



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. 0377, s. 2025

To: Schools Division Superintendent
All Others Concerned

SUBMISSION OF APPLICATIONS FOR PROVISIONAL/GOVERNMENT PERMIT TO OPERATE (GPTO), GOVERNMENT RECOGNITION (GR), TUITION AND OTHER SCHOOL FEES (TOSF), ADDITIONAL PROGRAMS, AND ALL APPLICATIONS COVERED UNDER DO 40, S. 2014 FOR SY 2026-2027

1. In accordance with Regional Memorandum 1129, s. 2024, and to ensure the timely processing and approval of necessary documents for the School Year 2026-2027, this office hereby calls for the submission of applications from both public and private schools for the following:
 - a. Government Permit to Operate (GPTO)
 - b. Government Recognition
 - c. Tuition and Other School Fees (TOSF)
 - d. Opening of Additional Program Offerings
 - e. All applications covered under DO 40, s. 2014
2. All concerned schools are reminded to strictly observe the timelines as outlined in RM 1129, s. 2024. Late or incomplete submissions may result in delays or non-processing of applications.
3. Applications must be submitted to the respective Division Office either through the Records Section or via the official email addresses designated by the office. All documentary requirements must be complete, accurate, and duly signed by the School Head or School Administrator, including the supporting documents, and compliance checklists. Printed or electronic submissions must be clearly labeled and submitted within the prescribed timelines.
4. Enclosed is Regional Memorandum No. 1129, s. 2024 for the specific deadlines corresponding to each type of application for reference. Schools are strongly encouraged to initiate the application process at the earliest possible time to avoid delays and ensure timely processing prior to the deadline.
5. For queries and clarification, email Quality Assurance Division (QAD) through qad_caraga@deped.gov.ph or call at telephone number (085) 342-5959.
6. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION
Regional Director



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2



Encls.: As Stated

References: DO No. 40, s. 2014; RM 1129, S. 2024

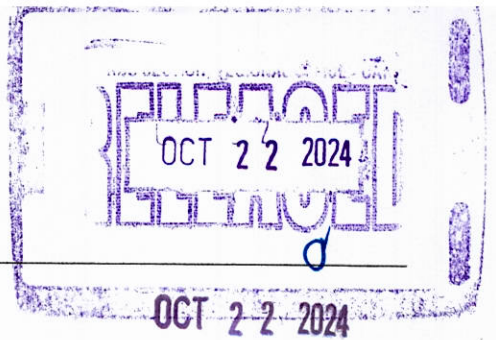
To be indicated in the Perpetual Index
under the following subjects:

APPLICATIONS GPTO OFFERINGS RECOGNITIONS TOSF

QAD/eme
04/10 /2025



Republic of the Philippines
Department of Education
 CARAGA REGION



REGIONAL MEMORANDUM
 No. **1129**, s. 2024

To: Schools Division Superintendents
 All Others Concerned

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

1. To ensure efficient coordination and strict compliance with the timelines for issuing permits and approvals to operate, Schools Division Offices are reminded to adhere to the provisions of DepEd Order No. 88, s. 2010, titled "2010 Revised Manual of Regulations for Private Schools in Basic Education," and DepEd Order No. 11, s. 2011, titled "Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education." Public schools are similarly advised to follow DepEd Order No. 40, s. 2014, titled "Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education," as well as DepEd Order No. 51, s. 2015, titled "Guidelines on the Implementation of the SHS Program in Existing Public JHS and ISS, Establishment of Stand-Alone Public SHSs, and Conversion of Existing Public Elementary and JHS into Stand-Alone SHSs." Particular attention should be given to the timely submission of required documents for obtaining a government permit to operate, Government Recognition, Certificate of Compliance, or Approval to Operate.
2. The following are the timelines for applications from all public and private schools to wit:

PRIVATE SCHOOLS							
Types of Applications	Submission to SDO	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 GPTO/ Recognition
Establishment of New School or Open New Grade/ Year Level (Kindergarten to Junior High Schools)	Not Later than July 30	Not later than August 30	Not Later than September 30	Not later than October 31	Not later than November 30	Not later than December 15	Not later than February 28



Address: J.P. Rosales Avenue, Butuan City
 Trunkline No: (082) 225-1151
 Telefax No: (085) 342-5959
 Email: caraga@deped.gov.ph
 Website: caraga.deped.gov.ph



2024-10-16959

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 3

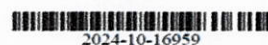


Renewal of Government Permit to Operate/Recognition (Kinder to Junior High Schools)	Not Later than August 30	Not later than September 30	Not Later than October 31	Not later than November 30	Not later than December 15	Not later than February 28	Not later than March 31
Establishment of Private Senior High Schools (SHSs) and Additional Programs	Not Later than July 30	Not later than August 30	Not Later than September 30	Not later than October 31	Not later than November 30	Not later than December 15	Not later than January 30
Issuance of Special Order to Private Senior High Schools	Deadline of submission of Special Order Documents shall not be later than 15 days before the end of school calendar.						
Application of Tuition Fee Increase and Schedules	Deadline of submission of documents shall not be later than July 30 of the current year, one year prior to the intended school year of operation.						
PUBLIC SCHOOLS							
Types of Applications	Submission to SDO	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 Approval to Operate
Establishment of Elementary and Junior High School; Conversion and Merging of Public Schools; and Separation of Public School Annexes (Kinder to Junior High Schools)	Not Later than April 30	Not later than July 8	Not Later than July 31	Not later than August 30	Not later than September 30	Not later than November 30	Not later than December 31
Establishment of Public Senior High Schools and Additional Programs	Not Later than July 30	Not later than August 30	Not Later than September 30	Not later than October 31	Not later than November 30	Not later than December 15	Not later than January 30

3. It is reiterated that all application deadlines must be submitted one year prior to the intended school year of operation. Applications received by this office after the deadline will be returned to the respective SDOs for appropriate action.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2024-10-16959

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 3



4. All previous regional issuances related to the above timelines will be superseded by this memorandum.
5. For queries and clarification, email Quality Assurance Division (QAD) through qad_caraga@deped.gov.ph or call at telephone number (085) 342-5959.
6. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION
Director III
Officer In-charge
Office of the Regional Director

Encls: None

Reference: None

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

APPLICATIONS

ESTABLISHMENTS

TIMELINES

QAD/eme
10/16/20