



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-10

To : Assistant Schools Division Superintendent  
Chiefs of SGOD and CID  
Public Schools District Supervisors  
Private Schools Focal Person  
Senior High School Focal Person  
SMM&E Personnel  
All Private School Heads/Administrators/Presidents

Subject : **SUPPLEMENTAL GUIDELINES FOR THE ISSUANCE OF GOVERNMENT  
AUTHORITY TO PRIVATE EDUCATIONAL INSTITUTIONS STARTING  
SCHOOL YEAR 2025-2026**

Date : February 18, 2025

1. In reference to the enclosed Regional Memorandum (RM) QAD-2025-012 with the same title above, this Office directs all private schools to read the abovementioned RM regarding the supplemental guidelines in applying for government permits starting SY 2025-2026.
2. For immediate dissemination, and compliance with, by all concerned.

*M. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

*Jan*  
2/17/25

Enclosed: As stated.  
SGOD/smm&e/cuy

DepEd Schools Division of Digos City  
RECORDS SECTION

25-70670  
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BY: *[Signature]*



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

DepEd Schools Division of Digos City

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TIME: 4:12

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January 23, 2025

REGIONAL MEMORANDUM  
QAD-2025-012

**SUPPLEMENTARY GUIDELINES FOR THE ISSUANCE OF GOVERNMENT  
AUTHORITY TO PRIVATE EDUCATIONAL INSTITUTIONS  
STARTING SCHOOL YEAR 2025-2026**

To: Assistant Regional Director  
Schools Division Superintendents  
Principals/Presidents of Private Schools  
Presidents of SUCs/LUCs offering Basic Education  
All Others Concerned

1. Applicants for permit, certificate of recognition and certificate of compliance shall submit a notarized certification from the Barangay Captain of the area where the school is located confirming that the applicant school is free from noise, unpleasant odors, dust, cockpits, dancing halls, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffic highway, jails, railroad yards, internet cafes, manufacturing, industrial establishments, not used in any manner for private residence or for other purposes that might interfere directly or indirectly in the proper functioning of the school.

2. First time applicant of Senior High School permit shall submit a feasibility study which shall include the following:

- 2.1. Purpose and objectives of the proposed school;
- 2.2. explanation on the need or demand for establishment of a new school;
- 2.3. list of existing schools offering the same program within the locality;
- 2.4. If the SHS Program is already being offered in the neighboring schools, applicant school must have evidence on the following factors:
  - 2.4.1. Enrollment in the neighboring Senior High Schools vis-à-vis SHS tracks and specializations;
  - 2.4.2. Number of prospective learners of the applicant school; and
  - 2.4.3. list of applicant school's facilities.
- 2.5. campus development and landscaping plan;
- 2.6. documentary evidence of financial capacity of the applicant to sustain and maintain the school's operation without depending solely on students' fees.

**Failure to submit the aforementioned feasibility study shall be a ground for the outright disapproval of the application.**



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph





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3. Applicant schools intending to add new grade level/SHS tracks and offerings shall submit a photocopy of its government permit issued in the preceding school year.
4. Applicants for permit, certificate of recognition and certificate of compliance shall submit the preceding year confirmation of tuition and/or other fees issued by the Regional Director.
5. The Quality Assurance Division (QAD) is directed to include the aforementioned requisites in the checklist of requirements of the Online Application System of DepED RXI.
6. All other provisions stipulated in Regional Memorandum QAD-2025 not affected by the aforementioned revision shall remain in effect.
7. For information, guidance and compliance.

**ALLAN G. FARNAZO**  
Director IV

ROQ1/jsa

DEPARTMENT OF EDUCATION  
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By: *[Signature]* Jan. 28, 2025  
Date: \_\_\_\_\_  
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