



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 August 30, 2026 For SY 2027 – 2028	on or before August 4, 2026
2. Application for Renewal of Government Permit	on or before January 2, 2026	on or before December 25, 2025
3. Application for Government Recognition	on or before February 2, 2026	on or before January 30, 2026

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. Copy furnishes at 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