



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



**RELEASED**  
 SEP 22 2014

DEPED-CAR Time: \_\_\_\_\_

Regional Memorandum  
 No. 138.2014

REITERATION OF SCHEDULES FOR THE PROCESSING OF GOVERNMENT PERMIT TO OPERATE  
 AND/OR RECOGNITION OF PRIVATE SCHOOLS IN BASIC EDUCATION

TO : Schools Division Superintendent  
 School Heads and Administrators, Private Schools  
 All Divisions

1. In view of observations made on the lack of information relative to schedules for filing of applications for government permit to operate and/or recognition of private schools, this office is reiterating the provisions of DepEd Order No. 88, s. 2010, re "2010 REVISED MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS IN BASIC EDUCATION", for strict implementation and observance for the school year 2015-2016, and likewise serve as guide to all concerned, especially guardians and parents who will be enrolling their children and likewise, for school heads/administrators of private schools.

2. The following are the schedules for the filing of application provided in said DepED Order:

Application (with complete supporting documents for the requirements in four folders)	Date (on or Before)	Where to submit
1. Government Permit to operate/open a <b>new school/ new grade level</b>	August 30, 2014	Division Office
2. <b>Renewal of Government Permit to operate</b>	January 2, 2015	Division Office
3. Government Recognition of schools under government permit ( offering K-G6 and Grade 7 – Fourth Year)	February 1, 2015	Division Office

3. The Division Office shall initially assess the documents submitted. An ocular inspection to schools with complete supporting documents shall be conducted while those with deficiencies shall be returned with deficiencies identified for completion and compliance. The schools with deficiencies in their supporting documents shall be given thirty (30) days to complete and submit for re-evaluation.

4. Private schools found with deficiencies in their school facilities during the ocular inspection shall be given thirty (30) days for compliance of recommendations before a follow-up visit from the Division Office.

5. The applicants who meet and are compliant with the requirements for the operation of a school/ grade level shall be endorsed to the Regional Office. The Regional Office shall then evaluate said documents and conduct a validation inspection.

6. The Government Permit/ Recognition to operate shall be issued only to school applicants that complied with all the requirements provided in the Revised Manual of Regulations for Private Schools in Basic Education (RMRPS).

7. The private schools with Government Permit /Recognition to operate shall be published on the last week of April, 2015. Those found without authority to operate shall likewise be published to guide parents in the enrolment of their children.

8. Widest dissemination and for strict compliance of all concerned.

*ELLEN B. DONATO*  
**ELLEN B. DONATO, Ed.D., CESO III**  
 Director IV