



January 2, 2020

REGIONAL ORDER

No. 001 s. 2020



**ADDITIONAL GUIDELINES IN THE PROCESSING OF GOVERNMENT PERMIT
TO OPERATE/GOVERNMENT RECOGNITION/ESTABLISHMENT
OF PRIVATE SCHOOLS**

To: **SCHOOLS DIVISION SUPERINTENDENTS
SGOD/CID CHIEFS
PRIVATE SCHOOL COORDINATORS
M&E SEPS/EPS
ALL OTHERS CONCERNED**
This Region

1. The field is hereby informed of the additional guidelines in the processing of Government Permit to Operate (GPTO)/Government Recognition (GR) and establishment of private school.
2. The following shall be the payment for the application GPTO/ GR/Establishment of school.

Permit	Application & Research Inspection Fee Fund	School Bond	Total
1. Establishment	₱ 2,000.00 ₱ 20.00	₱1,000.00	₱3,020.00
2. Renewal GPTO/GR	₱ 2,000.00 ₱ 20.00		₱2,020.00

The payment shall be received and collected by the School Division Office (SDO). The official receipt shall be part of the documents in submitting at the regional office.

3. The official receipt shall be included in the scanned documentary requirements which shall be emailed to caragaprivateschools@gmail.com
4. Once the GPTO/GR/establishment is approved and issued, it shall be sent directly to the school through a mail courier. The school administrators are advised not to claim their permits at the Regional Office, instead wait the delivery of their permits. However, they may contact/follow-up thru email the SDO on the status of their permits.
5. This office shall inform the field once the GPTO/GR/establishment is approved / issued through Regional Memorandum.
6. Immediate and widest dissemination of this Regional Order is highly desired.

FRANCIS CESAR B. BRINGAS, CESO IV
OIC — Regional Director

QAD/mcs
1/2/20



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