



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

January 26, 2022

DIVISION MEMORANDUM
No. 058, s. 2022

AMENDMENT TO RM 052, S. 2020
(Guidelines on the Submission of Application Documents for Private Educational Institutions Applying for Government Authority for SY 2021-2022 and until the National Health Emergency is Lifted)

To: Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Education Program Supervisors
Ida I. Juezan - PSDS (Private School Supervisor)
Luzminda Jasmin - EPS (Private School Document Evaluator)
PRME Personnel
School Heads of All Private Schools

1. Pursuant to Regional Memorandum 002, s. 2022, the field is hereby informed on the amendments of enclosure No. 1 of the Regional Memorandum 052, s. 2020 as follows:

Applications (DO 88, s. 2010)	Responsible Office	Task(s) of the Responsible Office	Applicant's Deadline of Submission to the SDO	SDO Deadline of Submission to the RO
Renewal Applications from applicants catering to non-indigenous people's learners	Schools Division Office (SDO)	Evaluate applications using the Online Application System for Private Schools (OASPS)	March 1	June 31
	Regional Office (RO)	Validate the SDO action using the OASPS		
Senior High School applications	Schools Division Office (SDO)	Evaluate applications and submit a narrative report to the Office of the Regional Director, Attn.: Quality Assurance Division (QAD) detailing therein findings on the authenticity and completeness of documents, evaluation of the school site, facilities, human resources, curriculum time allotment and other requirements. The narrative report must clarify whether the application is recommended for approval or disapproval. <u>The reasons for approval or disapproval must be clearly stipulated.</u>	March 31	July 30

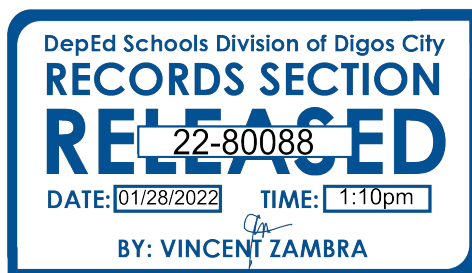




Republic of the Philippines
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REGION XI
SCHOOLS DIVISION OF DIGOS CITY

	Regional Office	Validate the SDO action		
Recognition, School Branch	Schools Division Office (SDO)	Receive application documents and indorse the same to the Office of the Regional Director, attn.: Quality Assurance Division (QAD)	March 31	July 30
	Regional Office	Evaluate applications received from SDOs		
Opening of a new school, new grade level, renewal of permit with new grade level	Schools Division Office (SDO)	Receive application documents and indorse the same to the Office of the Regional Director, attn.: Quality Assurance Division (QAD)	August 30 preceding the start of the school year when the school/new course is supposed to operate	September 9
	Regional Office	Evaluate applications received from SDOs		
Opening of a new schools/renewal of permit/ opening of an additional (new) grade level/ recognition/ school branch of private learning institutions serving indigenous people's learners	Schools Division Office (SDO)	Receive application documents and indorse the same to the Office of the Regional Director, att.: Quality Assurance Division (QAD)	Between August 1 to September 30 on the school year of proposed operation	October 7 on the school year of proposed operation
	Regional Office	Evaluate the application		

2. Amendments to enclosure No. 1 of Regional Memorandum 052, s. 2020 is in consonance with the issuance of Proclamation No. 1218 of the Office of the President, "Further extending the Period of a State of Calamity throughout the Philippines due to Corona Virus Disease 2019 declared under proclamation No. 1021, s. 2020." The declared state of calamity was extended in the entire country from 13 September 2021 to 12 September 2022.
3. For **SY 2022-2023**, the **portal for the Online Application System for Private Schools with Renewal Applications** will **open** on **February 28, 2022**.
4. All other provisions of RM 052, s. 2020 remain in effect.
5. For your information, guidance, and compliance.




CRISTY C. EPE ^{1/26/2022}
 Schools Division Superintendent





Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

January 20, 2022

REGIONAL MEMORANDUM
 No. 002, s. 2022

AMENDMENT TO RM 052, S. 2020
 (GUIDELINES ON THE SUBMISSION OF APPLICATION DOCUMENTS FOR PRIVATE
 EDUCATIONAL INSTITUTIONS APPLYING FOR GOVERNMENT AUTHORITY FOR SY
 2021-2022 AND UNTIL THE NATIONAL HEALTH EMERGENCY IS LIFTED)

To : Assistant Regional Director
 Schools Division Superintendents
 RO Chiefs of Functional Divisions
 RO Heads of Sections/Units
 This Region

1. Enclosure No. 1 of Regional Memorandum 052, s. 2020 is hereby amended as follows:

APPLICATIONS (DO 88, s. 2010)	RESPONSIBLE OFFICE	TASK(S) OF THE RESPONSIBLE OFFICE	APPLICANT'S DEADLINE OF SUBMISSION TO THE SDO	SDO DEADLINE OF SUBMISSION TO THE RO
Renewal Applications from applicants catering to non-indigenous peoples learners.	Schools Division Office (SDO)	Evaluate applications using the Online Application System for Private Schools (OASPS)	March 1	June 31
	Regional Office (RO)	Validate the SDO action using the OASPS		
Senior High School applications	Schools Division Office (SDO)	Evaluate applications and submit a narrative report to the Office of the Regional Director, thru: Quality Assurance Division (QAD) detailing therein findings on the authenticity and completeness of documents, evaluation on the school site, facilities, human resources, curriculum, time allotment and other requirements.	March 31	July 30



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Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

APPLICATIONS (DO 88, s. 2010)	RESPONSIBLE OFFICE	TASK(S) OF THE RESPONSIBLE OFFICE	APPLICANT'S DEADLINE OF SUBMISSION TO THE SDO	SDO DEADLINE OF SUBMISSION TO THE RO
	Regional Office	The narrative report must clarify whether the application is recommended for approval or disapproval. <u>The reasons for approval or disapproval must be clearly stipulated.</u> Validate the SDO action		
Recognition, school branch	Schools Division Office (SDO)	Receive application documents and indorse the same to the Office of the Regional Director attn.: Quality Assurance Division (QAD).	March 31	July 30
	Regional Office	Evaluate applications received from SDOs		
Opening of a new school, new grade level, renewal of permit with new grade level	Schools Division Office (SDO)	Receive application documents and indorse the same to the Office of the Regional Director attn.: Quality Assurance Division (QAD).	August 30 preceding the start of the school year when the school/new course is supposed to operate	September 9
	Regional Office	Evaluate applications received from SDOs		



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APPLICATION (DO 21, s. 2014)	RESPONSIBLE OFFICE	TASK(S) OF THE RESPONSIBLE OFFICE	APPLICANT'S DEADLINE OF SUBMISSION TO THE SDO	SDO DEADLINE OF SUBMISSION TO THE RO
Opening of a new school/ renewal of permit/ opening of an additional (new) grade level/ recognition/school branch of private learning institutions serving indigenous peoples learners	Schools Division Office (SDO)	Receive application documents and indorse the same to the Office of the Regional Director attn.: Quality Assurance Division (QAD).	Between August 1 to September 30 on the school year of proposed operation	October 7 on the school year of proposed operation
	Regional Office	Evaluate the application		

- Amendments to enclosure No. 1 of Regional Memorandum 052, s. 2020 is in consonance with the issuance of Proclamation No. 1218 of the Office of the President, "Further extending the Period of a State of Calamity throughout the Philippines due to Corona Virus Disease 2019 declared under Proclamation No. 1021, s. 2020." The declared state of calamity was extended in the entire country from 13 September 2021 to 12 September 2022.
- For SY 2022-2023, the portal for the Online Application System for Private Schools with Renewal applications will open on February 28, 2022.
- All other provisions of RM 052, s. 2020 remain in effect.
- For information, guidance and compliance.

DEPARTMENT OF EDUCATION - RO
 RECORDS SECTION

ALLAN G. FARNAZO
 Director IV

RELEASED

ROOJ/psa



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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

November 16, 2020

REGIONAL MEMORANDUM

No. 052 s. 2020

GUIDELINES ON THE SUBMISSION OF APPLICATION DOCUMENTS FOR PRIVATE EDUCATIONAL INSTITUTIONS APPLYING FOR GOVERNMENT AUTHORITY FOR SY 2021-2022 AND UNTIL THE NATIONAL HEALTH EMERGENCY IS LIFTED

To : Schools Division Superintendents
Presidents/Directors/Principals of Private Schools
All Others Concerned

1. This Regional Office announces the regulations and the procedural flow affecting the SY 2021-2022 submission of documentary requirements to operate learning institutions serving indigenous peoples learners as per **DepEd Order 21, s. 2014 (Guidelines on the Recognition of Private Learning Institutions Serving Indigenous Peoples Learners)** and that of learning institutions applying to operate a new school, new grade level, school branch, recognition, renewal of permit or renewal of permit with new grade level as per **DO 88, s. 2010 or the 2011 Manual of Regulations for Private Schools in Basic Education**.

The **2011 Manual of Regulations for Private Schools in Basic Education** will be the legal reference for the evaluation of applicant-schools catering to non-indigenous peoples learners while **DepEd Order 21, s. 2014 (Guidelines on the Recognition of Private Learning Institutions Serving Indigenous Peoples Learners)** will be the legal reference for the evaluation of applicant-schools catering to indigenous peoples learners.

2. This Regional Memorandum will only be in effect while the national health emergency brought about by COVID 19 pandemic is still in force.

3. Following are the conditions for all the applications filed for SY 2021-2022 and within the period of national health emergency:

3.1 **All application documents stated in no. 1** shall be submitted by the applicant private school to the concerned Schools Division Office (SDO).

3.2 All concerned are required to strictly follow the application matrix presented in the herein attached **Enclosure No. 1**.



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Certificate Number: AJA19-4237




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4. **Curriculum Evaluation** - The Curriculum Implementation Division (CID) shall handle the curriculum evaluation in the SDOs while the Curriculum Learning and Management Division (CLMD) handles such in the Regional Office. As such, the CID shall submit evaluation findings to the Office of the SDS, attn.: The Chief, SGOD and the CLMD shall submit evaluation findings to the Office of the Regional Director, attn.: The Chief, QAD. Template for curriculum evaluation is attached as **Enclosure No. 2**.
5. **Inspection and Evaluation**- Due to the volatile COVID 19 situation, the conduct of onsite evaluation and inspection is strictly discouraged. In lieu of the on-site inspection and evaluation of SDO and Regional Office (RO) evaluators to the applicant schools, applicant schools are required to submit a 5 to 10-minute video presentation (in USB or CD) to the SDO and RO. Facilities and other requirements needed to be included in the 5 to 10-minute video presentation are enumerated in **Enclosure no. 3**. Aside from those enumerated in enclosure no. 3, schools applying for SHS programs are required to include in their 5 to 10-minute video presentation, **all facilities** that are essential to their application.
6. **Documentary requirements** are enumerated in the checklists attached, to wit:
 - 6.1. QAD Form no. 1
 - 6.2. QAD Form no. 2
 - 6.3. QAD Form no. 3
 - 6.4. QAD Form no. 4
 - 6.5. QAD Form no. 5
7. Evaluation activities must strictly adhere to all health protocols required by the DepEd, DOH, IATF and the Office of the President.
8. All rules, regulations and issuances which are inconsistent with this Regional Memorandum are hereby repealed or modified accordingly.
9. Immediate dissemination and strict compliance with this Memorandum is directed.

11-18-21
11-20-21
ROQ4/jsa


EVELYN R. FETALVERO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director



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Republic of the Philippines
Department of Education
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Office of the Regional Director

Enclosure No. 1

Application Matrix

APPLICATIONS	RESPONSIBLE OFFICE	TASK(S) OF THE RESPONSIBLE OFFICE	APPLICANT'S DEADLINE OF SUBMISSION TO THE SDO	SDO DEADLINE OF SUBMISSION TO THE RO
Renewal applications from applicants catering to non-indigenous peoples learners.	Schools Division Office (SDO)	Evaluate using the Online Application System for Private Schools (OASPS) with Renewal Applications.	February 1, 2021	May 31, 2021
Senior High School applications		Evaluate and submit a narrative report to the Office of the Regional Director, attn: Quality Assurance Division , detailing therein findings on the authenticity and completeness of documents, evaluation on the school site, facilities, human resources, curriculum, time allotment and other requirements. The narrative report must clarify whether the application is recommended for approval or disapproval. <u>The reason/s for the approval or disapproval must be clearly stipulated.</u>	February 28, 2021	June 30, 2021
Recognition, school branch, opening of a new school, new grade level, renewal of permit with additional (new) program offerings and those from applicants who provide education services to indigenous peoples learners.	Schools Division Office (SDO)	Receive application documents and indorse to the Office of the Regional Director.	February 28, 2021	June 30, 2021
	Regional Office	Evaluate the authenticity and completeness of documents, school site, facilities, human resources, curriculum and other requirements pertinent to the application.	Between August 1 to September 30, 2021	October 8, 2021

ROQI/jsa



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Republic of the Philippines
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Enclosure No. 2

CURRICULUM EVALUATION TEMPLATE

I. CURRICULUM IMPLEMENTATION

LEARNING AREAS	STANDARDS	FINDINGS
<i>(for Kindergarten and/or Elementary and/or Junior High School)</i>	<i>(Legal Bases, DepEd Orders etc.)</i>	<i>(Must enumerate the findings vis-à-vis the standards)</i>
<i>(for Senior High School:)</i>		
<ul style="list-style-type: none"> • Learning Areas Subjects Tracks and Strands 		

II. SYNTHESIS FOR THE APPLICATION

(Enumerate the major findings that impact the application).

Example:

1. English:	<ul style="list-style-type: none"> ▪ ▪ So on and so forth....
2. Mother Tongue (MTB):	<ul style="list-style-type: none"> ▪

III. RECOMMENDATION:

(Must indicate whether applicant school is compliant or not with the K to 12 Curriculum.)

Submitted by:

 Chief
 Curriculum Implementation Division (CID)

ROQ1/jsa



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Certificate Number: AJA19-0237



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Enclosure No. 3

Inspection and Evaluation - Facilities and other requirements needed to be included in the 5 to 10-minute video presentation:

1. Façade of the school showing its signage;
2. school site;
3. school buildings;
4. classrooms;
5. playground;
6. home economics/TLE laboratory (if essential to the application);
7. computer room;
8. science laboratory
9. evacuation area;
10. comfort rooms (separate for male and female);
11. school's entrance and exit;
12. teaching and non-teaching personnel
13. faculty room;
14. administrative office;
15. library;
16. clinic; and
17. other essential facilities affecting the application.

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