



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Central Luzon
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
San Ignacio St., Poblacion, City of San Jose del Monte 3023



June 11, 2019

DIVISION MEMORANDUM

No. 112 s. 2019

TO: Assistant Schools Division Superintendent
Division Chiefs
All Concerned Private School Administrators/School Heads

SCHEDULE OF APPLICATION FOR GOVERNMENT PERMIT/RECOGNITION FOR K - 12

1. This Office sets the deadline of application for Government Permit or Government Recognition for Kindergarten, Elementary, Junior High School, and Senior High School Courses, SY 2020-2021 on or before Friday, August 30, 2019.
2. Documentary requirements for application are provided in the following enclosures:
 - a. Enclosure No. 1 – Government Authority to Operate / Government Recognition for K to 10
 - b. Enclosure No. 2 – QEPS for Government Recognition for Senior High School
 - c. Enclosure No. 3 – QEPS for application/additional offering for Senior High School
 - d. Enclosure No. 4 – Instructions for the Letter of Intent
3. Immediate dissemination and strict compliance of this Memorandum is enjoined.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



(Inclosure No. 1 to DECS Order No. 12, s.1991)
 DECS Form No. GPR - 3

PROCESSING SHEET FOR APPLICATION FOR GOVERNMENT AUTHORITY TO OPERATE / GOVERNMENT RECOGNITION

Name of School: _____
 Address of School: _____
 Course: _____
 Curriculum Year/s: _____

REQUIREMENTS

Government Authority Granted: _____

- _____ 1. Board Resolution
 - _____ Certified by the Corporate Secretary
- _____ 2. Statements of the following:
 - _____ Philosophy and Goals of the course
 - _____ demands for the graduates
 - _____ prospective students
 - _____ existing schools offering one same course within the province/ city

For new schools or existing schools that have not yet submitted this document or have changes in the following aspects:

- _____ 3. Articles of incorporation and By-Laws (Original or Certified Photo Copy)
 - _____ In the name of the school
 - _____ Registered with the Securities and Exchange Commission.
 - _____ Stock/Non-Stock
- _____ 4. Copy/ies of Transfer Certificate/s of title of the school site (if change/addition has been made)
 - _____ In the name of the school (Indicate Ownership)
 - _____ Total area adequate (state total area _____ sq. m)
 - _____ Contract of Lease/ Affidavit of Ownership
- _____ 5. Location of school in relation to this environment (if change/addition has been made)
 - _____ Far from those places cited
 - _____ Free from noise/unpleasant odor and dust
- _____ 6. Campus development and landscaping plans (if change/addition has been made)
 - _____ Sketch/Plan
 - _____ Fully implemented
 - _____ Partially implemented
 - _____ Not implemented
- _____ 7. Document/s of Ownership of school building/s (if change/addition has been made)
 - _____ In the name of the school
 - _____ Total floor area adequate (state total area _____ sq.m)
 - _____ Tax Declaration No. _____
- _____ 8. Certificate of occupancy of school building/s (if change/addition has been made)
 - _____ Signed by proper city/municipal authorities
- _____ 9. Pictures of school building/s, classrooms, laboratories, libraries, medical and dental health facilities, canteens, etc. (if change/addition has been made)
- _____ 10. Proposed budget for the succeeding school year approved by the Board of Trustees/Directors
 - _____ Approved by the Board of Trustees/Directors
- _____ 11. List of school administrators (president, vice-president, deans, department heads)
 - _____ Educationally qualified
 - _____ Salaries in accordance with prescribed standards
 - _____ Full-time
 - _____ etc.
- _____ 12. List of academic non-teaching personnel (register, librarian, guidance counselor, researchers)
 - _____ Educationally Qualified
 - _____ Subject-assignments in accordance with qualification
 - _____ Salary/other benefits in accordance with prescribed standards
 - _____ Valid contracts/ appointments
 - _____ Ratio of full time, part time in accordance with DECS policies
 - _____ Full time

- _____ etc.
- _____ 13. List of athletic facilities, equipment, supplies and materials (to be certified by School Head)
- _____ 14. School Bond
 - _____ Proper documents submitted
 - Pre-Elementary (P200.00)
 - Elementary (P500.00)

For new course/s of existing schools

- _____ 15. Copy of Retirement Plan registered with the Securities and Exchange Commission and membership and latest payments on SSS, PhilHealth and PAG-IBIG
- _____ 16. Copy of Latest Financial Statement of the school certified by an independent CPA
 - _____ Certified by an independent CPA
 - _____ Complete
- _____ 17. Proposed Curriculum
 - _____ In accordance with standard and requirements
 - Kindergarten (DO #32, s. 2012)
 - Elementary (DO #31, s.2012)
 - Junior High School (DO # 31, s. 2012)
 - _____ Approved by DepED
 - _____ In accordance with guidelines
- _____ 18. Proposed tuition and other school fees
 - _____ Approved by DECS
 - _____ In accordance with guidelines
- _____ 19. List of New Teaching/Academic Staff for the Course/s / program/s applied for
 - _____ Number
 - _____ Educationally Qualified
 - _____ Subject assignments in accordance with qualifications
 - _____ Salary/ other benefits in accordance with prescribed standards
 - _____ Valid contracts/ appointments
 - _____ Ratio of full time; part time in accordance with DECS policies
 - _____ etc.
- _____ 20. List of laboratory facilities, equipment, furniture, supplies and materials classified by subject area (to be certified by the school head)
 - _____ Complies with the prescribed standards and requirements by subject area
- _____ 21. List of library holdings (to be certified by the school head)
 - _____ Complies with the prescribed standards and requirements by classification
- _____ 22. Inspection and Application Fees (P2,020.00)
 - _____ O.R. No. _____
 - _____ Place of Issuance _____
 - _____ Date of Issuance _____

FINDING S/RECOMMENDATIONS

Prepared by:

Certified true and Correct

School Principal

SDO In-Charge

Date: _____

Date _____

Recommending Approval:

Schools Division Superintendent

Validated by:

Education Program Supervisor
Quality Assurance Division, RO3

| | | | |
|---|--|----------------------|--------------------|
|  DEPARTMENT OF EDUCATION REGION 3 Matalino St. DM, Government Center, Maimpis City of San Fernando (P) |  | DepEDR3-QAD-RQEP-OO1 | |
| | | Version No. 1 | Revision No. 01 |
| QUALITATIVE EVALUATION PROCESSING CHECKLIST FOR THE GOVERNMENT RECOGNITION OF THE SENIOR HIGH SCHOOL PROGRAM IMPLEMENTATION (DepEd Order No. 10, s. 2018, Regional Memorandum No. 42, s. 2018) | | | |

| | | | |
|---|---|---|--|
| DIVISION: | | PRINCIPAL: | |
| NAME OF SCHOOL: | | CONTACT NO: | |
| ADDRESS: | | DATE OF APPLICATION: | |
| SCHOOL ID: | | GOVERNMENT AUTHORITY GRANTED: SHS PERMIT NO:/ DATE GRANTED | |
| SCHOOL CATEGORY: ___A ___B ___C ___D | | | |
| Category A | Private schools, which have been granted at least Level II accreditation by any of the accrediting agencies under the Federation of Accrediting Agencies in the Philippines (FAAP) | | |
| Category B | Non-DepEd Schools, which have been issued a permit or government recognition by Commission on Higher Education (CHED) to offer any higher education program. | | |
| Category C | Private schools, which have been granted government recognition by the DepEd to offer secondary education (Years I-VI/Grades 7 to 10). | | |
| Category D | Non-DepEd schools, which have been issued a permit or recognition by Technical Education and Skills Development Authority (TESDA) to offer any training course, and other individuals' corporations, foundations or organization duly recognized by the Securities and Exchange Commission (SEC). | | |

Curriculum Offering:

| | | | | |
|--|--|------------------------------|------------------------------|--------------------------------|
| <input type="checkbox"/> Academic Track | Strand: <input type="checkbox"/> STEM | <input type="checkbox"/> GAS | <input type="checkbox"/> ABM | <input type="checkbox"/> HUMSS |
| <input type="checkbox"/> Tech-Voc Track | Strand: <input type="checkbox"/> AFA | _____ | | |
| | <input type="checkbox"/> IA | _____ | | |
| | <input type="checkbox"/> HE | _____ | | |
| | <input type="checkbox"/> ICT | _____ | | |
| <input type="checkbox"/> Arts and Design Track | Strand: <input type="checkbox"/> Performing Arts | _____ | | |
| <input type="checkbox"/> Sports Track | <input type="checkbox"/> Arts production | _____ | | |

| DOCUMENTARY REQUIREMENTS | REMARKS |
|--|---------|
| 1. Letter of Intent with attached documentary requirements submitted to SDO | |
| 2. Modified Qualitative Evaluation Processing Sheet (M-QEPS) | |
| 2.1 Certification of Incorporation with SEC | |
| 2.2 Proof of School Ownership of Site (any one of the following) | |
| a. Transfer of Certificate (in the name of school) | |
| b. Title of the School Site (in the name of school) | |
| c. Contract of Lease (minimum of 25 years) | |
| d. Usufructuary Agreement (minimum of 25 years) | |
| 2.3 Ownership of school buildings (in the name of school) | |
| 2.4 Certificate of Occupancy (signed by proper authorities, within 2-3 years from date of establishment of the school) | |
| 2.5 Profile of: | |
| 2.5.1 School Administrators: Principal/ Directress (MA graduate, licensed) | |
| 2.5.2 Teaching Personnel | |
| 2.5.3 Non-Teaching Personnel | |
| 2.5.4 Contracts/ Appointments/ Salary/ Benefits | |
| 2.6 Curriculum | |
| 2.7 Inventory of Physical Facilities (standards/ track offering/ specialization) | |
| 2.8 Certified true copy of Permit issued by RO3 | |
| 3. Attachment from SDO-SHS Task Force | |
| 3.1 QA-ME Results | |
| a. M & E tool for Public/ Private SHS Code: DepEd – QAD – MET - 057 | |
| b. M & E tool: Input Assessment Code: DepEd – QAD – MET - 039 | |
| c. M & E tool: Process Assessment | |

| DOCUMENTARY REQUIREMENTS | REMARKS |
|--|---------|
| Code: DepEd – QAD – MET - 044 | |
| d. M & E tool: Work Immersion Program Code: DO 30, s. 2017 | |
| 4. Indorsement as to completeness and quality of requirement to the RO3 by the SDS | |
| 5. Application fee: _____ | |

Validated by Combined Regional Senior High School Team (RSHST) & Division Senior High School Team (DSHST)

Division Senior High School Team

Regional Senior High School Team

Signature Over Printed Name

Date

Signature Over Printed Name

Date

Signature Over Printed Name

Date

Signature Over Printed Name

Date

Recommending Approval:

Chief, QAD

Date

Approved:

Regional Director

Date

| | | | |
|--|--|----------------------|--------------------|
|  DEPARTMENT OF EDUCATION REGION 3 Matalino St. DM, Government Center, Maimpis City of San Fernando (P) |  | DepEDR3-QAD-EVSH-001 | |
| | | Version No. 1 | Revision No. 01 |
| SENIOR HIGH SCHOOL – QUALITATIVE EVALUATION PROCESSING SHEET (QEPS) | | | |

Region/Division: _____
 Contact Person: _____
 Designation: _____
 Date of Application: _____
 Category: ___A ___B ___C ___D

School/Organization: _____
 Address: _____
 Contact No./ E-mail Address: _____
 SY of Intended Operation: _____
 Type: ___New Applicant ___With Additional Offering

Remarks:

Category A – Private schools, which have been granted at least Level II accreditation by any of the accrediting agencies under the Federation of Accrediting Agencies in the Philippines (FAAP)

Category B – Non-DepEd Schools, which have been issued a permit or government recognition by Commission on Higher Education (CHED) to offer any higher education program.

Category C – Private schools, which have been granted government recognition by the DepEd to offer secondary education (Years I-VI/ Grades 7 to 10).

Category D – Non-DepEd schools, which have been issued a permit or recognition by Technical Education and Skills Development Authority (TESDA) to offer any training course, and other individuals' corporations, foundations or organization duly recognized by the Securities and Exchange Commission (SEC).

REQUIREMENTS

| ITEM | ✓ or X | REMARKS | |
|--|--------|---------------------|-------------------|
| | | Document Evaluation | Ocular Inspection |
| Letter of Intent | | | |
| Board Resolution certified by the secretary and approved by the Board of Directors/ Board of Trustees | | | |
| a. Purpose | | | |
| b. School year of intended operation | | | |
| c. SHS Curriculum for the track/s and strand/s to be offered | | | |
| Certificate of Recognition of any of the following: | | | |
| a. Secondary Education Program – DepEd | | | |
| b. Training Program –TESDA | | | |
| c. Highest Education Program –CHED | | | |

| ITEM | ✓ or X | REMARKS | |
|---|--|------------------------------|---|
| | | Document Evaluation | Ocular Inspection |
| d. Others: <ul style="list-style-type: none"> • FAAP recognize accrediting agencies • Asia Pacific Accreditation and Certification Commission (APACC) | | | |
| Proposed Tuition and other fees | | | |
| Proposed School Calendar | | | |
| Proposed list of academic and non-academic personnel: | | | |
| a. Qualifications | | | |
| b. Job Descriptions | | | |
| c. Teaching Load | | | |
| d. Number of Working Hours Per Week | | | |
| e. Certificate from Recognized National/ International Agencies (TESDA, ABA, and Others) | | | |
| Curriculum Offering: | | | |
| <input type="checkbox"/> Academic Track | Strand: <input type="checkbox"/> STEM | <input type="checkbox"/> GAS | <input type="checkbox"/> ABM <input type="checkbox"/> HUMSS |
| <input type="checkbox"/> Tech-Voc Track | Strand: <input type="checkbox"/> AFA | _____ | |
| | <input type="checkbox"/> IA | _____ | |
| | <input type="checkbox"/> HE | _____ | |
| | <input type="checkbox"/> ICT | _____ | |
| <input type="checkbox"/> Arts and Design Track | Strand: <input type="checkbox"/> Performing Arts | _____ | |
| | <input type="checkbox"/> Arts production | _____ | |
| <input type="checkbox"/> Sports Track | | | |
| Minimum program requirements for the SHS tracks/strands: | | | |
| a. Instructional Rooms | | | |
| b. Laboratories: | | | |
| b.1 Computer | | | |
| b.2 Science (for STEM, minimum of 3 laboratories) | | | |
| b.3 Workshop Room/ Studios | | | |
| c. Athletic Facilities | | | |
| d. Learners' Resource Center or Library | | | |

| ITEM | ✓ or X | REMARKS | |
|--|--------|---------------------|-------------------|
| | | Document Evaluation | Ocular Inspection |
| e. Internet Facilities | | | |
| f. Ancillary Services | | | |
| A copy of Memorandum / Memoranda of Agreement/ Memorandum of Understanding for partnership arrangements relative to the SHS Program Implementation. These arrangements may include: | | | |
| a. Engagement of stakeholders in the localization of the curriculum | | | |
| b. Work Immersion | | | |
| c. Apprenticeship | | | |
| d. Research | | | |
| e. Provision of equipment and laboratories, workshops, and other facilities | | | |
| f. Organization of career guidance and youth formation activities | | | |
| g. Others | | | |
| Additional requirements for Category D: | | | |
| a. Articles of Incorporation and By-Laws for Private Schools only | | | |
| b. Documents of ownership of school sites under the name of the school, or Deed of Usufruct | | | |
| c. Proposed Annual Budget and Annual Expenditures | | | |

Reviewed by:

SDO SHS Focal Person for Private Schools

Remarks: _____ Complete
 _____ Incomplete
 (specify) _____

Remarks :

Recommended for Ocular Inspection

With Deficiencies _____

Date of Ocular Inspection: _____

Recommended Action:

Issuance of SHS Provisional Permit

Defer Issuance of Provisional Permit upon completion of K to 12 SHS Program requirements:

For validation on: _____

Inspected by:

SDO SHS Focal Person for Private Schools

DIT Member

DIT Member

Remarks:

Recommended for Validation by the Regional Inspectorate Team

With Deficiencies _____

Evaluated by Division Review and Evaluation Committee (DREC):

Signature Over Printed Name
Position/ Designation

Signature Over Printed Name
Position/ Designation

Signature Over Printed Name
Position/ Designation

Signature Over Printed Name
Position/ Designation

Signature Over Printed Name
Position/ Designation

Signature Over Printed Name
Position/ Designation

Recommended by:

Schools Division Superintendent

Date of Validation : _____

New

Additional

Recommended Action:

Issuance of Provisional Permit (specify) _____

Defer Issuance of Provisional Permit upon completion of K to 12 SHS Program requirements.

For revalidation on: _____

Validated by Regional Inspectorate Team (RIT):

Signature Over Printed Name
Position/ Designation

Signature Over Printed Name
Position/ Designation

Signature Over Printed Name
Position/ Designation

Signature Over Printed Name
Position/ Designation

Signature Over Printed Name
Position/ Designation

Signature Over Printed Name
Position/ Designation

Approved:

Regional Director

Instructions for the Letter of Intent

1. Computerized in A4 Bond Paper
2. Font: Century Gothic, Font Size 11
3. Margin in Inches: Left – 1.5, Right – 1.0, Top – 1.0, Bottom- 1.0
4. Printed in 3 Copies
 - a. School File
 - b. SDO File
 - c. To be forwarded to RO
5. Addressed to the Regional Director with the format:

NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent
Officer-in-Charge
Office of the Regional Director

Thru Channel:

GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent
Division of City Schools
City of San Jose del Monte

6. To include Course/Year level to be requested, Track/Strand, School Year
7. Signed by the School Head or School Administrator over Printed Name