



July 8, 2019

REGIONAL MEMORANDUM

No. 363, s. 2019

RENEWAL OF PERMIT TO OPERATE PRIVATE SCHOOLS FOR SY 2020-2021

TO: Schools Division Superintendents
Assistant Schools Division Superintendents
SGOD/CID Chiefs/Private School Coordinators
Division M&E SEPS/EPS
This Region

1. The Schools Division Offices (SDO) and all private schools are enjoined to implement and act on the field the timelines stipulated in the Regional Order No. 27, s. 2019 to avoid problems in the issuance of government permit to operate. It is further reminded that educational institutions can undertake educational operations only when so authorized by the Department of Education.
2. All applications for permit to operate shall be done through online as implemented and required in RM No. 486, s. 2017 entitled: "Guidelines on Paperless Application for Government Permit/Recognition of private Schools. The SDO shall observe "the paperless policy in applying Government Permit to Operate (GPTO)". No permit will be issued in case of failure to apply online.
3. Due to the changes of permit coding and serial number as stated in RM # 135, s. 2019 entitled: "Assignment of Permit To Operate Codes", the Private School Coordinator of the SDO is requested to submit List of Private Schools indicating the year established or the year the school started its operation per program of implementation. This is to coincide and validate all the records in the Region. Please facilitate and submit to this office the said list and email to qad_caraga@deped.gov.ph on or before August 30, 2019 to fast track our issuances.
4. Wide dissemination and compliance to this memorandum is highly desired.


 FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director 

QAD/mcs
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