



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 06 2022

MEMORANDUM

No. 144, s. 2022

**OBSERVANCE OF DEADLINES AND TIMELINESS ON VARIOUS GOVERNMENT
AUTHORITY APPLICATIONS FOR S.Y. 2023-2024**

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

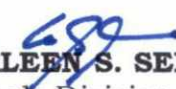
1. Attached is Regional Memorandum No. NCR-371 s. 2022, dated June 23, 2022, on the above – captioned title, the contents of which are self-explanatory, for the information, guidance and compliance of all concerned.
2. Along with this, SGOD Personnel, SDO Private Schools Focal Person, SHS Coordinator and all other SDO Officials delegated to appraise various government authority applications are directed to stringently evaluate the submitted documents based on the 3 C's: Complete, Current and Compliant to the policy guidelines.
3. Likewise, particular attention is invited in Paragraph Nos. 3 to 6 of Regional Memorandum No. NCR – 169, s. 2022, which specifies, among others, that a Letter of Disapproval will be outrightly served on applications for Renewal of Government Permit and Government Recognition when found non-compliant to the documentary requirements stipulated in DepEd Order No. 88, s. 2010 and DepEd Order No. 11, s. 2011.
4. Relative to this issuance, SDO shall conduct an onsite evaluation cum uploading of documents of all private schools scheduled to renew government permit or apply for new government permit/ recognition for school year 2023-2024 on July 21, 2022. A division memorandum shall be posted for the said activity.
5. For further reference, enclosed are the matrix timeline to be observed for New Government Permit applications and the cited RM 169 s. 2022.





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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

6. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESOSA
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the **Perpetual Index**
under the following subjects:

PRIVATE EDUCATION PERMIT REQUIREMENTS

GUU/NM – OBSERVANCE OF DEADLINES AND TIMELINESS ON VARIOUS GOVERNMENT AUTHORITY APPLICATIONS FOR S.Y.
2023-2024
144 / July 4, 2022





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



DNCR-F-ORD-033/R0/01112019

REGIONAL MEMORANDUM

No. NCR - 371 s. 2022

SDO-CITY OF MUNTINLUPA
Received _____
Date 7-1-22
Time 9:00am

TO : Schools Division Superintendents
Schools Governance and Operations Division
Private Schools Focal Persons
All Others Concerned

FROM : Office of the Regional Director

SUBJECT : OBSERVANCE OF DEADLINES AND TIMELINES ON VARIOUS
GOVERNMENT AUTHORITY APPLICATIONS
FOR S.Y. 2023 - 2024

DATE : June 23, 2022

1. In compliance to **DepEd Order No. 88 s. 2010** entitled "2010 Revised Manual of Regulations for Private Schools in Basic Education" and **DepEd Order No. 11 s. 2011**, "Amendments on the 2010 Revised Manual of Regulations for Private Schools in Basic Education", this Office reiterates the following deadline of submission on various government authority applications for School Year 2023 – 2024:

TYPE OF GOVERNMENT PERMIT APPLICATION	DEADLINE IN THE REGIONAL OFFICE
Application for New School/ New Grade Level/ New Track and Strand for S.Y. 2023 - 2024	On or before August 30, 2022
Application for Renewal of Government Permit for S.Y. 2023 - 2024	On or before January 2, 2023
Application for Government Recognition for S.Y. 2023 - 2024	On or before February 1, 2023



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Tel. Nos.: 920-5824; 926-2213 loc. 801

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2. Along with this, SGOD Personnel, SDO Private Schools Focal Persons, SHS Coordinators and all other SDO Officials delegated to appraise various government authority applications are directed to **stringently evaluate** the submitted documents based on the **3C's: Complete, Current and Compliant** to the policy guidelines.
3. Likewise, particular attention is invited in Paragraph Nos. 3 to 6 of Regional Memorandum No. NCR - 169, s. 2022, which specifies, among others, that a Letter of Disapproval will be outrightly served on applications for **Renewal of Government Permit and Government Recognition** forwarded to this Office, when found non – compliant to the documentary requirements set by the abovementioned orders.
4. Essentially, Schools Division Offices are encouraged to establish a division level process, system, and strategy that will ensure the compliance of all applicant schools as to the deadline of submission, documentary requirements and school facilities and equipment at par with the basic requirements to the applied government permit or recognition before it will be endorsed to the Quality Assurance Division.
5. For further reference, enclosed are the matrix timeline to be observed for New Government Permit applications, and the cited RM 169 s. 2022.
6. Immediate wide dissemination of and strict compliance with this Memorandum is desired.


WILFREDO E. CABRAL

Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

Encls: Timeline Matrix & RM 169 s. 2022
qad/lcd/2022



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Enclosure No. 1

TIMELINE MATRIX FOR NEW GOVERNMENT PERMIT APPLICATION

ACTIVITIES/PROCESSES	DATE
Deadline of Application in the Regional Office	On or before August 30 preceding the school year intended to operate
Issuance of Notice of Deficiencies to the applicant school	Not later than September 30 of the same year the application was filed
Compliance period of the applicant school on the found documentary deficiencies	Not later than October 31 of the same year
Conduct of inspection	Not later than November 30 of the same year
Officially informing applicant school of found deficiencies, if any, during the inspection	Not later than December 15 of the same year
Compliance period of the applicant school on the found deficiencies during inspection	Until January 31 of the following year
Issuance of Notice of Disapproval if failed to comply with the found deficiencies within the prescribed period	Not later than February 28 of the following year



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DEPARTMENT OF EDUCATION
RECORDS SECTION, DEPED NCR
RELEASE
MAR 31 2022
DNCR-F-ORD-033/R0/01112019

REGIONAL MEMORANDUM

No. NCR- 169, s. 2022

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.

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Page 1 of 3





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

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.

