



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



04 January 2022

Regional Memorandum

TRANSITORY GUIDELINES FOR PROCESSING NEW GOVERNMENT PERMIT, RENEWAL PERMIT AND GOVERNMENT RECOGNITION FOR SY 2022-2023

TO Schools Division Superintendents

1. *Section 28 of DepEd Order No. 88, s. 2010* as amended states that consistent with national educational policies, plans and standards, the Regional Director concerned shall have the authority, accountability and responsibility in approving the establishment of private pre-school, elementary and high schools and learning centers.
2. The same was also the pronouncement of the Filipino people in *Item 13(B), Chapter 1 of Republic Act 9155* entitled *Governance of Basic Education Act of 2001*.
3. In view thereof, the transitory guidelines in the processing of applications for new government permit, renewal permit, and government recognition for SY 2022-2023 is hereto attached.
4. All schools division offices are hereby directed to furnish all private schools and private schools associations copy of this memorandum. Also, copy of this memorandum shall be posted in the bulletin board and webpage of respective schools division offices until the end of the SY 2022-2023.
5. For related concerns, you may contact the Regional Education Program Supervisor In-charge of your Schools Division or you may send your queries to qad.calabarzon@deped.gov.ph.
6. Compliance to this memorandum of all concerned is hereby enjoined.


FRANCIS CESAR B. BRINGAS
Regional Director

qad/eol/esg



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**TRANSITORY GUIDELINES FOR PROCESSING NEW GOVERNMENT PERMIT, PERMIT
RENEWAL AND GOVERNMENT RECOGNITION FOR SY 2022-2023**

1. In view of the foregoing adjustments in SY 2021-2022 Calendar of Activities, this Office announces the following deadlines of permit applications for SY 2022-2023:
 - **April 3, 2022** – for new government permit and permit renewal
 - **May 1, 2022** – for government recognition
2. All applications submitted beyond the above-given deadlines shall be denied outright by the Schools Division Office and appeals will no longer be entertained.
3. Upon receipt of the application considering the deadlines stipulated in Item 1 of this guideline, the Quality Assurance Division and the Private Schools In-charge in the Division Office shall proceed with the usual rules and procedures in processing applications.
4. The conduct of ocular inspections shall be based on the provisions of Regional Memorandum No. 178 s. 2021. (See enclosed copy)





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



28 April 2021

Regional Memorandum

**TRANSITORY GUIDELINES FOR PROCESSING OF NEW GOVERNMENT PERMIT, RENEWAL
OF GOVERNMENT PERMIT AND GOVERNMENT RECOGNITION FOR SY 2021-2022
AND REGIONAL GUIDELINES ON THE VIRTUAL JOINT EVALUATION, VALIDATION
AND INSPECTION FOR PRIVATE SCHOOLS**

To **Schools Division Superintendents**


1. Relative to Regional Memorandum (RM-21-149), dated April 12, 2021, the Regional Guidelines on the Virtual Joint Evaluation, Validation and Ocular Inspection for Private Schools Applying for New Government Permit and Renewal of Permit will be sent to the official email addresses of the Schools Division Offices.
2. Attached to the said Guidelines are the Annexes: A1 – Regional Standards for the Joint Ocular Inspection, A2 – Virtual Ocular Inspection Protocols, A3- Rules and Procedures, A4 - Consent for Video Recording of the Virtual Engagement, A5 – Self-Attestation, A6 – Agreement and A7- Virtual Joint Evaluation, Validation and Ocular Inspection Report.
3. Regional Guidelines on the Virtual Joint Evaluation, Validation and Ocular Inspection for Private Schools Applying for New Government Permit and Renewal of Permit and its attachments shall be disseminated to the concerned private schools in the Schools Division.
4. For clarification of Item No. 3 of the aforementioned Memorandum, Virtual Ocular Inspection shall be done with the usual process of Joint Ocular Inspection by Inspectorate Teams composed of the following:
 - a. For New Course Offerings (New Kinder, New Grade 1, New Grade 7, New Grade 11) – 1 RO-QAD Personnel (to be assigned thru a Regional Memorandum) and SDO Inspectorate Team (to be assigned thru a Division Memorandum).
 - b. For New Additional Grade Level for Elementary, Junior High School, Senior High School and Renewal of Government Permits – SDO Inspectorate Team.



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5. SDO Inspectorate Team shall be composed of at least three (3) persons from the SDO (SGOD Chief Education Supervisor/SDO Personnel In-charge of Private Schools/Education Program Supervisor/Public Schools District Supervisor/Senior Education Program Specialist/Education Program Specialist). The PSDS to be assigned must preferably be the PSDS of the schools district where the school to be inspected is located. The Inspectorate Team may include a School Head from a public school nearest to the private school to be inspected.
6. All other processes in lieu of Ocular Inspection adopted in the past such as submission of video showing the school's premises shall be deemed inadmissible with the issuance of this Memorandum.
7. Reiterating that for the application for government recognition, the processing shall commence but the Joint Ocular Inspection of the SDO and RO shall be deferred until the lifting of the community quarantine.
8. After the quarantine is lifted, the Joint Ocular Inspection shall be conducted following the usual rules and procedures in the conduct of ocular inspection. The inspectorate team for Recognition shall be composed of at least 2 RO Personnel (to be assigned thru a Regional Memorandum) with the SDO Inspectorate Team (to be assigned thru a Division Memorandum).
9. In the event that the community quarantine was not lifted during the school year, renewal of government permit shall be granted instead of government recognition.
10. Widest dissemination of and compliance to this Memorandum is hereby enjoined.


FRANCIS CESAR B. BRINGAS
Regional Director 