</li> </ul>				
<ul style="list-style-type: none"> <li>- Guidance Office</li> </ul>				
<ul style="list-style-type: none"> <li>- Faculty Room/Teacher Lounge</li> </ul>				
<ul style="list-style-type: none"> <li>- Canteen</li> </ul>				
<ul style="list-style-type: none"> <li>- Others:</li> </ul>				
<b>10. Copy of MOA/MOU for Partnership Arrangements Relative to the SHS Program</b>				
<ul style="list-style-type: none"> <li>▪ Engagement of stakeholders in the localization of the curriculum</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Work Immersion</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Apprenticeship</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Research</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Provision of equipment and laboratories, workshop, and other facilities</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Organization of career guidance and youth formation activities</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Others:</li> </ul>				
<b>11. Additional Requirements for Category D</b>				
<ul style="list-style-type: none"> <li>▪ Articles of Incorporation and By-Laws for Private School</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Document of Ownership of School Sites Under the Name of the School or Deed of Usufruct</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Proposed Annual Budget and Annual Expenditures</li> </ul>				

**Legend:**

- C - Complete (available)
- INC - Incomplete (need more info)
- N - None (no attachment)

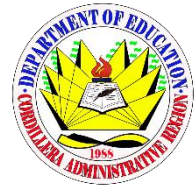
**Recommendation:**

- Complete : For ocular inspection \_\_\_\_\_
- Incomplete : To be returned for compliance \_\_\_\_\_

**Reviewed by:**

\_\_\_\_\_  
Education Program Supervisor

**Date:** \_\_\_\_\_



**OCULAR INSPECTION REPORT FORM**

Name of School (based on SEC Certification): \_\_\_\_\_

Address of School : \_\_\_\_\_  
 Grade Level (Renewal) : \_\_\_\_\_  
 Grade Level (Additional) : \_\_\_\_\_  
 For School Year : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact Number : \_\_\_\_\_  
 Date of Visit : \_\_\_\_\_

INDICATORS	FINDINGS
1. The school is situated far from traffic, neighbors and fire hazards so that necessary instruction and study can be carried on without undue interference from neighbors or traffic and so arranged that the classroom work going on in one will not interfere with those going on in other classrooms, study rooms, laboratory rooms, computer rooms, or library.	
2. Planned and so constructed that in case of fire, typhoon, earthquake, all students can evacuate the building promptly and safely.	
3. Provided with fire escapes, fire extinguishers and other safety devices.	
4. Provided with satisfactory toilet facilities, separate for students and faculty by gender.	
5. Adequately and properly lighted and ventilated.	
6. Contains sufficient space, furniture and fixtures for the general needs of the administrative staff, faculty and students.	
7. Not used in any manner for PRIVATE RESIDENCE or for other purposes that might interfere directly or indirectly in the proper functioning of the school.	
8. Accessible and suitable administrative office, faculty rooms, library and other ancillary services.	
9. Adequate space for student and or personnel services.	
10. Sufficient space for Home Economics and other vocational courses.	
11. The doors of the classrooms and laboratory rooms lead or open outwards towards the corridors.	
12. In case of a two (2) or more storey building, at least two (2) stairs with a minimum width of two (2) meters shall be provided subject however, to other government regulations. Ramps shall be provided for students with special needs (BP 344 Accessibility Law).	

**Recommendation/s:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Inspection Team:**

\_\_\_\_\_

Note: To be attached to the Document Review Form/Processing Checklist