



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

Department of Education
National Capital Region
SCHOOLS AND EDUCATION UNIT
RELEASED
13 JAN 2017

REGIONAL MEMORANDUM

No. 005 s. 2017

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
DIVISION SUPERVISORS IN-CHARGE OF PRIVATE SCHOOLS

SUBJECT : **IMMEDIATE MONITORING AND SUBMISSION OF REPORT OF PRIVATE SCHOOLS WITHOUT PERMIT TO OPERATE.**

DATE : **January 3, 2017**

This Office has been receiving several complaints and reports concerning private schools within NCR which are operating without a permit or recognition from this Office.

It is being emphasized that the DepEd rules and regulations governing the operation of private schools provide stringent requirements that private schools need to comply before operating. These requirements are set forth to ensure that our children are given quality education and are fully secured within the walls of their schools. All schools operating without any permit are not sanctioned by the DepEd and thus are operating to the prejudice of the public.

In this regard, the Schools Division Superintendents, through the Division Supervisor In-Charge of Private Schools, are directed to **MONITOR and MAP** their respective areas, **confer** and **consult** stakeholders, including barangay and other local government officials and association of private schools to locate private schools operating without permit and thereafter furnish this Office (Attn: Quality Assurance Division & Regional Legal Unit) a report containing the list of private schools operating without permit on or before **February 17, 2017**.

Attached hereto as Appendix "A" is the template for the Division Office Report.

The Schools Division Superintendents may assign other Division Supervisors to conduct the monitoring and mapping activity, when necessary.

The Division Supervisor/s tasked to conduct the monitoring and mapping activity, must make sure that a private school is engaged in an unauthorized operation of **Basic Education Programs/Courses** before reporting the same. Said Supervisors shall likewise take necessary evidences, such as photographs of the school premises, snap-shots of documents and other relevant materials showing that the subject private school is **operating basic education programs/courses** without the requisite permit/recognition. This holds true if a private school,

although given a permit/recognition, is offering courses beyond that which was approved and authorized by this Office.

For queries, you may call the Regional Legal Office at 929-38-91 local 801.

Failure to observe this directive within the prescribed period shall be a ground for administrative action against the responsible official.

STRICT COMPLIANCE IS HEREBY DIRECTED.



FONCIANO A. MENGUITO
Director IV

DIVISION REPORT AND LIST OF PRIVATE SCHOOLS OPERATING WITHOUT PERMIT AS OF FEBRUARY, 2017

DIVISION OF _____

Name of School	School Head/ Owner/ President/Director	Specific Location (Unit #, Street, Barangay)	Start of Operation	Program/ Course Offered (NKP, Grade level)	Attached Proof of Operating Basic Education Programs (Photos, snap-shot, copy of documents)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

(Use additional sheets when necessary)

This is to attest that this report is the result of actual mapping activity and all the information contained herein are based on verified facts and circumstances.

Prepared by: _____

Noted by: _____ (SDS)