



**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  
**RELEASED**  
By: *[Signature]*  
Date: 06 FEB 2019 Time: *[Signature]*

**REGIONAL MEMORANDUM:**  
No.NCR- 25 s. 2019

**TO** : Schools Division Superintendents  
Supervisors in-Charge of Private Schools

**FROM** : The Office of the Regional Director

**SUBJECT** : *Submission of Renewal Government Permit to Operate Private School for SY 2019-2020*

**DATE** : February 6, 2019

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You are requested to remind all Private Schools that the deadline for the Renewal of Permit for SY 2019-2020 was January 2, 2019. However, for the Schools which received the approved New Permit for SY 2018-2019 beyond the said deadline are given the extension to file for renewal to the respective Division Office not later than February 15, 2019. Consequently, said documents should be received by this Office not later than February 28, 2019.

Late submission will no longer be reconsidered.

For immediate dissemination and strict compliance.

*[Signature]*  
**VICTORIA R. MAYO**  
Chief, Quality Assurance Division  
Officer-in-Charge