



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-462

To : Assistant Schools Division Superintendent  
Chiefs of SGOD and CID  
Members of the Private Schools Inspection Team -June 2025  
Education Program Supervisors and Public Schools District Supervisors  
SMM&E and HRD Personnel  
Program Owners

Subject : **POSTING OF THE LIST OF PRIVATE SCHOOLS GRANTED  
AUTHORITY TO OPERATE**

Date : August 5, 2025

1. Pursuant to the attached Memorandum from the Office of the Undersecretary for Operations – OM-OUOPS-2025-02-04256 – dated July 31, 2025, this Office informs the field that for clear and proper guidance to parents and guardians of learners intending to enroll or are already enrolled in private schools, DepEd Order (DO) No. 88, s2010, as amended by DO No. 11, s2011, mandates the following:
  - a) For the **schools** to post a copy of their permit/s or recognition of programs in bulletin boards located inside their campuses; and
  - b) For the **Division Offices** to post a list of schools granted with authority to operate in their bulletin boards, and to further cascade the information to the general public, in their information desks and official website.
2. The aforementioned list of schools to be posted by the Division Offices shall include, but not limited to, the following information:
  - a) School ID
  - b) School Name
  - c) Address of School
  - d) Contact Details
  - e) Voucher/Education Service Contracting (ESC) Participation
  - f) Permit/Recognition Number
  - g) Validity Period of Permit to Operate and/or Recognition
  - h) Grade Level/s Offered (e.g., Kinder to Grade 12)
  - i) Modalities Used (e.g., Blended [Online and Face to Face], Purely Face to Face)
3. The Division Offices are directed to post the said list of schools **on or before August 8, 2025, and shall be regularly updated, whenever necessary.**
4. For immediate dissemination, and compliance with, by all concerned.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**

**DepEd Schools Division of Digos City**  
Schools Division Superintendent

RECORDS SECTION

**RELEASED**

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

DATE: AUG 07 2025 TIME: 9:00 AM  
BY: [Signature]



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
**Telephone Nos.:** (082) 553-8375; (082) 553-8396



Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2025-02-04286

TO : ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM : MALCOLM S. GARMA  
Assistant Secretary, Officer-in-Charge,  
Office of the Undersecretary for Operations



JOCELYN DR ANDAYA  
Regional Director, NCR  
concurrent Officer-in-Charge,  
Office of the Assistant Secretary for Operations

SUBJECT : POSTING OF THE LIST OF PRIVATE SCHOOLS GRANTED  
AUTHORITY TO OPERATE

DATE : July 31, 2025

To provide clear and proper guidance to the parents and guardians of learners who intend to enroll in private schools or already enrolled in private schools, Section 30 of DepEd Order No. (DO) 88, s. 2010, as amended by DO 11, s. 2011, mandated the schools, Division, and Regional Offices to:

1. Schools – post a copy of their permit/s or recognition of programs in bulletin boards located inside their campuses; and
2. Regional and Division Offices – post in their bulletin boards a list of schools granted with the authority to operate.

In order to further cascade and inform the general public on the matter, **all Regional and Division Offices are directed to post the list of private schools authorized to operate in conspicuous places such as bulletin boards, information desks, and the official websites of the Region and Divisions, on or before August 8, 2025.** The list shall be regularly updated, whenever applicable.

The aforementioned list shall include, but not limited to, the following information:

1. School ID;
2. School Name;
3. Address of the School;
4. Contact Details;
5. Voucher/Education Service Contracting (ESC) Participation;
6. Permit/Recognition Number;

7. Validity Period of Permit to Operate and/or Recognition;
8. Grade Level/s Offered (e.g. Kinder to Grade 12); and
9. Modalities Used (e.g. Blended [Online and Face-to-Face], Purely Face-to-Face, etc.).

Kindly refer to Annex A for a sample list. The Annex can be accessed through this link: <https://tinyurl.com/y5ta8kek>.

For further inquiries and concerns, kindly communicate with the Office of the Assistant Secretary for Operations – Field Operations through email at [asec.ops@deped.gov.ph](mailto:asec.ops@deped.gov.ph).

For strict compliance and immediate action.

*Enclosure: as stated*

**Copy furnished:**  
**OFFICE OF THE SECRETARY**  
*Department of Education*







Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



MEMORANDUM

OM-OUOPS-2025-02-04286

TO : **ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff

FROM : **MALCOLM S. GARMIA**  
Assistant Secretary, Officer-in-Charge,  
Office of the Undersecretary for Operations

SUBJECT : **REQUEST FOR CLEARANCE FOR THE APPROVAL AND SIGNATURE ON THE POSTING OF THE LIST OF PRIVATE SCHOOLS GRANTED AUTHORITY TO OPERATE**

DATE : July 9, 2025

I. BACKGROUND INFORMATION

As stated in DepEd Order No. (DO) 88, s. 2010, titled "2010 Revised Manual of Regulations for Private Schools in Basic Education", as amended by DO 11, s. 2011, Section 30 mandates that:

*"All schools shall post copies of new permits and recognition of their programs on bulletin boards located inside their campuses.*

*Regional and Division Offices shall post in their bulletin boards a list of schools granted with the authority to operate."*

In order to further cascade and inform the public and in order to provide proper guidance to parents and guardians of learners who intend to enroll in private schools or already enrolled in private schools, it is recommended that the posting of the list of private schools authorized to operate in conspicuous places such as bulletin boards, information desks, and the official websites of the Region and Divisions, on or before July 31, 2025.

The aforementioned list shall include, but not limited to, the following information:

1. School ID;
2. School Name;
3. Address of the School;
4. Contact Details;
5. Voucher/Education Service Contracting (ESC) Participation;
6. Permit/Recognition Number;
7. Validity Period of Permit to Operate and/or Recognition;
8. Grade Level/s Offered (e.g. Kinder to Grade 12); and

9. Modalities Used (e.g. Blended [Online and Face-to-Face], Purely Face-to-Face, etc.).

II. OBJECTIVE

1. To properly and accurately inform and guide the public on the private schools that are legitimate and are authorized to operate.

III. CLEAR STATEMENT OF REQUEST AND RECOMMENDED ACTION

This Office respectfully requests for the review of the document and approval of the release of the memorandum to the Regional and Division Offices.

For questions and clarifications, please contact the Office of the Assistant Secretary for Operations through email at [asec.ops@deped.gov.ph](mailto:asec.ops@deped.gov.ph).

- ☐ *Approved*  
☐ *Disapproved*  
☐ *Further Comments/ Remarks*



Republika ng Pilipinas  
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS

MEMORANDUM

OM-OASOPS No. 2025-086

FOR : **MALCOLM S. GARMA**  
Assistant Secretary, Officer-in-Charge  
Office of the Undersecretary for Operations

FROM : **JOCELYN DR ANDAYA**  
Regional Director, NCR  
concurrent Officer-in-Charge, Office of the  
Assistant Secretary for Operations

SUBJECT : **COMPLETE STAFF WORK ON THE REQUEST FOR THE  
APPROVAL AND SIGNATURE ON THE POSTING OF THE LIST  
OF PRIVATE SCHOOLS GRANTED AUTHORITY TO OPERATE**

DATE : July 9, 2025

I. BACKGROUND

As stated in DepEd Order No. (DO) 88, s. 2010, titled "2010 Revised Manual of Regulations for Private Schools in Basic Education", as amended by DO 11, s. 2011, Section 30 mandates that:

*"All schools shall post copies of new permits and recognition of their programs on bulletin boards located inside their campuses.*

*Regional and Division Offices shall post in their bulletin boards a list of schools granted with the authority to operate."*

In order to further cascade and inform the public and in order to provide proper guidance to parents and guardians of learners who intend to enroll in private schools or already enrolled in private schools, it is recommended that the posting of the list of private schools authorized to operate in conspicuous places such as bulletin boards, information desks, and the official websites of the Region and Divisions, on or before July 31, 2025.

The aforementioned list shall include, but not limited to, the following information:

1. School ID;
2. School Name;
3. Address of the School;
4. Contact Details;
5. Voucher/Education Service Contracting (ESC) Participation;



- 6. Permit/Recognition Number;
- 7. Validity Period of Permit to Operate and/or Recognition;
- 8. Grade Level/s Offered (e.g. Kinder to Grade 12); and
- 9. Modalities Used (e.g. Blended [Online and Face-to-Face], Purely Face-to-Face, etc.).

II. OBJECTIVE

- 1. To properly and accurately inform and guide the public on the private schools that are legitimate and are authorized to operate.

III. CLEAR STATEMENT OF REQUEST/RECOMMENDED ACTION

In view of the aforementioned background, this Office respectfully requests the onward endorsement of the memo to the Office of the Secretary, for their review and approval. Upon approval, the memorandum shall be signed by OIC-Undersecretary Malcolm Garma and OIC-Assistant Secretary Jocelyn DR Andaya, for immediate dissemination to all Regional and Division offices.

For your consideration.

Thank you very much.

☐ Approved

☐ Disapproved

☐ Further Comments/Remarks

[OASOPS-FO: HM]