



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF CALAMBA CITY

1. Issuance of Government Permit, Renewal, Recognition of Private School

This service is to process request for government permit, renewal and recognition of operations of private school.

Office or Division:	School Management, Monitoring and Evaluation (SMM&E) Section
Classification:	Highly Technical Transaction
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen
Who may avail:	Private Schools
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Board Resolution: Must be certified by the Corporate Secretary (for new/recognition)	School applicant
2. 1 copy of notarized comprehensive Feasibility Study (for new/recognition)	School applicant
3. 1 copy of application letter stating the nature of Government Permit being applied for (being renewed), or stating intent for recognition	School applicant
4. 1 copy of articles of Incorporation and By-Laws duly registered with the Security and Exchange Commission (SEC). (for new/recognition)	SEC
5. 1 copy of Copy/ies of Transfer of Certificate of Title of School Sites (for New/Government Recognition)	School Applicant
6. Documents of ownership of school building(s) (for new/recognition)	School Applicant



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7. 1 copy of Certificate of Occupancy signed by proper authorities (for new/recognition)	School Applicant			
8. 1 copy of class Program of the classes offered (for new/recognition)	School Applicant			
9. 1 copy of Qualitative Evaluation Processing Sheet (for SH Applicant)	Provided by the EPS/In-charge of Private School			
10. School Bond (for new/recognition)	To be provided by the RO to the client			
11. Latest Enrolment Data (for renewal)	Client/from the Division Planning Officer			
12. Copy of the Updated Government PTO (for renewal)	School Applicant			
13. Ocular Inspection Report (for new/recognition/renewal)	Provided by the (In-Charge of Private Schools			
14. Endorsement from the Schools Division Superintendent (for new/recognition/renewal)	Provided by the SMM&E (In-charge of the Private School)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the documentary requirements (printed or electronic) for pre-validation purposes thru Record Section	1.1 Receive and record the documents through DTS/Logbook with assign tracking number, then forward to SGOD Chief	None	10 minutes	Admin Officer IV/Admin Staff of Record Section
	1.2 Receive documents by SGOD Chief	None	10 minutes	SGOD Chief/SGOD Staff



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	and route to designated/In-Charge of Private School			
	1.3 Process and evaluate the documentary requirements received.	None	5 days	SMM&E (In-charge of Private School)/Alternative Focal
	1.4 Conduct the onsite validation to school applicant.	None	3 days	Senior Education Program Specialist (SMM&E) Education Program Supervisor (CID and SGOD) PSDS (CID) Division Engineer (if applicable)
	1.5 Conduct post-conference regarding the inspection results and prepare reports	None	2 hours	Senior Education Program Specialist (SMM&E) Education Program Supervisor (CID and SGOD) PSDS (CID) Division Engineer (if applicable)



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2. School applicant acknowledge the results of validation and inspection	2.3 Inform the school applicant of the result of validation and inspection	None	30 mins	Senior Education Program Specialist (SMM&E) Education Program Supervisor (CID and SGOD) PSDS (CID) Division Engineer (if applicable)
3. Submit the lacking documents if any or comply with the monitoring tool/checklist of requirements	3.3 Receive the lacking documents/ prepare the endorsement to the Regional Office	None	1 day	Education Program Specialist II (SMM&E) Senior Education Program Specialist (SMM&E)
	3.4 Secure the signature of the SDS for indorsement.	None	1 day	SDS
	3.5 Release and forward documents to Regional Office requesting for favorable action	None	30 mins	Admin Officer IV/Admin Staff of Record Section
4. Receive the information through email/SMS stating the status of the forwarded	4.3 Inform the school applicant that the application has been forwarded to the Regional Office.	None	15 minutes	Education Program Specialist II (SMM&E) Senior Education



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application to the Regional Office				Program Specialist (SMM&E)
TOTAL:		None	10 Days, 3 hours, and 35 minutes	



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2. Issuance of Special Orders for Graduation of Private School Learners

The Division Office is authorized to evaluate and process the complete documentary requirements for Special Order (SO) application of private schools with Provisional Permits to Operate in School Year or prior to the School Year (SY) for the graduation of qualified Grade 12 learners.

Office or Division:	School Management, Monitoring and Evaluation (SMM&E) Section			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Any private school with graduating students (Grade 12)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application documents (1 original in each document) <ul style="list-style-type: none"> Letter of Intent addressed to the Regional Director thru the Schools division Superintendent List of Qualified Graduates (per track/strand/specialization) Accomplished Special Order Form Original Form 137 A (SHS Student Permanent Record) For IX (SHS Graduation Form) Original Form 137 (JHA Student Permanent Record) Birth Certificate (PSA) 		School Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements to the SDO	1.1 Receive, stamp, and input in the Data Tracking System the application from the school and forwards	None	30 minutes	Records Unit Staff/ADA



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	to SGOD-SMM&E Section			
	1.2 Forward documents to SGOD Chief and routes to designated/in-charge for Private School	None	30 minutes	Records Unit Staff/ADA SGOD Chief/SGOD Staff
	1.3 Process, evaluate the documentary requirements and prepares indorsement	None	5 days	SMM&E (In charge of Private School) Alternate Focal
	1.4 Secure the signature of the SDS	None	1 day	SDS
	1.5 Refer to the Records Unit and forward the indorsement to the Regional Office requesting for favorable action	None	10 minutes	Records Unit Staff/ADA
TOTAL:		None	6 days 1 hour and 10 minutes	



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3. Application for Senior High School (SHS) Additional Track/Strand

The Schools Division Office is authorized to evaluate, process, and validate the complete documentary requirements of private schools applying for additional SHS track/strand.

Office or Division:	School Management, Monitoring and Evaluation (SMM&E) Section		
Classification:	Highly Technical		
Type of Transaction:	G2B - Government to Business		
Who may avail:	Any private school		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. Application for DepEd Permit to Operate/ Recognition			
1. Application documents (1 original in each document) <ul style="list-style-type: none">Letter of Intent addressed to the Regional Director thru the Schools Division SuperintendentBoard ResolutionFeasibility Study<ul style="list-style-type: none">Philosophy and Goals of the course<ul style="list-style-type: none">- Demand for the graduates- Prospective learners<ul style="list-style-type: none">Existing schools offering one same course within the communityArticles of Incorporation and By-LawsCopy(ies) of transfer Certificate(s) of title of the School SiteLocation of School in relation to its environmentCampus development and landscaping plans		School Applicant	



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<ul style="list-style-type: none"> • Document(s) of Ownership of school building(s) • Certificate of Occupancy of school building(s) • Picture of school building(s), classrooms, laboratories, libraries, medical and dental facilities, canteen, etc. • Proposed budget for the succeeding school year approved by the Board of Trustees/Directors • List of school administrators (president, vice-president, deans, department heads) • List of academic non-teaching personnel (registrar, librarian, guidance counselor, researcher) • List of athletic facilities, equipment, supplies and materials (to be certified by the school head) • Inspection and Application Fees 	
B. SHS New Application or Additional Track/Strand	
<p>1. Application document (1 original of each document)</p> <ul style="list-style-type: none"> • Letter of Intent addressed to the Regional Director thru the Schools division Superintendent • Board Resolution certified by the secretary and approved by the Board of directors/Board of Trustees (Purpose, School Year of Intended Operation, 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) 	<p style="text-align: center;">School Applicant</p>



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<p>Highest Education Program-CHED; d) Others: FAAP recognize accrediting agencies, Asia Pacific Accreditation and Certification Commission (APACC)</p> <ul style="list-style-type: none">• Proposed Tuition and other fees• Proposed School Calendar• Proposed List of Academic and Non-Academic personnel: a) Qualification; 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: Academic, Tech-Voc, Arts and Design, sports• Minimum Program requirements for the SHS tracks/strands: a) Instructional Rooms; b) Laboratories: (computer Science (for STEM-minimum of 3 laboratories) Workshop Room/Studios; c) Athletic facilities; d) Learner's Resource Center or Library; e) Internet Facilities; f) ancillary Services• A copy of Memorandum/Memoranda of Agreement/Memorandum of Understanding for partnership arrangement 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)	
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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 School 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.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements to the SDO	1.1 Receive, stamp, and input in the Data Tracking System the application from the school and forwards to SGOD-SMM&E Section	None	30 minutes	Records Unit Staff/ADA
	1.2 Forward documents to SGOD Chief and routes to designated/in-charge for Private School	None	30 minutes	Records Unit Staff/ADA SGOD Chief/SGOD Staff
	1.3 Process, evaluate the documentary requirements and prepares indorsement	None	5 days	SMM&E (In charge of Private School) Alternate Focal



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	1.4 Secure the signature of the SDS	None	1 day	SDS
	1.5 Refer to the Records Unit and forward the indorsement to the Regional Office requesting for favorable action	None	10 minutes	Records Unit Staff/ADA
TOTAL:		None	6 days 1 hour and 10 minutes	



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4. Application of Summer Permit for Private Schools

The Schools Division Office is authorized to evaluate, process, and issue summer permits to private school with summer enrollees to address the learning gaps or failed subjects or learners.

Office or Division:	School Management, Monitoring and Evaluation (SMM&E) Section		
Classification:	Complex		
Type of Transaction:	G2B - Government to Business		
Who may avail:	Any private school with summer enrollees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. Application for DepEd Permit to Operate/ Recognition			
1. Application documents (1 original of each document) <ul style="list-style-type: none">Letter of Intent addressed to the Schools Division SuperintendentSchool Calendar for Summer- 35 daysList of teachers who intent to teach during summer classesGeneral class program for summerTuition and other school feesTentative list of summer enrollees with learning areas to be taken written opposite each nameA copy of the approved PTA/PTCA Resolution requesting the conduct of summer classes and stating the amount of fees the PTA/PTCA will contribute for each student.Written consent of parents whose children will attend student summer classesPost summer activities		School Applicant	
		PTA/PTCA	
		Parents	
		School Applicant	



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements to the SDO	1.1 Receive, stamp, and input in the Data Tracking System the application from the school and forwards to SGOD-SMM&E Section	None	30 minutes	Records Unit Staff/ADA
	1.2 Forward documents to SGOD Chief and routes to designated/in-charge for Private School	None	30 minutes	Records Unit Staff/ADA SGOD Chief/SGOD Staff
	1.3 Process, evaluate the documentary requirements and prepares indorsement	None	5 days	SMM&E (In charge of Private School) Alternate Focal
	1.4 Secure the signature of the SDS	None	1 day	SDS
	1.5 Refer to the Records Unit and forward the indorsement to the Regional Office requesting for favorable action	None	10 minutes	Records Unit Staff/ADA
TOTAL:		None	6 days 1 hour and 10 minutes	



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5. Application for No Increase in Tuition Fee

The Schools Division Office is authorized to evaluate, process, and approve notification of no increase to private operating with permit/ recognition.

Office or Division:	School Management, Monitoring and Evaluation (SMM&E) Section			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Any private schools with permit to operate/recognition			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. Application for DepEd Permit to Operate/ Recognition				
1. Application documents (1 original of each document) <ul style="list-style-type: none">Letter of Intent addressed to the Schools Division Superintendent stating the intention to comply with the provision of R.A. 6728 for the forthcoming school yearXerox copy of the latest approved tuition, miscellaneous and other school fees.Comparative schedule of tuition, miscellaneous and other school fees for current school year with that of previous year indicating in both peso and percentage the forms of no increase. Note: The miscellaneous and other fees should be itemized.Copy of Government Permit to Operate/Recognition Certificate		School Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary	1.1 Receive, stamp, and input in the Data Tracking	None	30 minutes	Records Unit Staff/ADA



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requirements to the SDO	System the application from the school and forwards to SGOD-SMM&E Section			
	1.2 Forward documents to SGOD Chief and routes to designated/in-charge for Private School	None	30 minutes	Records Unit Staff/ADA SGOD Chief/SGOD Staff
	1.3 Process, evaluate the documentary requirements and prepares indorsement	None	5 days	SMM&E (In charge of Private School) Alternate Focal
	1.4 Secure the signature of the SDS	None	1 day	SDS
	1.5 Refer to the Records Unit and forward the indorsement to the Regional Office requesting for favorable action	None	10 minutes	Records Unit Staff/ADA
TOTAL:		None	6 days 1 hour and 10 minutes	



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6. Application for Increase in Tuition Fee

The Schools Division Office is authorized to evaluate, process, and endorse the complete documentary requirements of private schools applying for increase in tuition and miscellaneous fees. Only private schools with recognition are allowed to apply for an increase in tuition and miscellaneous fees.

Office or Division:	School Management, Monitoring and Evaluation (SMM&E) Section		
Classification:	Highly Technical		
Type of Transaction:	G2B - Government to Business		
Who may avail:	Any private schools with recognition		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. Application for DepEd Permit to Operate/ Recognition			
1. Application documents (1 original of each document) <ul style="list-style-type: none">• Letter of Intent addressed to the Regional Director through the Schools Division Superintendent stating the intention to comply with the provision of R.A. 6728 for the forthcoming school year.• Xerox copy of the latest approved tuition, miscellaneous and other school fees.• Comparative schedule of tuition, miscellaneous and other school fees for the current school year with that of the previous year indicating in both peso and percentage in form for increase. Note: The miscellaneous and other fees should be itemized• Percentage of increase of Tuition/Miscellaneous and other fees		School Applicant	



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<ul style="list-style-type: none"> • Copy of Government Recognition Certificate Certificate under Oath (notarized by a duly licensed notary public) signed by the School Head that the following requirements of R.A. 6728 have been complied with namely: (a <ul style="list-style-type: none"> a. Consultation has been conducted appropriately with duly organized PTA/PTCA and Faculty association; b. Seventy percent (70%) of the amount of tuition increase (incremental proceeds) of the previous year, and • At least twenty percent (20 %) went to the improvement or modernization of buildings, equipment, libraries, and similar facilities. Itemized copy of improvements with the amount opposite each item with supporting documents and photocopies of sample receipts of purchase and others. 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements to the SDO	1.1 Receive, stamp, and input in the Data Tracking System the application from the school and forwards to SGOD-SMM&E Section	None	30 minutes	Records Unit Staff/ADA
	1.2 Forward documents to SGOD Chief	None	30 minutes	Records Unit Staff/ADA



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	and routes to designated/in-charge for Private School			SGOD Chief/ SGOD Staff
	1.3 Process, evaluate the documentary requirements and prepares indorsement with breakdown and schedule of fees for approval	None	5 days	SMM&E (In charge of Private School) Alternate Focal
	1.4 Secure the signature of the SDS	None	1 day	SDS
	1.5 Refer to the Records Unit and forward the indorsement to the Regional Office requesting for favorable action	None	10 minutes	Records Unit Staff/ADA
TOTAL:		None	6 days 1 hour and 10 minutes	