



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



02 August 2021

**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 [qad.calabarzon@deped.gov.ph](mailto:qad.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

QMS/ell



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

**Trunkline:** 02-8682-5773/8684-4914/8647-7487  
**Website:** [depedcalabarzon.ph](http://depedcalabarzon.ph)  
**Document Inquiry :** <https://r4a-teadoc.com/inquire>  
**Facebook:** DepEd R-4A Calabarzon



## 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**

I, \_\_\_\_\_ (Name), \_\_\_\_\_ (Designation)

do hereby depose 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

I, \_\_\_\_\_, 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.

\_\_\_\_\_  
Affiant  
(Signature Above Printed Name)