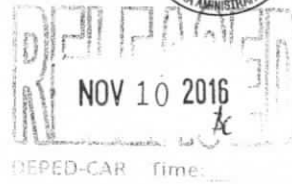




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



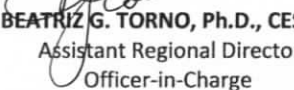
November 9, 2016



Regional Memorandum
No. 335 - 2016
s. 2016

ONLINE SUBMISSION OF DOCUMENTS OF PRIVATE SCHOOLS ON THE RENEWAL OF GOVERNMENT PERMIT IN THE DIVISION OF BAGUIO CITY, SCHOOL YEAR 2017-2018

To: SCHOOL DIVISION SUPERINTENDENT
PRIVATE SCHOOL PRINCIPALS/ADMINISTRATORS
DIVISION OF BAGUIO CITY

From: 
BEATRIZ G. TORNO, Ph.D., CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

1. Relative to the Continuous Improvement (CI) Project, the Quality Assurance Division (QAD), Regional Office-CAR is conducting an online submission of documents on the renewal of government permit among private schools in the Division of Baguio City.
2. The objective of this activity is to facilitate the processing of government permit to operate schools.
3. The participants to this online procedure are the following:

	School	Address	Grade Level/Course
1	4 th Watch Maranatha Christian Academy of Baguio City	73 C Victoria Village, Naguillian Rd, Baguio City	Grade 7-8
2	Baguio City Academy Colleges, Inc. (Ext)	Veteran's Compound, Baguio City	Kindergarten
3	Baguio Multicultural Institute	Coyeesan Hotel Plaza	Kindergarten-Grade 3
4	Balay Sofia, Incorporated	9 Navy Base Rd, Baguio City	K to Grade 4
5	Bethesda Sky Learning center, Inc.	168 Blk 1, Tapao east, Quirino Hill	Kindergarten
6	Bright Hope Room for Growth, Inc.	90 Leonard Wood Rd, Baguio City	Kindergarten
7	Calvary Ministries Academy of Baguio City	Ferguson Rd, Baguio City	Grade 7-8
8	Charice Duron Life Project and Christian Academy, Inc.	Purok 3, Upper Km 3, Asin Road	Kindergarten
9	Daily International School	NLAB, Bakakeng	Kindergarten
10	Free Believers in Christ Academy	New Lucban, Baguio City	Grade 7-10
11	Genext School of Leaders Foundation	97 Bubon, Loakan	Grade 7-10
12	Glad Tidings Integrated School	Asin Road, San Luis	Kindergarten – Grade 6
13	Glad Tidings Integrated School	95 Brgy. Imelda Marcos, Marcos Highway	Kindergarten-Grade 6
14	Globalight Vision School	1 st Road, Quezon Hill	Grade 7-8
15	Headstart Play and Learn Montessori	#4, Quezon Hill, Rd. 2, Baguio City	K to Grade 6

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434

	School	Address	Grade Level/Course
16	High Crest Baptist Learning Center	Purok 1, Loakan, Apugan	Kindergarten
17	Irisan Children's Learning Center	Km 3, Naguillian Road	Grade 7-8
18	Jesus Miracle Crusade Christian Academy	No. 44, Naguillian Rd., Baguio City	Kindergarten- Grade 6
19	Kiddie Kingdom International School	Dontogan, Green Valley	Grade 7-9
20	Loakan Baptist Church Christian Education	Cudirao Street, Loakan	Grade 7-8
21	Maurice Lee Learning Center Inc.	Kadaclan Village, Apugan, Baguio City	Kindergarten
22	Metro Baguio Wesleyan, Academy	15 Rimando Rd, Baguio City	Kindergarten
23	Metropolitan Baguio Christian Academy	151 Upper East Woodsgate Square	Kindergarten – G 6
24	Missionary Church of the Living Christ	Carantes Compound, Monticello Rd, Baguio City	Kindergarten – G 3
25	Pines City Baptist Academy	Malvar Street, Baguio City	Kindergarten to Grade 6
26	Philippine Bell International School, Inc.	Brent Road, Baguio City	Kindergarten, Grade 5-6
27	Ridgeview Academy of Baguio, Inc.	38 Queen of Peace Rd., Baguio City	Grade 5-6
28	San Luis King's kids Christian Academy	Purok 7, Brgy. San Luis Extn	Kindergarten –Grade 1
29	St. Francis Learners School of Baguio City	20 Medina St., San Vicente	Kindergarten- Grade 2
30	Westville School, Inc.	8-C, Purok 12, Irisan, Baguio City	Kindergarten to Grade 4

4. The identified private schools are requested to submit the following documents to the Quality Assurance Division (QAD) through email address: ***depedcarqad@gmail.com*** on or before **Friday, December 2, 2016**.

- a. Letter of application for renewal of government permit addressed to the Regional Director;
- b. List of new teachers, administration and non-teaching staff;
- c. List of newly acquired equipment and library holdings;
- d. Accomplishment of the school;
- e. School applicants' corporate filing and
- f. Other improvements

5. Immediate and wide dissemination of this memorandum is desired.