



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IV-A (CALABARZON)  
Gate 2, Karangalan Drive, Cainta, Rizal



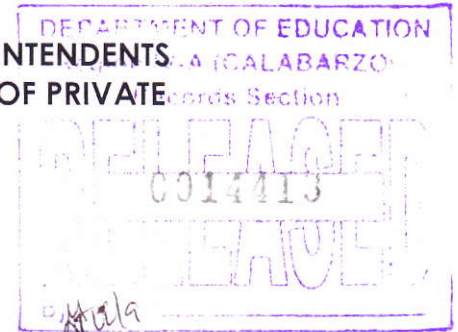
**MEMORANDUM**

**TO :** ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL SUPERVISORS IN-CHARGE OF PRIVATE SCHOOLS

**FROM :** DIOSDADO M. SAN ANTONIO  
Director IV

**SUBJECT :** REPORTING OF SCHOOLS OPERATING WITHOUT PERMIT AND NON-ACCEPTANCE OF REQUESTS FOR RECONSIDERATION FOR LATE FILING OF APPLICATION DOCUMENTS

**DATE :** NOV 25 2014



This Office has been receiving several complaints concerning schools within CALABARZON which are operating without a permit this school year.

It is being emphasized that schools operating without any permit are not sanctioned by DepEd and thus are operating to the great prejudice of the public.

In this regard, Schools Division Superintendents thru the Division Supervisor In-Charge of Private Schools are directed to **MONITOR** their respective areas, **confer** and **consult** stakeholders, such as, but not limited to local government officials and associations of private schools in their areas and thereafter furnish this Office a list of private schools operating without a permit on or before **December 18, 2014** with the following details:

- Exact Address
- Courses Offered
- Name of Operator
- Approximate number of students/pupils

In addition, should a private school be discovered to be operating a course without a permit, the attached "Notice" (new format) must be served upon the operator of said school **only after finding that indeed said**

**school is not included in the master list of schools with permit/recognition for school year 2014-2015.** This holds true if the school is offering courses beyond what was approved by this Office.

A copy of said served Notice, with proof of receipt from the operator, must subsequently be transmitted to the Regional Office, Attention; Legal Unit, within three (3) days from service thereof.

Also, this Office shall no longer entertain unmeritorious requests for consideration to accept late applications for permit/recognition for previous school years and for school years 2014-2015 and 2015-2016. Hence, to this effect, **Division Offices are enjoined to cease accepting and indorsing to this Office said requests.**

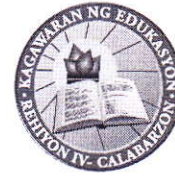
Should a request for consideration be submitted, **the same must be directly filed with this Office and such request must be sworn to and clearly stating in detail the circumstance/s by which the subject school failed to submit their application for permit/recognition on time with attached proofs, if any.** A hearing shall be held, when necessary, and said request shall be resolved thereafter.

For immediate and strict compliance.

Received: Joseph  
12.9.14  
6265



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**Region IV-A (CALABARZON)**  
 Gate 2, Karangalan Drive, Cainta, Rizal



**In re:** Operation without a Government  
 Permit to operate by:

\_\_\_\_\_

X-----X

**NOTICE**

It has been reported that \_\_\_\_\_,  
 located at \_\_\_\_\_, is  
 operating without a valid School Government Permit/Recognition which may constitute a  
 violation of Section 21 and 28 of the 2010 Revised Manual of Regulation for Private Schools in  
 Basic Education, as amended, which provides that:

**"Section 21. Establishment of Private Schools is Subject to Prior Approval.** *The establishment of a private school shall be subject to prior approval of the department thru its Regional Director having jurisdiction over the place where the school or branch shall be established.*


**Section 28. Authority to Operate.** *Educational institutions can undertake educational operations only when so authorized by the Department. Consistent with the national educational policies, plans and standards, the Regional Director concerned shall have authority, accountability and responsibility for approving the establishment of private pre-school, elementary and high schools and learning centers."*

Non-compliance with the above provisions entitles the State, though this Office to initiate administrative proceedings, as in this case, against the concerned school. The lack of permit from this Office is prejudicial to the parents and their children as the units earned from an unauthorized school shall not be recognized.

**WHEREFORE**, you are hereby **DIRECTED** to submit your **answer/comment/explanation** on why no administrative sanction shall be imposed against the school within **five (5) days** from receipt hereof.

Nonetheless, you are hereby **NOTIFIED** to immediately proceed to the DepEd Division Office located at \_\_\_\_\_ for possible assistance and information on the requirements for application for permit.

\_\_\_\_\_, Cainta, Rizal, Philippines.

  
**DIOSDADO M. SAN ANTONIO**  
 Director IV  
*A*

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_