



July 8, 2019



REGIONAL ORDER
No. 27, s.2019

**TIMELINES IN THE PROCESSING OF APPLICATIONS IN OPERATING
PUBLIC AND PRIVATE SCHOOLS IN THE REGION**

TO: Schools Division Superintendents
Assistant Schools Division Superintendents
SGOD/CID Chiefs/Private School Coordinators
This Region

1. To ensure synchronization and strict implementation of all timelines for issuance of permit to operate, the Schools Division Offices and all Private Schools are reminded to follow and act in accordance with the provisions stipulated in *DepEd Order No. 88, s.2010, entitled: "2010 Revised Manual of Regulations for Private Schools in the Basic Education"*, *DepEd Order No. 11, s.2011, entitled: "Amendments to the 2010 Revised Manual of Regulations for Private Schools in the Basic Education"* while public schools shall follow *DepEd Order No. 40, s.2014, entitled: "Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education"* and *DepEd Order No. 51, s.2015, entitled: "Guidelines on the Implementation of the SHS Program in Existing Public JHS and ISS, Establishment of Stand-Alone Public SHS's and Conversion of Existing Public Elementary and JHS into Stand-Alone SHS's"* particularly on the submission of required documents to apply government permit to operate/government recognition/certificate of compliance and SHS permit to operate/offer additional track.

2. Below are the timelines of all public and private schools in the region.

Category	Deadline of Submission to Schools Division Office (SDO)	Deadline of Submission to Regional Office (RO)	Notification of Deficiencies to Schools from Regional Office (RO)	Compliance of Deficiencies of Schools to Regional Office (RO)	Regional Office (RO) Conduct of Ocular Inspection	Compliance of Deficiencies of Schools to Regional Office (RO)	Issuance of Permit/Recognition
1. Private Schools (Kinder, Elem. JHS)	Not later than	Not later than	Not later than	Not later than	Not later than	Not later than	Not later than
- Establishment of New School - Open New Grade/Year Level	July 30	August 30	September 30	October 31	November 30	December 15	February 28
- Renewal of Permit Operate - Government Recognition	August 30	September 30	October 31	November 30	December 15	February 28	March 31

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(085) 342 - 8207



caraga@deped.gov.ph



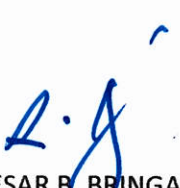
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Category	Deadline of Submission to SDO	Deadline of Submission to RO	Notification of Deficiencies to Schools from RO	Compliance of Deficiencies of Schools to RO	RO Conduct of Ocular Inspection	Compliance of Deficiencies of Schools to RO	Issuance of Permit/Recognition
2. Public Schools (Kinder, Elem. JHS)	Not later than	Not later than	Not later than	Not later than	Not later than	Not later than	Not later than
- Establishment of Kinder, Elem and JHS in public schools - Merging and Conversion of Public schools - Separation of Public School Annexes	April 30	July 8	July 31	August 30	September 30	November 30	December 31
- Establishment of Public/Private Senior High Schools - Additional Program for SHS	July 30	August 30	September 30	October 30	November 30	December 30	January 30

4. It is reiterated that all application deadlines shall be preceding the start of the school year. Applications received in this office beyond the deadline shall be considered for the succeeding school year.

3. Wide dissemination and compliance of this Order is enjoined.


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

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