Regional Memorandum

GUIDELINES ON THE APPROVAL OF THE OPENING OF CLASSES FOR SY 2021-2022
OF PRIVATE SCHOOLS WITH PENDING ISSUANCE OF GOVERNMENT PERMIT
(NEW & RENEWAL)

To: Schools Division Superintendents

1. Pursuant to Regional Memorandum No. 288 s. 2021, this Office reiterates that
all private schools intending to start their classes for SY 2021-2022 shall submit all
the necessary requirements before the issuance of approval of the opening of
classes. More so, only those with government permit shall be issued such
approval.

2. However, there are private schools with pending issuance of permit and still on
process due to the limited movement brought by the declaration of
community quarantine.

3. With this regard, please be guided with the provisions as stated in the attached
guidelines.

4. For further inquiries regarding this matter, you may contact EPS-in-charge in the
Quality Assurance Division (QAD) thru email address
qd.calabarzon@deped.gov.ph and contact number 02-8682-5773 local 450.

5. Immediate dissemination of this memorandum is desired.

FRANCIS CESAR B. BRINGAS
Regional Director

GMS/ell

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Document Inquiry: https://r4a-teadoc.com/inquire
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Annex 1

GUIDELINES ON THE APPROVAL OF THE OPENING OF CLASSES FOR SY 2021-2022
OF PRIVATE SCHOOLS WITH PENDING ISSUANCE OF GOVERNMENT PERMIT
(NEW & RENEWAL)

1. All private schools that intend to open the school year 2021-2022 ahead of the
general school opening may submit the following requirements:
   a. Letter of Intent stating the date of school opening
   b. Proposed school calendar indicating the number of days as stated in
      Regional Memorandum No. 288 s. 2021.
   c. Certificate of Compliance stating the approved distance learning
      modality, please note that the Provisional Compliance Certificate issued
      is different from the Certificate of Compliance.
   d. A copy of the Permit (Renewal and New)

2. For schools that have not received the government permit yet due to the on-
going ocular inspection, the attached Attestation with Undertaking (Annex 2)
for the Conduct of Ocular Inspection shall be submitted by the Schools Division
Office.

3. On the other hand, school-applicant shall submit the Attestation with
   Undertaking (Annex 3) for the Compliance of the Deficiencies Identified/
   Recommendations Given by the Inspectorate Team during the conduct of
   ocular inspection for consideration.

4. The forms (Annex 2 and Annex 3) shall form part of the application documents
   for the New Government Permit and Renewal of Government Permit, in lieu of
   the Ocular Inspection Report.

5. These guidelines are applicable only to those private schools with pending
   issuance of government permit. Those with government permit and recognized
   schools may comply with the three (3) identified requirements above (1. a-c)
   prior to their school opening.
Annex 2

(SDO HEADING)

ATTESTATION WITH UNDERTAKING

1. __________________________ (Name), __________________________ [Designation] do hereby deposite and state that:

   1. The SDO Inspectorate Team shall conduct the ocular inspection of this school, please refer to the details below:

      Name of School:
      Address:
      Course/s Being Applied for:

   2. I hereby undertake that the ocular inspection report shall be submitted until August 31, 2021.

In witness thereof, I have hereto affixed my signature this __________________________.

NAME AND SIGNATURE
Position

I hereby ensure that this undertaking shall be adhered and accomplished.

NAME AND SIGNATURE
Chief/Officer-in-Charge
School Governance and Operations Division
Annex 3

(SCHOOL HEADING)

ATTESTATION WITH UNDERTAKING

1. _______________________, of legal age, married/single, Filipino
   [Name of Affiant]

   and with office address at ________________________________.
   [School Address]

   after sworn do hereby depose and state that:

   1. I am the __________________ of ____________________;
      [Position] [Name of School]

   2. In the event that there are deficiencies and recommendations during the
      ocular inspection, I shall adhere and comply with such deficiencies on or
      before the agreed upon date of compliance, but not later than August 31.

   3. The permit issued shall be revoked if the school fails to comply the
      deficiencies on the date stipulated in the agreement.

   IN WITNESS WHEREOF, I have hereunto affixed my signature this
   __________________, in the ____________________, Philippines.

   ______________________________________
   [Signature Above Printed Name]