

2018-01-333



Republic of the Philippines  
Department of Education  
CARAGA ADMINISTRATIVE REGION  
Butuan City



January 4, 2018

**REGIONAL MEMORANDUM**

No. 021 s.2018



**CODING FOR CHECKLIST OF REQUIREMENTS FOR PRIVATE SCHOOLS**

**To:** School Division Superintendents  
Assistant Schools Division Superintendents  
Division Education Program Supervisors/  
Coordinators of Private Schools  
Private Schools Heads of Kindergarten, Elementary & Secondary  
This Region

1. Relative to the implementation of paperless application for permit/recognition, this Office is providing each division the assigned code number for every item in the checklist of requirements of private schools for easy referral.
2. All documentary requirements shall be scanned in PDF FORMAT by the private school applicant following the sequence of the assigned codes for every item. The assigned CODE NUMBERS in the checklist of requirements shall serve as filename of the documents for easy reference. The Division Office will then submit the application to the region with the endorsement from the Schools Division Superintendent.
3. It is emphasized that items which are not complied by a private school applicant shall be updated in the preceding year of its renewal of permit.
4. Each division shall provide hard and soft copy of the evaluation sheet with the signatures of the three (3) Division Inspectorate Team and approval of the Schools Division Superintendents (SDS).
5. Attached hereto is a copy of Evaluation Sheet for the Application for Government Permit/Recognition of Private Schools integrating the assigned codes
6. Wide dissemination and compliance to this memorandum is enjoined.

  
BEATRIZ G. TORNO, Ph.D., CESO IV  
OIC, Regional Director

Incl: Assted.

Reference: Regional Memorandum No. 486, s. 2017

Allotment: 2-3-4 (D.O 50)

To be indicated in the PERPETUAL INDEX

Under the following subjects:

APPLICATION

CHECKLIST

CODING

PAPERLESS



**EVALUATION SHEET FOR THE APPLICATION FOR GOVERNMENT  
 PERMIT/RECOGNITION OF PRIVATE SCHOOLS**  
 (Kindergarten, Elementary and Junior High School)

Name of Proposed School \_\_\_\_\_  
 Complete Address of School: \_\_\_\_\_ School ID: \_\_\_\_\_  
 Basic Education Program/Level Applied: Kindergarten-  Elementary-  Junior High School-   
 Type of Application: New  Renewal  Recognition   
 School Year: \_\_\_\_\_ SEC Registration No. \_\_\_\_\_ TIN No. \_\_\_\_\_  
 No. of Years of Existence: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Contact No.: \_\_\_\_\_

**CHECKLIST OF REQUIREMENTS**

CODE NO.	DESCRIPTION OF DOCUMENTS	REMARKS	
		Documents	Actual Ocular Inspection
Q-01	Endorsement from the Schools Division Superintendent <input type="checkbox"/> duly indorsed by the Schools division superintendent <input type="checkbox"/> duly indorsed by the OIC of the division		
Q-02	Board resolution signifying its intention to apply for government permit to operate private school and indicating the basic education program/level proposed to be offered. <input type="checkbox"/> Indicated the basic education program/level offered, school year and duly notarized <input type="checkbox"/> program/level offered, not indicated <input type="checkbox"/> school year applied for, not indicated <input type="checkbox"/> not notarized		
Q-03	Feasibility Study which must be duly notarized and shall include the following: <input type="checkbox"/> duly notarized <input type="checkbox"/> not notarized		
Q-03.1	Purpose and objective of the school or basic education program/level <input type="checkbox"/> relevant <input type="checkbox"/> needs improvement		
Q-03.2	Explanation on the need or demand for establishment of a new school operation of the new basic education program/level in the locality. the education program/level is already being offered in the same town or city, there must be evidence of the following factors: <input type="checkbox"/> relevant <input type="checkbox"/> needs improvement		
Q-03.2.1	Enrollment in the existing school/s in the locality <input type="checkbox"/> available <input type="checkbox"/> not available		
Q-03.2.2	Number of pupils/students enrolled in the school outside of the locality <input type="checkbox"/> available <input type="checkbox"/> not available		
Q-03.2.3	Number of prospective pupils/students of applicant school <input type="checkbox"/> available <input type="checkbox"/> not available		
Q-03.2.4	List of facilities to meet the basic standards for effective instruction and quality Education <input type="checkbox"/> available but insufficient <input type="checkbox"/> complete <input type="checkbox"/> not available		
Q-03.3	List of existing schools offering the same program/level within the locality and distance to the applicant school. <input type="checkbox"/> Available <input type="checkbox"/> not available		