

**AVAILABILITY OF THE SERVICE: Monday to Friday 8:00 a.m. to 5:00 p.m.**

**1. Issuance of Government Recognition to Private Schools**

- Who may avail of the service?
  - o Private School Owners (Preschool/Elementary/Secondary) from different divisions of National Capital Region
- What are the requirements?
  - o Duly accomplished Revised Form 1 with complete documents
  - o Indorsement from the SDO
  - o Payment of Inspection Fee

Step	Activity	Service Provider	Time Frame	Fee
1	Receive application from Records unit	Mr. Victor Marquez	5 minutes	None
2	Evaluate and process the application	EPS in charge	30 minutes	None
3	Conduct on-site inspection, validation.	EPS in charge	1 day	None
4	Prepare inspection report and recommendation based on the findings of the on-site validation.	Supervisor	15 minutes	None
5	Review the recommendation.	Chief	10 minutes	None
6	Assign recognition number, encode and enter into the database.	Mr. Alex Simbajon	15 minutes	None
7	Issuance and signing of the recognition documents.	EPs Chief QAD Regional Director	10 minutes	None
8	Payment of inspection fee.	Cash unit	5 minutes	Php 2,020.00

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**2. Issuance of Government Permit to Operate Private Schools**

- Who may avail of the service?
  - o Private School Owners (Preschool/Elementary/Secondary) from different divisions of National Capital Region
- What are the requirements?
  - o Duly accomplished Revised Form 1 with complete documents
  - o Indorsement from the SDO
  - o Payment of Inspection Fee

Step	Activity	Service Provider	Time Frame	Fee
1	Receive application from Records unit and forward to EPS.	Victor Marquez	5 minutes	None
2	Evaluate application.	EPS in charge	30 minutes	None
3	Prepare evaluation report and recommendations.	EPS in charge	15 minutes	None
4	Review and approve the application.	Chief QAD	10 minutes	None
5	Assign permit number, encode and enter into database.	Mr. Alex Simbajon	15 minutes	None
6	Issuance and signing of the Government Perit.	EPS Chief QAD Regional Director	10 minutes	None
7	Payment of Bond/ Application and Inspection fee	Cash Section	5 minutes	Bond - Php 1,000 Application and Inspection fee – Php 2,035
8	Release of Government Permit.	Records section	5 minutes	None

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**3. Issuance of Special Order**

- Who may avail of the service?
  - o Three (3) Level Private Schools (Secondary)
- What are the requirements?
  - o Form 9 (Application for Issuance of S.O.)
  - o Original copies of permanent record
  - o Enrollment list

Step	Activity	Service Provider	Time Frame	Fee
1	Receive from Records unit the verified applications versus enrolment list.	Mr. Victor Marquez	2 minutes	None
2	Evaluate/process student permanent records versus graduation forms.	EPS in charge	1 hour	None
3	Encode and enter in the database.	Mr. Paulus Manalo	15 minutes	None
4	Review and verified by the EP Supervisor/Chief of QAD.	EPS counterpart Chief QAD	10 minutes	None
5	Signing of the document.	Regional Director	2 minutes	None
6	Release of the Special Order	Records unit	5 minutes	None

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**4. Evaluation of School Records of Foreign Students**

- Who may avail of the service?
  - o Foreign students who intend to enroll in the Philippines
- What are the requirements?
  - o Authenticated credentials and scholastic records with Red Ribbon from the Department of Foreign Affairs
  - o Request letter for evaluation addressed to the Director
  - o Payment for evaluation and documentary stamp

Step	Activity	Service Provider	Time Frame	Fee
1	Receive authenticated credentials/scholastic record.	Mr. Victor Marquez	5 minutes	None
2	Write request for evaluation addressed to the Regional Director.	Student	10 minutes	None
3	Submit the letter request to the Records Section for receiving purposes.	Records Unit	3 minutes	None
4	Issuance of Order of Payment	Mr. Alex Simbajon	1 minute	None
5	Payment/ evaluation fees / issuance of OR.	Cash Unit	2 minutes	Php 45.00
6	Evaluation of the credentials.	EPS	30 minutes	None
7	Encode and issuance of Certification of Eligibility	Mr. Alex Simbajon	15 minutes	None
8	Signing of the certificate of eligibility.	Regional Director	5 minutes	None
9	Submit to the Record Section for releasing	Records Section	2 minutes	None

**Process Flow on Naming, Renaming of Public School**  
(per application)

Step	Activity	Service Provider	Time Frame	Fee
1	Receive application from Records unit.	Mr. Victor Marquez	2 minutes	None
2	Evaluate and process the application.	EPS in charge	1 hour	None
3	Indorse the application to the National Historical Commission.	EPS	15 Days	None
4	Prepare documentation based on the approved document from NHC.	Mr. Paulus Manalo	1 hour	None
5	Issuance and signing of the Regional Order.	Chief QAD Regional Director	10 minutes	None
6	PPRD received the copy of the Regional Order	Records Section	10 minutes	None
7	Release of the Regional Order.	Records Section	5 minutes	None
<b>END OF TRANSACTION</b>				
		<b>TOTAL</b>	<b>15 Days, 147 minutes</b>	

**Process Flow for Establishment of New School, Separation of Annexes,  
Merging of Schools/Public Schools /Integrated Schools  
(per application)**

Step	Activity	Service Provider	Time Frame	Fee
1	Receive application from the Records unit.	Mr. Victor Marquez	2 minutes	None
2	Re-evaluate and process the application based on the evaluation forms prepared by the Division Evaluation Committee (as per DepEd Order No. 40 s. 2014).	EPS in charge	2 hours	None
3	Prepare and review the final evaluation form to be signed by the Regional Inspectorate Team (RIT) – if complete, for encoding.	Mr. Paulus Manalo RIT	1 hour	None
4	Conduct on-site validation.	RIT	1 day	None
5	Prepare recommendation based on the on-site validation.	RIT	1 hour	None
6	Encode findings and prepare Regional Order.	Mr. Paulus Manalo	30 minutes	None
7	Issuance and signing of the Regional Order.	Regional Director	10 minutes	None
8	Finance Division and Policy and Planning Division received copy of the approval.	Records Section	15 minutes	None
9	Release of the Regional Order.	Records Section	5 minutes	None
<b>END OF TRANSACTION</b>				
		<b>TOTAL</b>	<b>1 day, 302 minutes</b>	