



Republic of the Philippines
Department of Education
CARAGA ADMINISTRATIVE REGION
Butuan City



January 4, 2018

REGIONAL MEMORANDUM

No. 021 s.2018



CODING FOR CHECKLIST OF REQUIREMENTS FOR PRIVATE SCHOOLS

To: School Division Superintendents
Assistant Schools Division Superintendents
Division Education Program Supervisors/
Coordinators of Private Schools
Private Schools Heads of Kindergarten, Elementary & Secondary
This Region

1. Relative to the implementation of paperless application for permit/recognition, this Office is providing each division the assigned code number for every item in the checklist of requirements of private schools for easy referral.
2. All documentary requirements shall be scanned in PDF FORMAT by the private school applicant following the sequence of the assigned codes for every item. The assigned CODE NUMBERS in the checklist of requirements shall serve as filename of the documents for easy reference. The Division Office will then submit the application to the region with the endorsement from the Schools Division Superintendent.
3. It is emphasized that items which are not complied by a private school applicant shall be updated in the preceding year of its renewal of permit.
4. Each division shall provide hard and soft copy of the evaluation sheet with the signatures of the three (3) Division Inspectorate Team and approval of the Schools Division Superintendents (SDS).
5. Attached hereto is a copy of Evaluation Sheet for the Application for Government Permit/Recognition of Private Schools integrating the assigned codes
6. Wide dissemination and compliance to this memorandum is enjoined.


BEATRIZ G. TORNO, Ph.D., CESO IV
OIC, Regional Director

Incl: Assted.

Reference: Regional Memorandum No. 486, s. 2017

Allotment: 2-3-4 (D.O 50)

To be indicated in the PERPETUAL INDEX

Under the following subjects:

APPLICATION

CHECKLIST

CODING

PAPERLESS



**EVALUATION SHEET FOR THE APPLICATION FOR GOVERNMENT
PERMIT/RECOGNITION OF PRIVATE SCHOOLS**
(Kindergarten, Elementary and Junior High School)

Name of Proposed School _____
 Complete Address of School: _____ School ID: _____
 Basic Education Program/Level Applied: Kindergarten- ☐ Elementary- ☐ Junior High School- ☐
 Type of Application: New ☐ Renewal ☐ Recognition ☐
 School Year: _____ SEC Registration No. _____ TIN No. _____
 No. of Years of Existence: _____ Contact Person: _____ Contact No.: _____

CHECKLIST OF REQUIREMENTS

CODE NO.	DESCRIPTION OF DOCUMENTS	REMARKS	
		Documents	Actual Ocular Inspection
Q-01	Endorsement from the Schools Division Superintendent ☐ duly indorsed by the Schools division superintendent ☐ duly indorsed by the OIC of the division		
Q-02	Board resolution signifying its intention to apply for government permit to operate private school and indicating the basic education program/level proposed to be offered. ☐ Indicated the basic education program/level offered, ☐ school year and duly notarized ☐ program/level offered, not indicated ☐ school year applied for, not indicated ☐ not notarized		
Q-03	Feasibility Study which must be duly notarized and shall include the following: ☐ duly notarized ☐ not notarized		
Q-03.1	Purpose and objective of the school or basic education program/level ☐ relevant ☐ needs improvement		
Q-03.2	Explanation on the need or demand for establishment of a new school operation of the new basic education program/level in the locality. the education program/level is already being offered in the same town or city, there must be evidence of the following factors: ☐ relevant ☐ needs improvement		
Q-03.2.1	Enrollment in the existing school/s in the locality ☐ available ☐ not available		
Q-03.2.2	Number of pupils/students enrolled in the school outside of the locality ☐ available ☐ not available		
Q-03.2.3	Number of prospective pupils/students of applicant school ☐ available ☐ not available		
Q-03.2.4	List of facilities to meet the basic standards for effective instruction and quality Education ☐ available but insufficient ☐ complete ☐ not available		
Q-03.3	List of existing schools offering the same program/level within the locality and distance to the applicant school. ☐ Available ☐ not available		

CODE NO.	DESCRIPTION OF DOCUMENTS	REMARKS	
		Documents	Actual Ocular Inspection
Q-03.4	Documents of school site ownership and school buildings with explanation of their adequacy ☐ Contract of Lease (renewable) ☐ Contract/Deed of Usufruct/Deed of Trust (at least 25yrs.) ☐ Certificate of Title ☐ Transfer of Certificate of Title ☐ Deed of Donation ☐ Title/Donation is not in the name of the school		
Q-03.5	Architect's Plan (constructed or to be constructed) ☐ Drawn to scale with Architect's/Engineer's signature ☐ Drawn to scale without Architect's/Engineer's signature ☐ Not drawn to scale		
Q-03.6	School's fire, typhoon or earthquake escapes routes/sketch map. ☐ available ☐ not available		
Q-03.7	Certificate of availability of fire extinguishers and other fire safety devices by the municipal/city Fire marshal. ☐ Dry Chemical (red) – two (2) years ☐ HCFC (green) – five (5) years ☐ not visible ☐ expired		
Q-03.8	Availability of satisfactory toilet facilities ☐ separate toilet for pupils/students & faculty by gender ☐ separate toilet for pupils/students by gender ☐ within the classroom (combined) ☐ communal toilet ☐ none		
Q-03.9	Adequate light and ventilation ☐ well-lighted and well-ventilated ☐ poor light and ventilation		
Q-03.10	In case of the two-storey or more building at least two stairs with a minimum width of two meters. ☐ meet the standard width of two meters ☐ does not meet the standard width of two meters ☐ not applicable		
Q-03.11	Location Plan certified by the City/municipal development/municipal engineer (in relation to recreational places and other factors that may not be conducive to the learning process and far from noises odor or dust). ☐ certification signed by the City/Municipal Development Officer ☐ certification not signed by the City/Municipal Development Officer ☐ no certification		
Q-03.12	Certification from municipal/city administrator that the school is free from noise, unpleasant odors and dust, far from cockpits, dancing halls, bowling alleys, movies houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffics, highway, jails, railroad yards, far from vehicles traffic and manufacturing and industrial establishments. ☐ certification signed by the municipal/city administrator ☐ certification signed by the City/Municipal Mayor ☐ certification signed by other signatories ☐ no certification		
Q-03.13	Campus development and landscaping plans ☐ available ☐ not available		
Q-03.14	Sworn statement of financial capacity of application to sustain and maintain school including his resources to provide the requirements for the entire course and to support operation from year to year without depending solely on student fees. ☐ duly notarized ☐ not notarized ☐ not submitted		

CODE NO.	DESCRIPTION OF DOCUMENTS	REMARKS	
		Documents	Actual Ocular Inspection
Q-03.15	Sworn statement of itemized cost of the project covering the entire education program/levels in terms of site, school building and quarters, classroom equipment and facilities, library, salaries of faculty and staff and maintenance. ☐ available ☐ not available		
Q-03.16	Salaries (per hour/month) and other benefits ☐ available ☐ not available		
Q-03.17	Teaching Load (if any) ☐ available ☐ not available		
Q-03.18	Outside employment ☐ available ☐ not available		
Q-04	List of academic and non-academic personnel containing their educational qualifications, experience, salaries and tenure of office (permanent, contractual, part-time, and fulltime). ☐ available ☐ not available		
Q-04.1	Educational Qualifications and certified copy of TOR ☐ available ☐ not available		
Q-04.2	Field of specialization ☐ available ☐ not available		
Q-04.3	certificates of trainings attended ☐ available ☐ not available		
Q-04.4	copy of appointment/employment contract duly notarized ☐ available ☐ not available		
Q-04.5	Salaries per hour/month and other benefits ☐ available ☐ not available		
Q-05	Proposed curriculum of the course applied for: ☐ K to 12 Curriculum for Kindergarten, Elementary, JHS & SHS ☐ Schools for Tomorrow ☐ Church-Based Curriculum ☐ Integration of K to 12 and Church-Based Curriculum/Schools For Tomorrow ☐ No available Curriculum Guides ☐ Incomplete Curriculum		
Q-06	Proposed schedule of tuition and other school fees with approval of the Regional Director ☐ updated ☐ not updated ☐ on process		
Q-07	List of acquired athletics facilities, equipment, supplies and materials ☐ certified by the current school head ☐ certified by the supply officer		
Q-08	List of acquired laboratory facilities, equipment and furniture		
Q-08.1	Science and Technology ☐ available with complete facilities ☐ available but lacks facilities/equipment/furniture ☐ not available		
Q-08.2	TLE ☐ available ☐ not available		

CODE NO.	DESCRIPTION OF DOCUMENTS	REMARKS	
		Documents	Actual Ocular Inspection
Q-08.3	Computer ☐ available ☐ not available		
Q-08.4	Mathematics ☐ available ☐ not available		
Q-08.5	English ☐ available ☐ not available		
Q-08.6	Playroom/Play Area (for kindergarten) ☐ available ☐ not available		
Q-08.7	08.7 Dental Trough/Lavatory ☐ available but not within the children's reach ☐ available & functional ☐ not available		
Q-09	List of library holdings ☐ List of books per subject area ☐ available but with list per subject area ☐ available (comprehensive) ☐ not available		
Q-10	SEC registered or other institution retirement plan for its teachers and other personnel. ☐ SEC Registered ☐ not Registered		
Q-11	Original pictures		
Q-11.1	classrooms ☐ available ☐ not available		
Q-11.2	school buildings ☐ available ☐ not available		
Q-11.3	restroom ☐ available ☐ not available		
Q-11.4	laboratories ☐ available ☐ not available		
Q-11.5	library ☐ available ☐ not available		
Q-11.6	medical and dental clinic ☐ available ☐ not available		
Q-11.7	school canteen ☐ available ☐ not available		
Q-11.8	playground ☐ available ☐ not available		
Q-11.9	school stage ☐ available ☐ not available		
Q-11.10	flagpole ☐ available ☐ not available		
Q-11.11	Principal's Offices ☐ available ☐ not available		

CODE NO.	DESCRIPTION OF DOCUMENTS	REMARKS	
		Documents	Actual Ocular Inspection
Q-11.12	faculty room ☐ available ☐ not available		
Q-11.13	computer/IT multimedia room ☐ available ☐ not available		
Q-12	Photocopy of government permit issued for the previous year ☐ available ☐ not available		
Q-13	Application and Inspection fee (Php 2,000) ☐ O.R. Number		
Q-14	School Bond (Php 1,000) paid during the initial operation of the school ☐ Date of payment ☐ O.R. Number.		
Q-15	One (1) copy of application for renewal, three copies for newly establish and recognition ☐ submitted ☐ not submitted		

EVALUATION:

- ☐ COMPLETED WITH ALL THE REQUIREMENTS
☐ NOT COMPLETED WITH ALL THE REQUIREMENTS

SUMMARY OF FINDINGS:

RECOMMENDATION:

Evaluated by: _____

Date: _____

Team Leader

Team members

(Signature)

1. _____
2. _____
3. _____

Certified True and Correct:

Schools Division Superintendent