



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
OFFICE OF THE REGIONAL DIRECTOR
OFFICE OF THE ASST. REGIONAL DIRECTOR
OFFICER-IN-CHARGE
RELEASED
By: _____
Date: 23 January 2017
Time: 11:25/12

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)**

| | | | |
|-------------------------|-----------------------------------|-----------------|--|
| Name of School: | | | |
| School Location: | <input type="checkbox"/> Old Site | | |
| | <input type="checkbox"/> New Site | | |
| School Head: | | Contact Person: | |
| Position: | | Telephone No: | |

| Course (s) Applied | Status | School Year |
|----------------------|--------|-------------|
| Nursery/Kindergarten | | |
| Elementary | | |
| SPED | | |
| Secondary | | |

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 lessor (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 buildings |
| _____ School Stage | _____ Faculty Room |
| _____ School Canteen | _____ Playground |
| _____ Medical & Dental Clinic | _____ Flagpole |
| _____ Computer/IT/Multimedia Room | _____ Guidance Office |
| _____ Library (For Elem. and Junior High School) | _____ Registrar's Office |
| _____ Restrooms (Separate for Boys and Girls) | _____ Principal's Office |
| _____ 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

