



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 07 2025

MEMORANDUM

**PROCEDURE IN VOLUNTARY CLOSURE OF PRIVATE
SCHOOLS IN BASIC EDUCATION**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Private Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Attached is Regional Memorandum No. 118, s. 2025 dated January 23, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

For:

VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

By:


MA. REGAELE A. OLARTE

OIC-Chief Education Supervisor, SGOD
Officer-in-Charge

Encl: As stated

References: Regional Memorandum No. 118, s. 2025

To be indicated in the Perpetual Index
under the following subjects:

PROCEDURE BASIC EDUCATION
MRAO/ PROCEDURE IN VOLUNTARY CLOSURE OF PRIVATE SCHOOLS IN BASIC EDUCATION
071 / FEBRUARY 7, 2025

UN-2025-071

071



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



Regional Memorandum

No. 118, s. 2025

January 23, 2025

**To : Schools Division Superintendents
Heads, Private Schools in Basic Education
Private School Focal Persons
Division and Region Records Officers**

**PROCEDURE IN VOLUNTARY CLOSURE OF
PRIVATE SCHOOLS IN BASIC EDUCATION**

1. The Region has been attending to concerns relative to requests for issuance of school credential by learners in private schools that has voluntarily closed their operations. However, these schools have not turned over any record as basis of this Office or by the Divisions.
2. Thus, the issuance of this Memorandum pursuant to *Section 43 and 154 of the Revised Manual of Regulations for Private Schools in Basic Education* to guide all private schools in basic education intending to voluntarily close its programs and operations. They shall comply with the following procedure and requirements:
 - a) Notify in advance (at least two (2) months) the parents, learners, and school personnel of its intention to close;
 - b) Inform the DepEd-Division Office of its intent to close its programs or operations:
 - b.1. Submit notarized letter of intent stating the following:
 - i. Program/s to close;
 - ii. the intended effectivity of closure;
 - iii. Reason for closure;
 - iv. Undertaking that the school will facilitate the smooth transfer of learners including issuance of transfer credentials; and
 - v. that the parents and school personnel will be notified of the closure.
 - c) Notify the Department of Labor.



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At the end of the school year where the school intend to close:

- d) Provide the learners the necessary transfer credentials;
 - e) Turn-over learners' records /credentials to the concerned DepEd-Division Office where the school is located; and
 - f) Effect the closure at the end of the school year.
3. Upon receipt of the intention to close, the **Division Office** shall acknowledge the letter and ensure compliance of the school to the above-listed requirements. After compliance on items d-f herein, the Division shall forward a **Certification of Compliance** to the Regional Office.
4. The Region, through the **Quality Assurance Division**, shall issue a confirmation of the voluntary closure and deactivate the said school from the list of authorized schools. The **Policy Planning and Research Division** shall be informed to cause the deactivation of the LIS account of the closing school.
5. For information and compliance.


JOCELYN DR ANDAYA

Regional Director, NCR
Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations