



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

**Office of the Schools Division
Superintendent**

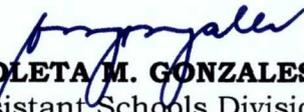
FEB 09 2026

MEMORANDUM
No. 062, s. 2026

**ESTABLISHMENT OF A PRIVATE SCHOOL BRANCH
OR EXTENSION FACILITY**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
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. 101 s. 2026, dated January 27, 2026, relative to the above-captioned subject, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. If your school has this kind of concern, immediately coordinate with the Division focal persons for appropriate guidance and technical assistance.
3. Immediate and wide dissemination of the Memorandum is desired.


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:

PRIVATE

OPERATIONS

MONITORING

ZPLG/ DM / ESTABLISHMENT OF A PRIVATE SCHOOL BRANCH OR EXTENSION FACILITY

062

UN-2026-062

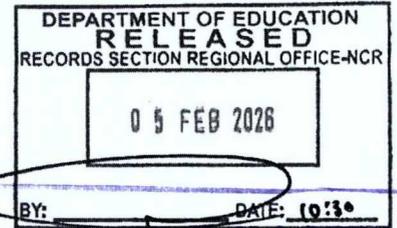


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062
(560)



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



BY: _____ DATE: 10:30
 SINGAPORE CITY RECORDS UNIT

REGIONAL MEMORANDUM

No. 107 s. 2026

RECEIVED
 January 27, 2026
 BY: EVELYN N. DINGAL
 TIME: 9:10

**To : Schools Division Superintendents
 Heads, Private Schools in Basic Education**

**ESTABLISHMENT OF A PRIVATE SCHOOL BRANCH
 OR EXTENSION FACILITY**

1. Monitoring reveals that there are private schools establishing their branches or extension classes adjacent to the main school or within the same city. Other branches are being established without the approval from this Office.
2. To determine whether what was established is a branch or an extension, *Section 41 and 41.a of DepEd Order No. 88, s. 2010* as amended by *DepEd Order No. 11, s. 2011*, provides the distinction:

School Branch

- Located in a separate site with separate school building, classrooms and facilities
- The same incorporators and administrators with the mother school
- Educational programs are the same in the mother school
- Program offering are being offered to the **general public** not to a special clientele

School Extension

Same as a branch except that -

- Program offering are being offered to a **special clientele**
- **Temporary** in nature

3. Accordingly, the following policies shall be observed and adhered to by all private schools offering basic education programs:
 - a) No establishment of any school branch or extension classes without approval or authority from the Regional Director.
 - b) The opening of a branch or extension shall not be done at any time within the school. It should be at the start of the school year and upon authority of this Office.
 - c) Request for establishment of a branch or extension should be submitted to the Regional Office at least two months prior to the opening of the school year and opening of the branch or extension.
 - d) A school extension shall be allowed only on extra-ordinary circumstances and it is temporary in nature.

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4. **A school operating as a branch of a DepEd authorized private school but being administered by separate set of officers not those in the Articles of Incorporation of the DepEd authorized school, shall not be considered as its branch. It is an entirely separate entity. As such, its learners can not be registered in the LIS as learners of the authorized school.**
5. Division Offices are directed to monitor compliance to these policies and to promptly submit a report to this Office for any violation.
6. Non-compliance or violation of this policy shall be dealt with in accordance with DepEd Order No. 88, s. 2010.

JOCELYN DR ANDAYA 
Regional Director, NCR
Concurrent Officer-in-Charge, Office of the
Assistant Secretary for Operations

Encl.: Evaluation Form



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Evaluation of a School's Branch or Extension Facility
 (Based on DepEd Order 41 and 41.a of DepEd Order 88, 2010 as amended
 by DepEd Order 11, s. 2011)

School Branch

- Located in a separate site with separate school building, classrooms and facilities
- The same incorporators and administrators with the mother school
- Educational programs are the same in the mother school
- Program offering are being offered to the general public not to a special clientele

*Note : **Approval** of the Regional Director is necessary. If a branch is located in **another city** within the NCR, a **separate DepEd Authority to Operate is required.***

School Extension

- Only classrooms, no administrative support facilities
- Located in a separate site with separate school building
- The same incorporators and administrators with the mother school
- Educational programs are the same in the mother school
- Program offering are being offered to a special clientele
- Temporary in nature

Note : It is enough that the school notifies DepEd on this extension facility. DepEd may acknowledge.

SDO

Name of School: _____

Location of Branch /Extension Class : _____

Evaluation : _____ (State whether Branch or Extension)

Evaluated by : _____ Date _____
 (Private School Focal/ -In-charge)

Reviewed by : _____ Date _____

Regional Office

Evaluation : _____

Evaluated by : _____ Date _____
 (EPS -In-charge)

Reviewed by : _____ Date _____

