



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 13 2026

MEMORANDUM

No. 481, s. 2026

ADDENDUM TO REGIONAL MEMORANDUM ORD NO. 866, S. 2025

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. 816 s. 2026 dated October 4, 2026, relative to the above-captioned subject, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. All private schools are directed to strictly comply with the provisions of the said issuance.
3. For reference and appropriate action.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

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

PRIVATE SCHOOL

TRANSFER

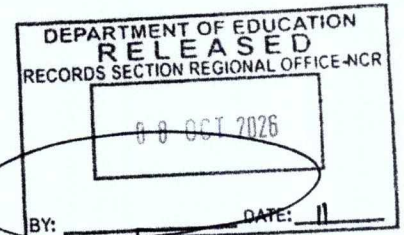
GUIDELINES

ZPG/ DM / Addendum to Regional Memorandum ORD No. 866, s. 2025

481



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



October 4, 2026

REGIONAL MEMORANDUM

No. 816 2026

RECEIVED BY:
[Signature]
MARLONA A. SALONGA
ADMINISTRATIVE RECORDS UNIT

To: Schools Division Superintendents
SGOD Chiefs
SDO Private Schools Focal Persons
Private School Heads/Administrators
All Others Concerned

ADDENDUM TO REGIONAL MEMORANDUM ORD NO. 866, S. 2025

1. To guide private schools on the requirements for a Special Order that authorizes transferring to new locations while retaining Government Recognition in basic education programs, this Office issued the above-stated guidelines, supplementing Section 37 of DepEd Order No. 88, s. 2010.
2. The same Memorandum also specifies that after the documentary evaluation, an ocular inspection of facilities in the new school site shall be made by the Quality Assurance Division and Schools Division Office concerned to verify whether it is even better than the former and whether all standards have been satisfactorily maintained. If the conditions and requirements are satisfied, the retention of Government Recognition shall then be granted.
3. Given that DepEd Order 041, s. 2022, "Amendment to DepEd Order No. 088, s. 2010 (2010 Revised Manual of Regulations for Private Schools in Basic Education)", prescribes the submission of a **Certified True Copy of the Certificate of Title which reflects the annotation of the Deed or Contract** as a justifiable basis for the continued use of the school site, this Office hereby advises all SDOs and private schools of its inclusion as a non-negotiable documentary requirement, aside from those listed in RM ORD No. 866, s. 2025.
4. All other provisions of RM ORD No. 866, s. 2025 shall remain in full force and effect.
5. For information and guidance.

JOCELYN DR ANDAYA *[Signature]*

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

QAD/alfd

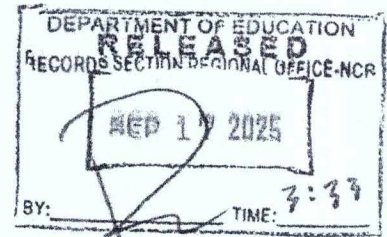


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD No. 866, s. 2025

September 11, 2025

**To : Schools Division Superintendents
Heads, Private Schools**

**GUIDELINES IN THE TRANSFER OF A PRIVATE SCHOOL
TO ANOTHER LOCATION**

1. Section 37 of DepEd Order 88, s. 2010 provides the guidelines in case of transfer to another location, as follows:

- a. **General rule:** If the school transfers to another location, the recognition is deemed cancelled.
- b. **Exception :** If the new site and campus school buildings and quarters are found to be much better than the former, and if other standards have been satisfactorily maintained.

2. Accordingly, to determine if a transferred school falls under the exception, evaluation and ocular inspection shall be conducted by the Quality Assurance Division of this Office. Preliminary evaluation may be conducted by the Division.

3. For the purpose applying for retention of recognition, a school should submit a request through the Division Office. Pending the inclusion of this process in the QuADPRO, hard copies of the following documents should be submitted:

- a. Notarized Letter signed by the School Head/President stating the request and a statement that there is no change of ownership, and attesting to the veracity and authenticity of the supporting documents and its contents.
- b. List of Administrative Officials, teaching and non-teaching personnel in tabular form indicating the name, position, educational attainment, PRC license number, years of employment, status of employment, salary
- c. Latest SEC Certificate of Registration and Articles of Incorporation
- d. Documents of the school site: Transfer Certificate of Title, Lease/Usufruct Agreement, if not owned by the school; Occupancy permit
- e. Original pictures of the school building and its facilities
- f. Scanned copy of the previous recognition certificate

4. If the conditions and requirements are satisfied, the retention of recognition shall be granted through a special order. The school ID of the transferred school shall also be retained.



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5. These guidelines do not apply to permit as the same is valid for one school year only. If the school intends to transfer, an application for permit in the new location should be applied within the set deadline. However, the school ID may be retained provided that there is no change of ownership in the school.
6. For information and guidance.

JOCELYN DR ANDAYA

Regional Director, NCR

concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

QAD/jpd/aba