



AN-DEC-0739

Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

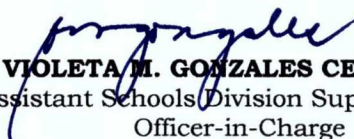
DEC 18 2025

**MEMORANDUM**

**SUBMISSION OF LATEST PRIVATE SCHOOLS' GOVERNMENT  
PERMIT/RECOGNITION APPLIED TO SY: 2025-2026**

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

1. In preparation for School Year 2025–2026, this Office is conducting an updating of Division records on the Authority to Operate (Permit or Recognition) of all private schools operating within the Division.
2. In this regard, all private schools are hereby directed to submit a clear scanned copy of their valid **Permit to Operate or Government Recognition applicable to School Year 2025–2026**. This activity aims to ensure the accuracy and completeness of Division records and to verify compliance with existing DepEd policies and standards.
3. The required document shall be submitted on or before the end of the year 2025 through the SGOD-School Management Monitoring and Evaluation Section, either via official email at [smme.sdomuntinlupa@deped.gov.ph](mailto:smme.sdomuntinlupa@deped.gov.ph) or in hard copy, if necessary.
4. Private schools with pending applications for Permit or Recognition for the current school year are likewise required to submit proof of application and coordinate with the concerned unit for proper monitoring and assistance.
5. For information and strict compliance of all concerned.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated  
References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

MONITORING

PERMIT

RECOGNITION

ZPLG / DM / SUBMISSION OF LATEST PRIVATE SCHOOLS' GOVERNMENT PERMIT/RECOGNITION APPLIED TO SY: 2025-2025  
**527** / December 16, 2025

UN-2025-527



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

A. 12108

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