



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

March 19, 2026

REGIONAL MEMORANDUM

No. 0268, s. 2026

To: Schools Division Superintendents  
SGOD Chiefs  
Division Private School Coordinators  
All Others Concerned

**GUIDELINES IN THE VOLUNTARY CLOSURE OF PRIVATE SCHOOLS  
IN BASIC EDUCATION**

1. This guidelines emphasis the procedure in voluntary closure of private schools. This is related to the concerns for issuance of school credentials by the learners in private schools that have been voluntarily closed.
2. It was observed that private schools have not turned over any records as basis of the Schools Division Offices to issue the school credentials of the learners after the closure of its operation.
3. In consonance with this, the issuance of this Regional Memorandum pursuant to Section 43 and 154 of the Revised Manual of Regulations for Private Schools in Basic Education to implement this to all private schools in basic education intending for voluntarily closure. The school shall comply with the following procedure and requirements:
  - a. Notify at least two months in advance to the parents, learners, and school personnel of its intension to close.
  - b. Inform the DepEd-Division Office of its intent to close its programs or operation.
    - b.1. Submit notarized letter of intent stating the following:
      - i. Program/s to close;
      - ii. Effectivity of closure;
      - iii Reason of Closure
      - iv. Undertaking that the school will facilitate the smooth transfer of learners including issuance of transfer credentials; and
      - v. that the parents and school personnel will be notified of the closure.
  - c. Notify the Department of Labor
  - d. Provide the learners with the necessary transfer credentials a the end of the School Year.
  - e. Turn-over learners' records/credentials of the learners affected by the closure to the DepEd-Division Office where the school is located; and
  - g. Effect the closure at the end of the school year.

4. The **Division Office** shall acknowledge the letter of closure and ensure compliance of the school to the requirements mentioned above. After compliance, the Division Office shall forward a **Certificate of Compliance** to the Regional Office.
5. The **Region**, through the **Quality Assurance Division**, shall issue confirmation of the voluntary closure and deactivate the said school from the list of authorized schools. The **Policy Planning and Research Division** shall be informed of the closure for the proper action to the Learners Information System (LIS).
6. For immediate and wide dissemination of this Memorandum to all concerned is highly desired.

**MARIA INES C. ASUNCION**

Director IV  
Regional Director

Encl.: None

Reference: DepEd Order 88, s 2010

To be indicated in the Perpetual Index  
under the following subjects:

Guidelines                      Closure                      Private School

QAD/mcs  
02/24/2026