REGIONAL MEMORANDUM
No. 012 s. 2017

Application for Renewal of Government Permit

To: Schools Division Superintendents
Heads, Private Schools

1. Private schools applying for renewal of permit need not include in its application the same documents which were submitted in the application for permit in the previous school year. However, the updated copy of documents which have expiry date or need to be updated for reason of amendment or any changes, additional improvement, among others, should be submitted with the application for renewal of permit.

2. For this purpose, Focal person/s in-charge in the Division Offices are advised to maintain a copy of the checklist/Evaluation Sheet of new schools/level to serve as their reference in the private school's succeeding application for renewal of permit.

3. It is reminded that pursuant to Section 43.2 DepEd Order 88, s. 2010 otherwise known as 2010 Revised Manual of Regulations for Private Schools in Basic Education Section, “A private school which has not been granted government recognition after more than five (5) renewal permits may be subject for closure.” Thus, renewal of permit shall be allowed for five school years only. Thereafter, the school should apply for recognition provided that the school is qualified per standards. However, qualified schools may apply for recognition without need for renewal of permit.

4. Attached is a copy of the DEPED-NCR GPR FORM 2 (2017).

5. For immediate dissemination and guidance of all concerned.

WILFREDO L. CABRAL
Schools Division Superintendent
OIC, Office of the Asst. Regional Director
Officer-In-Charge
EVALUATION SHEET OF APPLICATION FOR GOVERNMENT PERMIT
(RENEWAL)

<table>
<thead>
<tr>
<th>Name of School:</th>
<th>Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Location:</th>
<th>Telephone No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Site</td>
<td></td>
</tr>
<tr>
<td>New Site</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Head:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Position:</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Course(s) Applied</th>
<th>Status</th>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery/Kindergarten</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FINDINGS ON THE REQUIREMENTS

Date Filed: ____________

1. Application Letter (application filed on time)

2. SEC Certificate of Amendment with amended Articles of Incorporation and By-Laws (if any)
   Purposes: ( ) Pre-School ( ) Elementary ( ) Secondary ( ) SPED ( ) Senior HS

3. School Site / Documents of Ownership
   Copy(ies) of Certificate of Title (TCT) No./s
   Total lot area / Total floor area available (Indicated)
   ( ) Owned ( ) Donation ( ) Authority to use the school site
   ( ) Adequate ( ) Inadequate
   Location ( ) same as given address, same block and lots are adjacent with each other
   ( ) in the name of the school
   ( ) in the name of the school owner / incorporator
   ( ) in the name of the congregation
   ( ) in the name of the lessee (privately owned)
   ( ) Lease Contract ( ) Usufruct
   ( ) Contract to Sell (sale on installment)
   ( ) Term of Contract years

4. Certificate of Occupancy of school building

5. Original Pictures
   Classrooms
   School Stage
   School Canteen
   Medical & Dental Clinic
   Computer/IT/Multimedia Room
   Library (For Elem. and Junior High School)
   Restrooms (Separate for Boys and Girls)
   Laboratories
     Practice House/ EPP/ HELE
     Industrial Arts Room / Working Area
     Science (Biology, Chemistry and Physics)

6. Proposed Annual Budget for the school year approved by the Board of Directors
   Annual Salaries
   Maintenance Expenses

School buildings
Facility Room
Playground
Flagpole
Guidance Office
Registrar’s Office
Principal’s Office

Page 1
<table>
<thead>
<tr>
<th>School Year</th>
<th>Proposed Budget</th>
<th>Capital Expenditure</th>
<th>Total Expenditure</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992-1993</td>
<td>$1,200,000</td>
<td>$350,000</td>
<td>$1,550,000</td>
<td>Adequate</td>
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**RECOMMENDATION:**
- For issuance of Notice of Deficiency or Disapproval.

**ACTIONS TAKEN:**
- Document approval process.
- Review of financial reports.