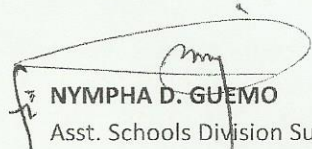





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 Division Office of Catanduanes
 DECS SECTION
 SEP 11 2015
 1:25 PM
 [Signature]

MEMORANDUM

TO : Chiefs Education Program Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Heads of Public / Private Schools Elementary and Secondary

FROM :  **NYMPHA D. GUEMO**
 Asst. Schools Division Superintendent
 Officer-In Charge 

SUBJECT : **Timeline/ Schedule of Application for Opening of Schools/ Courses/ Levels/ Renewal of Permits and requirements for Recognition and Application for Increase of Tuition Fees/ Application for No Increase in Tuition and other Fees for Pre- School, Elementary and Secondary (as per DepEd Order No. 88 s, 2010, DepEd Order No. 11 s, 2011, as amended)**

DATE : September 10, 2015

1. To expedite the processing of documents and timely issuance of permits/ recognition to Private Schools, this office reiterates the Timeline/ Schedule of Application for Opening of Schools/ Courses/ Levels/ Renewal of Permits and requirements for Recognition and Application for Increase of Tuition Fees/ Application for No Increase in Tuition and other Fees for Pre- School, Elementary and Secondary (as per DepEd Order No. 88 s, 2010, DepEd Order No. 11 s, 2011, as amended).
2. Please find attached enclosures:
 - Enclosure 1 - Timeline/ schedule of application for opening of schools/ courses/ levels/ and renewal of permits.
 - Enclosure 2- List of required documents for application/ renewal of government permit to open/ operate a Private Schools and application for increase of tuition fees/ application for no increase in tuition and other fees for pre- school, elementary and secondary.
 - Enclosure 3 - List of Private Schools with permit to operate and without permit to operate for school year 2015-2016.
3. Only Kindergarten pupils from the private schools with **permit to operate** are eligible to enrol in the public schools for School Year 2016-2017 as grade one entrants.
4. Private Schools/ Tutorial centers that have permit to operate are considered legal and are registered in EBEIS and uploaded in the Learner Information System (LIS). And , those Private schools / Tutorial Centers with NO permit to operate , are not included in the uploaded EBEIS/LIS Masterlist hence, are not recognized and they are not permitted to issue any documents. Moreso, the learner's enrolment from the said not recognized private school is unofficial. The Form 137- E (Permanent Record) or Form 138 (Report Card) and other documents issued will not be honored and accepted in any public elementary and secondary schools as per DECS Service Manual 2000 page 77, par 3.2.3 section A for they still need to take PVT or PEPT examination.
5. With this, school heads are advised to get the permit number of the private schools if ever there is a pupil/ student who will transfer and enrol to a public elementary and secondary level for record purposes.
6. Immediate dissemination and compliance to this Memorandum is desired.



REPUBLIC OF THE PHILIPPINES
Department of Education
REGION V

REGIONAL CENTER SITE, RAWIS, LEGAZPI CITY
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Application FOR INCREASE IN TUITION & OTHER FEES
PRE-SCHOOL, ELEMENTARY and SECONDARY

CHECKLIST OF DOCUMENTS REQUIRED

1. Letter of Intent addressed to the Regional Director and indorsed by the Schools Division Superintendent
2. Statement under oath by the School Head of the itemized current rates as well as the proposed charges and the proposed allocation of the incremental proceeds (breakdown of standard and non-standard fees)
3. Financial statement showing the financial status of the school duly certifies by a CPA
4. Copy of the latest tax return filed with the BIR
5. Record of consultations with the duly organized student government and the parents of the pupils
6. Copy of the approved tuition and other fees of previous year
7. Latest certificate of Corporate filing and Information from SEC
8. Payroll on Teachers Salary Subsidy (TSS) of ESC participating school with a photocopy of PRC license
9. Documents should be received by the Regional Office on or before **March 30** preceding the start of the school year

Application FOR NO INCREASE IN TUITION & OTHER FEES
PRE-SCHOOL, ELEMENTARY and SECONDARY

CHECKLIST OF DOCUMENTS REQUIRED

1. Endorsement from the Schools Division Superintendent
2. Letter addressed to the Regional Director applying for approval on TOF for the coming school year and signifying no intention to increase TF/OF
3. Copy of the approved tuition and other fees of previous year
4. Payroll on Teachers Salary Subsidy (TSS) of ESC participating school with a photocopy of PRC license
5. Documents should be received by the Regional Office on or before **March 30** preceding the start of the school year

Quality Assurance Division (QAD)

Schedule of Submission of Documents for Opening of Schools/Courses/Levels/ and Renewal of Permits:
(Private School)

DATE	ACTIONS TO BE UNDERTAKEN BY THE SCHOOLS DIVISION OFFICE (SDO)	ACTIONS TO BE UNDERTAKEN BY THE REGIONAL OFFICE (RO)
On or before August 30 (preceding the start of the school year)	<ul style="list-style-type: none"> Submission of documents for the opening of school/courses/grade/level and renewal of permits by the applicant schools SDO receives the documents for application 	
On or before September 30	<ul style="list-style-type: none"> Assessment of documents submitted by applicant schools and completion of deficiencies by applicant schools Inform the applicant schools of the deficiencies noted 	
October 1-31	<ul style="list-style-type: none"> Completion of requirements by the applicant schools Start of ocular inspection and evaluation of Division Office to applicant schools 	
November 1-30	<ul style="list-style-type: none"> Continuation of ocular inspection and evaluation to applicant schools 	
Not later than December 15	<ul style="list-style-type: none"> Indorsement of documents of applicant schools to the Regional Office 	
December 16- February 15		
February 16-March 30		
On or before February 1 st (preceding the opening of the school year)	<ul style="list-style-type: none"> Assessment of documents submitted for Application for Government recognition 	<ul style="list-style-type: none"> Inspection and re-evaluation of Region V QAD Team to applicant schools Release of permits Re-evaluation, validation, compliance with the requirements
a. Yellow	Masbate Province, Masbate City and Ligao City	
b.	Camarines Norte and Naga City	
c. White	Camarines Sur	
d. Red	Sorsogon Province, Sorsogon City and Iriga City	
e. Blue	Albay and Legazpi City; and	
f. Green	Catanduanes and Tabaco City	

No.	School	Address/Location	Course	Authority to Operate		Authority to Operate	
				Permit	Recognition	Permit	Recognition
1	Catanduanes Praise Oriented School	San Andres, Catanduanes	Preschool	GP# 140, s2015	-	-	-
2	Child Quest Learning Center	Virac, Catanduanes	Preschool	GP# 142, s2015	-	-	-
3	Christian Polytechnic Institute of Catanduanes, Inc.	Virac, Catanduanes	Preschool	GP# 041, s2015	-	Grade 1	GP#027, s2015
4	Dr. Guillermo A. Reyes Adventist School	Virac, Catanduanes	Preschool	GP# 144, s2015	-	Elementary	GP# 083, s2015
5	Marian Formation Center	Virac, Catanduanes	Preschool	@	-	-	-
6	Marian Formation Center	Caramoran, Catanduanes	Preschool	GP# 150, s2015	-	-	-
7	Marian Formation Center	Pandan, Catanduanes	Preschool	GP# 147, s2015	-	-	-
8	Marian Formation Center	Bagamanoc, Catanduanes	Preschool	GP# 145, s2015	-	-	-
9	Marian Formation Center	Viga, Catanduanes	Preschool	GP# 149, s2015	-	-	-
10	Marian Formation Center	Bato, Catanduanes	Preschool	GP# 148, s2015	-	-	-
11	Marian Formation Center	Cabugao Bato, Catanduanes	Preschool	GP# 146, s2015	-	-	-
12	NAS Learning Center	San Andres, Catanduanes	Preschool	GP# 143, s2015	-	-	-
13	New Hope Learning Center	Virac, Catanduanes	Preschool	GP# 171, s2015	-	-	-
14	Praise Learning Center	Bato, Catanduanes	Preschool	@	-	-	-
15	Reapers Baptist Learning Center	Virac, Catanduanes	Preschool	GP# 043, s2015	-	-	-
16	Star Learners School, Inc.	Virac, Catanduanes	Preschool	GP# 139, s2015	-	Grade 1 - 5	GP# 082, s2015
17	Siloah Learning Institute, Inc.	Baras, Catanduanes	Preschool	GP# 170, s2015	-	Grade 1 - 5	GP# 088, s2015
18	St. Mary's Learning Center	Virac, Catanduanes	Preschool	GP# 044, s2015	-	Grade 1	GP#028, s2015
19	Sis Peter & Paul Early Childhood Center of Sta. Rosa, Laguna, Inc.	Bato, Catanduanes	Preschool	@	-	-	-
20	Sweet Child Learning Center	Viga, Catanduanes	Preschool	GP# 141, s2015	-	-	-
21	The Blooming Child Developmental School	Virac, Catanduanes	Preschool	GP# 042, s2015	-	-	-
22	Ville St. John School	Virac, Catanduanes	Preschool	-	GF# 003, s2004	Elementary	GP# 003, s2004
23	Virac Kiddie Smart Learning Center	Virac, Catanduanes	Preschool	GP# 061, s2015	-	-	-

LEGEND: WITHOUT PERMIT -- @

DIVISION : CATANDUANES

No.	NAME OF SCHOOL	ADDRESS	Secondary (Grades 7-10)	Authority to Operate/Status		
				With Permit to operate	With Government recognition	With Accreditation
1	1. Catanduanes Colleges	Virac, Catanduanes			GR 007 s. 2008	
2	2. Immaculate Conception Seminary Academy of the Diocese of Virac	Virac, Catanduanes			GR 001 s. 2009	
3	3. Immaculate Conception Academy Students and Alumni School	Virac, Catanduanes			CLOSED	