



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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**MEMORANDUM TO:**

NOV 24 2020

OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Elementary and Secondary School Heads  
Private Schools Only

**GOVERNMENT PERMITS/RECOGNITION APPLICATION**

Attached is Regional Memorandum No. 354, s. 2020 dated November 17, 2020 re: **Government Permits/Recognition Application**, content of which is self-explanatory for information and appropriate action.

Immediate and wide dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**

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



  
 Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

DOCR-F-ORD-033-R0011A2019  
 Department of Education  
 National Capital Region

November 17, 2020

RELEASED

REGIONAL MEMORANDUM

No. 354 s. 2020

By \_\_\_\_\_  
 Date: NOV 17 2020

To : Schools Division Superintendents  
 School Governance and Operations Division Chief  
 Private School Focal Persons

From : **MALCOLM S. GARMA**  
 Director IV

Subject: Government Permits/Recognition Application

Date : November 17, 2020

Please be informed that timelines relative to application of Government Permits/Recognition as stipulated in DO 88 s., 2010. "2010 Revised Manual of Regulations for Private Schools in Basic Education", **are still in effect**. During the time of pandemic, this Office, through the Quality Assurance Division (QAD), in close coordination with the Regional Legal Unit, has reconsidered a number of late applications.

For the succeeding school year 2021-2022, please be informed that this Office shall **strictly implement deadlines as set in the policy**. This is to ensure that applications are promptly acted and ample time is given to private school administrators to proactively prepare prior to the opening of classes. As such private school focal persons are requested to communicate these periods to observe for SY 2021-2022. Attached is the "Table of Periods to Observe Applying for Government Permits/Recognition", for ready reference.

For information and appropriate action.



*A legacy as rich as excellence!*

Misamis St., Bago Bantay, Quezon City





Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

DNCR-F-ORD-033/R0/01112019

**PERIODS TO OBSERVE**

Type of Application	Activities	Deadline for Submission of Documentary Requirements	References
New Permit for new school/New Grade/New Year Level/New Course	Receive and process applications	Not later than August 30 preceding the start of the school year when the new school/course/year level is supposed to operate	Page 35, Section 30, DO 88 s., 2010,
	Issue Letters of Deficiencies to applicant schools	Not later than September 30	Item No. 3a, DO 11 s., 2011
	Completion of deficiencies	Not later than October 31 of the same year	
	Conduct of Ocular Inspection and compliance with the minimum standards set for program applied for	Not later than November 30, 2020 of the same year	
	Inform applicant schools on noted deficiencies during inspection	Not later than December 15 of the same year.	Item 3, Section 30, DO 11 s., 2011
	Deadline for the completion of deficiencies noted during inspection	Not later than January 31	
Renewal of Permits	Filing of application	Not later than January 2	Page 36, Section 30.5, DO 88 2010
Recognition	Filing of Application for Recognition	Not later than February 1, 2020.	

