



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

APR 08 2022

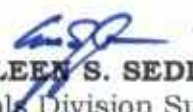
MEMORANDUM

No. 073, s. 2022

**REITERATION OF DEADLINES OF APPLICATION OF PRIVATE SCHOOLS FOR  
GOVERNMENT PERMIT/RECOGNITION, EXTENSION OF SUBMISSION, AND  
ACTIONS ON BELATEDLY FILED APPLICATIONS**

TO: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Private School Administrators of Muntinlupa City  
All Others Concerned

1. Attached is Regional Memorandum No. 169, s. 2022, with the above captioned-title, for information, guidance and strict compliance of all concerned.
2. Particular attention is invited to paragraph number 1 indicating the extension of one week (until April 7, 2022) granted for the submission of documents to the Regional Office and paragraph 3 stating the deadlines set by DepEd Order No. 88, series of 2010, as amended by DepEd Order No. 11, series of 2011, otherwise known as the Revised Manual of Regulations on the Submission of Applications for Recognition, Renewal and New Permits.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**CARLEEN S. SEDILLA CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index  
under the following subject

POLICY

PRIVATE EDUCATION

GUU/LR/NM: Reiteration of Deadlines of Application of Private Schools for Government Permit/Recognition, Extension of Submission, and Actions on Belatedly Filed Applications

073 /April 6, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City

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NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION  
RECORDS SECTION, DEPED NCR  
**RELEASED**  
By:   
MAR 31 2022  
DNCR-F-ORD-033/R0/01112019

**REGIONAL MEMORANDUM**  
No. NCR- 169, s. 2022

SDO-CITY OF MUNTINLUPA  
Received   
Date 4-4-22  
Time 11:00a

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
Division Supervisors-In-Charge of Private Schools  
Private Schools Heads

**FROM :**   
**WILFREDO T. CABRAL**  
Regional Director, DepEd NCR and  
Officer-in-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

**SUBJECT :** **REITERATION OF DEADLINES OF APPLICATION OF PRIVATE  
SCHOOLS FOR GOVERNMENT PERMIT/RECOGNITION,  
EXTENSION OF SUBMISSION, AND ACTIONS ON BELATEDLY  
FILED APPLICATIONS**

**DATE :** **MARCH 30, 2022**

1. In adherence with the IATF Safety Protocol Guidelines, this Office reiterates the Regional Memorandum No. 664, s. 2021 entitled "Cutoff Date on Submission of the Application for Various Government Permits for School Year 2022-2023, and Observance of DepEd Orders No. 88, s. 2010 & 2011, s. 2011 Stipulations for SY 2023-2024", that the extension of deadline of submission of various application for government permits and recognition for School Year 2022-2023 shall be until March 31, 2022 only. However, per request of SDO focals during the QADterly Handling Session, extension of one week (until April 7, 2022) is hereby allowed for the submission of documents to the Regional Office.

Legazpi City  
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2. For applications for SY 2023-2024, all private schools in basic education must observe the deadlines set by DepEd Order No. 88, series of 2010, as amended by DepEd Order No. 11, series of 2011, otherwise known as the Revised Manual of Regulations, to wit:
  - a. Application for new permit: August 30th preceding the start of the school year when the school/new course is supposed to operate;
  - b. Application for renewal of permit: January 2nd preceding the opening of the school year; and
  - c. Application for Recognition: On or before February 1st, preceding the opening of the school year
3. Division Offices are enjoined to strictly evaluate the completeness of the application of private school, and ensure that deficiencies of requirements are completely complied at the division level before favorably indorsing to the Regional Office. The submitted documentary requirements shall be assessed by this Office based on the nature of indorsement of the Schools Division Office.
4. Should an application for permit/ recognition is found to have not complied the requirements set by policies in placed, this Office shall issue a letter of disapproval out rightly in accord to RA 11032, also known as "Ease of Doing Business and Efficient Government Service Act of 2018.
5. Private schools that repeatedly apply for Government Recognition for two (2) consecutive School Years found to have the same deficiencies shall be subjected to non-issuance of said recognition or even just permit.
6. The Office of the Schools Division Superintendents, through the Supervisors-in-charge for Private Schools are tasked to ensure that the deadlines are enforced among new applicants and that all existing legitimate private schools are informed hereof.

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7. A report containing an enumeration of all private schools which were provided with this memorandum shall be submitted to this Office on April 15, 2022.
8. Finally, this Office shall no longer entertain unmeritorious requests for consideration to accept and process late applications for permit/recognition for School Years 2021-2022 and 2022-2023 without indorsement from Schools Division Office certifying that all requirements/ deficiencies has been complied and attached to the indorsement. No late application for permit/recognition shall be processed without prior consideration from this Office.
9. Strict compliance is hereby directed.

