



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

06 January 2026

DIVISION MEMORANDUM  
No. 010 s. 2026

### PRIVATE SCHOOL APPLICATIONS OF VARIOUS GOVERNMENT AUTHORITY

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Private Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Pursuant to DepEd Order No. 088, s. 2010 titled "**2010 Revised Manual of Regulation for Private Schools in Basic Education**", the City Schools Division of the City of Tayabas reiterates the Schedule of various Government Authority applications.

2. This aims to observe compliance on the due dates of the submission of various government authority applications.

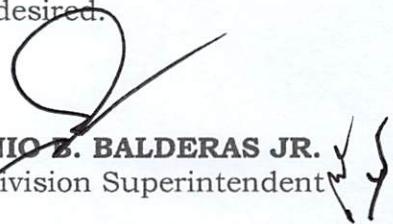
3. Please see the schedule of submissions below.

Type of Government Application	Deadlines in the Regional Office	Deadline in the SDO
1. Application for New School/ Grade/ New Track and Strand	on or before <b>August 30, 2026</b> For SY 2027 – 2028	on or before <b>August 4, 2026</b>
2. Application for Renewal of Government Permit	on or before <b>January 2, 2026</b>	on or before <b>December 25, 2025</b>
3. Application for Government Recognition	on or before <b>February 2, 2026</b>	on or before <b>January 30, 2026</b>

4. Refer to **Enclosure 1: Documentary Requirements for New Government Permit, Enclosure 2: Documentary Requirements for Application for Renewal Government Permit/ Recognition.**

5. All private schools are advised to send Letter of Intent (LOI) and other requirements at [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph). Copy furnishes at [joan.brizuela@deped.gov.ph](mailto:joan.brizuela@deped.gov.ph).

6. Immediate dissemination of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

Reference: DO 088 s. 2010

To be indicated in the Perpetual Index  
under the following subjects:

PRIVATE SCHOOL APPLICATIONS

SGOD- policy private schools government authority  
DTS No. SGO8RTKE-004121/January 6, 2026

**Enclosure 1: DOCUMENTARY REQUIREMENTS FOR NEW GOVERNMENT  
PERMIT FOR PRIVATE KINDERGARTEN/ELEMENTARY/SECONDARY  
SCHOOLS**

- 1) Letter of Intent
- 2) Indorsement from the Schools Division Superintendent
- 3) Notarized Comprehensive Feasibility Study
- 4) Board Resolution
  - Certified by the Corporate Secretary
  - Course and Curriculum Offering
- 5) SEC Registration and Articles of Incorporation
- 6) Copy of TCT and/or Tax Declaration of the school site
  - Lease Contract Agreement (minimum of 10 years)
  - Deed of Use/Donation (if TCT is not in the name of school)
- 7) Certificate of Occupancy (Institutional/Educational/School)
- 8) Latest Government Permit (for new additional level application)
- 9) LIS and BEIS Compliance Form for the previous School Year (for new additional grade/year level)
- 10) Proposed tuition fee and other school fees with 70%-30% allotment, notarized and signed by authorized school official
- 11) Certificate of Membership (SSS, Philhealth, Pag-ibig, etc...)
- 12) Class Program (with administrator and faculty credentials)
- 13) Proposed Budget approved by BOT/BOD
- 14) School Bond Receipt (P1,000.00 + P10.00 Legal Research Fee)  
O. R. No. \_\_\_\_\_ Date of Issuance \_\_\_\_\_
- 15) Inspection Fee Receipt (P2,000.00) + P20.00 Legal Research Fee
- 16) Joint Ocular Inspection Report for New Government Permit
- 17) Child Protection/Anti-Bullying Committee Members and Child Protection Policy and Anti-Bullying Policy

**Enclosure 2: DOCUMENTARY REQUIREMENTS FOR APPLICATION FOR  
RENEWAL OF GOVERNMENT PERMIT / RECOGNITION**

Private Kindergarten/Elementary/Secondary Schools

- 1) Application letter stating nature of Government Permit being applied for
- 2) Indorsement from the Schools Division Superintendent
- 3) Ocular Inspection/Progress Monitoring Report by the EPS-in-Charge of Private Schools for New and Renewal of Government Permit or Joint Ocular Inspection Report for Government Recognition
- 4) Copy of Transfer Certificate of Title (TCT) of the school site in the name of school or incorporator. If the Transfer Certificate of Title (TCT) is not in the name of the school:

**For Renewal:**

- Deed of Donation or Lease Contract/Deed of Use or  
Usufruct (minimum of 10 years)

**For Recognition:**

- Deed of Donation or Deed of Use or Usufruct  
(Perpetual Use for minimum of 50 years)

- 5) Certificate of Occupancy (Institutional/Educational)
- 6) Latest Government Permit (for Renewal and Recognition)
- 8) LIS and BEIS Compliance Form for the previous School Year
- 7) Inspection and Application Fees, Legal Research Fee