



Republic of the Philippines
Department of Education
 REGION V - BICOL

January 25, 2021

REGIONAL MEMORANDUM
 No. 13, s. 2021

RECEIVED
 FEB 16 2021
 RELEASED BY:

Guidelines on Payment of Government Permit/Recognition and Inspection Fees

To : **All Schools Division Superintendents**

1. This **Office**, through the Quality Assurance Division (QAD), and in collaboration with the Finance Division and Administrative Division-Cash Section, shall implement the following guidelines on the Payment of Government Permit/Recognition and Inspection Fees of Private Schools and Non-DepEd Schools in DepEd Region V, starting School Year 2021-2022, following the timelines stipulated in DepEd Orders No. 88 s. 2010, No. 11, s. 2011, and Regional Memorandum No. 59, s. 2016:
 - a. The Schools Division Office (SDO) shall follow the process stipulated in Regional Memorandum No. 171, s. 2019 entitled: Guidelines on the Implementation of e-School Permit (e-SP) in DepEd Region V item number 4, letters a, b, c, d, & e.
 - b. The school-applicant with Order of Payment Slip shall pay directly to the SDO Cashier the following amount as required fees per DepEd Order No. 14, s. 2015.

List of Applications Requiring Fees	Imposed Fee Php	Legal Research Fund (LRF) Php	Total Php
1. Application and Inspection Fee for the Proposal for Opening of New School	2,000.00	20.00	2,020.00
2. Application and Inspection Fee for Government Permit to Operate (Course and Curriculum Year)	2,000.00	20.00	2,020.00
3. Inspection Fee per Course (Kindergarten, Elementary, Junior High School)	2,000.00	20.00	2,020.00
4. Application and Inspection Fee for Government Recognition	2,000.00	20.00	2,020.00
5. Application and Inspection Fee for Renewal of Government Permit	2,000.00	20.00	2,020.00



Regional Center Site, Rawis, Legazpi City 4500

0917 178 1288

region5@deped.gov.ph

Handwritten signature





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6. Application and Inspection Fee for Government Permit to Operate New Course	2,000.00	20.00	2,020.00
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- c. For the Senior High School, the inspection Fee in the amount of Two Thousand and Twenty Pesos (Php 2,020.00) shall be only paid at the start of the operation and the subsequent additional course offering. No payment for the Provisional Permit shall be collected.
 - d. The SDO Cashier will prepare the Official Receipt (OR) and shall directly remit the total collection to the Bureau of Treasury Account.
 - e. The SDO Cashier shall prepare a separate deposit slip for Imposed Fee of Two Thousand Pesos (Php 2,000.00) and separate deposit slip for the Legal Research Fund in the amount of Twenty Pesos (Php 20.00).
 - f. The school-applicant shall furnish the SDO In-Charge of Private Schools a photocopy of the Official Receipt (OR).
 - g. The SDO shall submit the report on the collection of payments together with the photocopies of the Official Receipt (OR) to the Regional Office through the Quality Assurance Division (QAD) at email address: qad.rov@deped.gov.ph.
2. This innovation aims to simplify the payment of Government Permit/Recognition and Inspection Fees for fast, efficient and effective delivery of services to the clients.
 3. Enclosed in this Memorandum are the templates for the report on the Payment of Government Permit/Recognition and Inspection Fees and the remittance to the Legal Research Fund Deposit to UP System.
 4. For clarifications or queries, all concerned may contact the RO-QAD, this Office at telephone no. 052-201-953 or through email at: qad.rov@deped.gov.ph.
 5. This Memorandum shall take effect immediately.


GILBERT T. SADSAD
 Regional Director

019277

Reference No.
QAD/JOD/MFB

Encl..As stated
References:

DepEd Order No. 88, s. 2010 entitled: "Revised Manal of Regulations for Private Schools in Basic Education" dated June 24, 2010
 DepEd Order No.11, s. 2011 entitled: "Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education" dated February 04, 2011

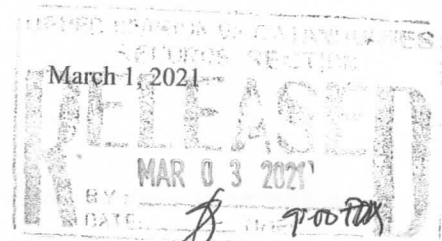
DepEd Order No. 14, s. 2015 entitled: "Authorizing the Collection of Fees for the Legal Research Fund (LRF) dated April 23, 2015
 To be indicated in the Perpetual Index under the following subjects:

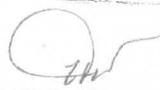
POLICY	GUIDELINES	CHANGE
RULES AND REGULATIONS	SCHOOLS	

Enclosure No. 1 to Regional Memorandum No. _____, s. 2021 entitled Guidelines on Payment of Government Permit/Recognition and Inspection Fees

To: Chiefs, CID and SGOD
 SDO Cashier
 School Heads of Private Schools
 All Concerned

Please be guided accordingly.




SUSAN S. COLLANO
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Report on the Payment of Government Permit/Recognition and Inspection Fees

Division: _____

School Address	Inspection Fee (2,020.00)	Government Permit/Recognition			Inspection Fee (2,020.00)
	OR Number/ Date	Kindergarten (2,020.00)	Elementary (2,020.00)	Junior High School (2,020.00)	Senior High Sch.
		OR number/ Date	OR number/ Date	OR number/ Date	OR number/ Date
Example: ABCD School Rawis, Legazpi City	OR #12345678 1/25/2021	OR #12345678 1/25/2021			

DEPARTMENT OF EDUCATION
 Legal Research Fund Deposit to UP System
 Under Agency Code A0823, Fund Code.

For the month of: _____

Collecting/Remitting Officer:	Amount Collected:	Receipt No:	Amount Remitted:	Deposit Slip Date/No:
Total:			Total:	

Certified Correct by:

 Schools Division Superintendent/
 Chief, Cash Division