



Republic of the Philippines
Department of Education
CARAGA REGION

JANUARY 26, 2026

REGIONAL MEMORANDUM

No. 0080, s. 2026

To: Schools Division Superintendents
Private School Administrators/Heads
All Others Concerned

**REQUEST FOR REISSUANCE AND CORRECTION IN GOVERNMENT
RECOGNITION CERTIFICATES OF PRIVATE SCHOOLS**

1. This Office, through the Quality Assurance Division (QAD), issues this Memorandum to guide private basic education schools granted Government Recognition certificates of recognition have been lost, damaged, or require correction or amendment.
2. Below are the requirements:

A. Request for the Reissuance of DepEd Recognition due to loss or damage

- a. Notarized Request Letter (as petition) addressed to the Regional Director through the Schools Division Superintendent, stating the request and circumstances surrounding the loss or damage of the certificate. The letter must be signed by the President/Administrator of the School.
- b. Notarized affidavit of Loss
- c. Photocopy/Scanned copy of the Government Recognition Certificate(s) if available.
- d. Certified true copy of the latest/amended SEC Certificate of Registration and Articles of Incorporation
- e. Scanned copy of the original Certificate of Registration and Articles of Incorporation

B. Change/Correction of DepEd Recognition

Change or correction in the DepEd Recognition certificate due to change of name or any typographical error therein, without change in the ownership of the school, shall be applied and the requirements should be submitted.

- a. Notarized Request Letter signed by the President/Administrator of the school-stating the request correction and explaining the reason for the change or correction including a statement attesting that there is no change of ownership or change of incorporators/contributors in the school.

- b. Certified true copy of the latest/amended SEC Certificate of Registration and Articles of Incorporation
 - c. Scanned copy of the original Certificate of Registration and Articles of Incorporation
 - d. Scanned copy of DepEd Recognition Certificate(s)
3. Reissuance or correction of certificate shall not apply to the following circumstances:
- a. When there is change of ownership in the school, even if it only involves one. The school shall apply for new Government Recognition/Permit as the change of ownership constitutes a new institution/school.
 - b. Change of Address of the School- if there is change of address or the school relocated, it should apply for retention of recognition. If the new location/school facilities meet or exceed the requirements for recognition, the recognition shall be ordered retained and a certificate will be issued that effect per Section 37 of DepEd Order No. 88, s. 2010.
 - c. Expiration of Corporate Life – if the corporate life of the school as reflected in its SEC Articles of Inc has expired, the school shall apply a new recognition following the regular process. If the corporate life is extended prior to its expiry, it shall carry the validity of the DepEd Recognition. Thus, there is no need for reissuance.
4. For information and wide dissemination.

MARIA INES C. ASUNCION
Regional Director

Encl.: NONE

Reference: DepEd Order No. 88, s. 2010

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

RECOGNITION

PRIVATE SCHOOLS

QAD/mmv
01/22/2026