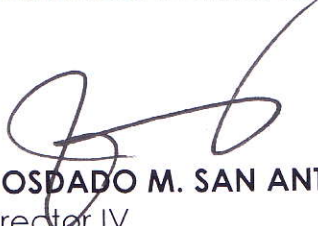


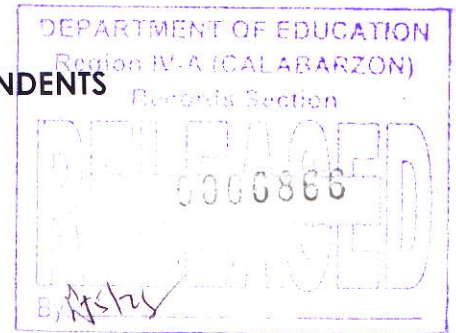
MEMORANDUM

TO : **ALL SCHOOLS DIVISION SUPERINTENDENTS**

FROM : 
DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : **REQUIREMENTS IN SECURING FAVORABLE INDORSEMENT TO THE SECURITIES AND EXCHANGE COMMISSION**

DATE : MAY 27 2014



On January 15, 2014, this Office issued a Memorandum directing the Offices of the Schools Division Superintendents to indorse applications of private schools for indorsement to the Securities and Exchange Commission to this Office, Attention: Legal Unit.

Pursuant to existing Rules and Regulations, the following must be attached to the indorsement of the Office of the Schools Division Superintendent for new school applicants; whether the applicant is an existing corporation or a proposed corporation:

1. Cover Sheet;
2. Reservation Notice;
3. Notarized and duly filled Articles of Incorporation;
4. By-Laws;
5. List of contributions as attested by the Treasurer (Treasurer's Certificate) or Bank Certificate;
6. Affidavit of Attestation to be executed by the members of the Board of Trustees. The members must attest that they were never involved in the illegal/unauthorized operation of private schools;
7. Favorable indorsement from the Schools Division Office which has jurisdiction over the place where the school will operate.

For amendments of Articles of Incorporation of existing Private Schools, the following shall be required:

1. Cover Sheet;
2. Reservation Notice (if amendment is for the name of the school);
3. Recently notarized and duly filled Articles of Incorporation;
4. By-Laws;

5. List of contributions as attested by the Treasurer (Treasurer's Certificate) or Bank's Certificate (old);
6. Favorable indorsement from the Schools Division Office which has jurisdiction over the place where the school will operate; and
7. Latest General Information Sheet submitted to the Securities and Exchange Commission.

Moreover, this Office reserves its right to inquire further into the requirements submitted by applicant schools.

In view thereof, the Offices of the Schools Division Superintendent are hereby **ORDERED** to disseminate the enumerated requirements to the school applicants.

Strict compliance is hereby enjoined.

Received: Joseph
5/28/14
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