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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 MAR. 2023

DIVISION MEMORANDUM  
DM No. 152, s. 2023

**REGIONAL GUIDELINES ON THE ESTABLISHMENT OF A SCHOOL BRANCH  
FOR PRIVATE SCHOOLS**

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

1. In line with the provisions stated in DepEd Order No. 88 s. 2010 on Revised Manual of Regulations for Private Schools in the Basic Education and DepEd Order No. 11 s. 2011 or the Amendments to the 2010 Revised Manual of Regulations for Private Schools in the Basic Education, Section 41 on the Establishment of School Branch, DepEd CALABARZON issues the Regional Guidelines on the Establishment of a School Branch for Private Schools.
2. All private school administrators are hereby enjoined to abide by these guidelines. Attached is the copy of the DepEd Memorandum for your perusal.
3. Immediate dissemination of this Memorandum is desired.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent 



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



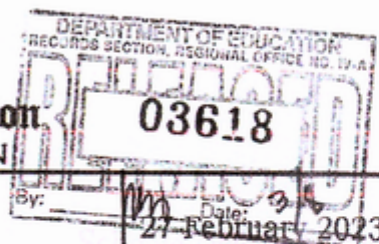
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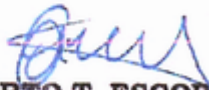


Regional Memorandum  
No. 114 s. 2023

**REGIONAL GUIDELINES ON THE ESTABLISHMENT OF A  
SCHOOL BRANCH FOR PRIVATE SCHOOLS**

To **Schools Division Superintendents**  
**All Private School Administrators**

1. Pursuant to the provisions stated in DepEd Order No. 88, s. 2010 on Revised Manual of Regulations for Private Schools in Basic Education, and DepEd Order No. 11 s. 2011 or the Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education, Section 41 on the Establishment of School Branch, this Office issues the Regional Guidelines on the Establishment of the School Branch for Private Schools.
2. Further, all private school administrators are hereby enjoined to abide by these guidelines.
3. For further details, you may e-mail [qad.calabarzon@deped.gov.ph](mailto:qad.calabarzon@deped.gov.ph) or thru QAD landline No. (02) 88682-5773 local 450.
4. Immediate dissemination of this Memorandum is enjoined.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

ROQ4



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QAD-RM-2023-114





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**PROPOSED REGIONAL GUIDELINES ON THE ESTABLISHMENT OF A  
SCHOOL BRANCH FOR PRIVATE SCHOOLS**

**I. Introduction**

Pursuant to **DepEd Order No. 11 s. 2011** or the Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education specifically Section 41 which states that "In line with the Constitutional mandate for the State to take appropriate steps to make quality education accessible to all, the Department encourages educational accessible to all, the Department encourages educational institutions to establish branches all over the country which shall be considered part of the corporate identity of the educational institution originally recognized by the Department. Accordingly, **there is no need for a school branch to incorporate or have a separate corporate identity for the establishment of school branch**".

It is further stated that "Educational institutions shall not be required to secure approval from the Regional Director concerned to establish a school branch, except in the National Capital Region (NCR). However, the said Regional Director shall make sure that such **school branch complies with the standards and requirements set** by the Department. The Office of the Regional Director through the Quality Assurance Division (QAD) shall conduct document evaluation, validation, and ocular inspection to ensure that the school-applicant is compliant.

The school may be considered a school branch if the following considerations are met:

- 1) A separate school site and educational facilities such as building and classrooms specifically for the school have been established;
- 2) The school branch is offering educational programs which are also offered in the main school; and
- 3) The courses offered in the branch school are not restricted to special clientele such as employees of a company but are open to the qualified general public.



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This set of guidelines shall clear out the questions on the establishment of school branch and explain the step-by-step procedure on how to establish a school branch for private schools.

## II. Application Procedures

### a. Document Evaluation

i. The school applicant shall submit the following:

1. Letter of Intent;
2. Certified True Copy of SEC Registration and Articles of Incorporation of the main/mother school;
3. Copy of Transfer Certificate of Title (TCT) of the branch school site in the name of school or incorporator;
4. Proof of Ownership (Deed of Donation, Deed of Usufruct, Deed of Sale) of the branch school;
5. Certificate of Occupancy (Institutional/Educational) of the branch school;
6. Latest Government Recognition of the main school;
7. List of Qualified Teaching Personnel and their credentials of the branch school; and
8. Class Program.

*(See attached Enclosure 1 for Processing Sheet of the Establishment of a School Branch for Private School).*

### b. Document Validation

The inspectorate team shall validate all the submitted documents during the inspection to verify the authenticity of the documents.

### c. Ocular Inspection

The inspectorate team (Regional and SDO Personnel) shall ensure the compliance with the K to 12 Curriculum and the facilities of the school branch based on the Regional Standards for Joint Ocular Inspection.  
(See attached Enclosure 2)



**III. Issuance of Certificate of Compliance and Validation**

The Certificate of Compliance and Validation as a School Branch shall be issued to the school applicant indicating the government recognition number, the official address, courses offering and the assigned school ID.

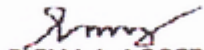
**IV. References**

DO No. 88 s. 2010  
DO No. 11 s. 2011  
DO No. 40 s. 2022  
DO No. 41 s. 2022

**V. Enclosures**

- 1 Processing Sheet on the Application for the Establishment of a School Branch for Private Schools
- 2 Regional Standards for the Joint Ocular Inspection
- 3 Certificate of Compliance and Validation

Prepared by:

  
**ELENA L. LOPEZ**


Education Program Supervisor

Recommending Approval:

  
**LUZ E. OSMENA**

Chief Education Supervisor  
Quality Assurance Division

Approved by:

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director



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REGION IV-A CALABARZON

**PROCESSING SHEET ON THE APPLICATION FOR THE  
ESTABLISHMENT OF A SCHOOL BRANCH FOR PRIVATE SCHOOLS**

Name of School (Main): \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Course Application: \_\_\_\_\_  
School Year: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

**DOCUMENTARY REQUIREMENTS**

- \_\_\_\_\_ 1. Letter of Intent
- \_\_\_\_\_ 2. Certified True Copy of SEC Registration and Articles of Incorporation of the main/  
mother school
- \_\_\_\_\_ 3. Copy of Transfer Certificate of Title (TCT) of the branch school site in the name of school  
or incorporator
- \_\_\_\_\_ 4. Proof of Ownership (Deed of Donation, Deed of Usufruct, Deed of Sale) of branch school
- \_\_\_\_\_ 5. Certificate of Occupancy (Institutional/Educational) of the branch school
- \_\_\_\_\_ 6. Latest Government Recognition of the main school
- \_\_\_\_\_ 7. List of Qualified Teaching Personnel and their credentials of the branch school
- \_\_\_\_\_ 8. Class Program
- \_\_\_\_\_ 9. Joint Ocular Inspection Report
- \_\_\_\_\_ 10. SDO Recommendation

**Findings/Recommendations:**

\_\_\_\_\_  
\_\_\_\_\_

**Processed/Reviewed by:**

\_\_\_\_\_  
**Processor/Reviewer**

(Signature Over Printed Name and Designation)

**Validated by:**

\_\_\_\_\_  
**Chief Education Supervisor**

\_\_\_\_\_  
Date



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## REGIONAL STANDARDS FOR THE JOINT OCULAR INSPECTION

(Based from DO 88 s. 2010, Regional Memorandum No. 572 s. 2017, DO 40 s. 2022)

### 1. School frontage with a flagpole displaying the Philippine Flag

- The school frontage should be clean and free from obstructions
- The name of the school should be easily seen by observers
- The Philippine Flag should not be torn and mutilated
- The flagpole should be at least 1 foot higher than the nearby/background one-story building

### 2. Sufficient number of instructional rooms with at least 1 per grade level

- Instructional rooms must have a pleasant atmosphere, adequately and properly lighted and ventilated and free from noise
- Classroom doors should open outwards towards a corridor
- In a multi-story building, classrooms should lead to two staircases on opposite sides of the building and ramps should be provided for students with special needs
- The Kindergarten classrooms must be located on the ground/first floor and must be beside the nearest entry, exit and emergency access points.  
Kindergarten classrooms may be located on the second floor but in all instances can never be higher than the second floor. Classrooms must be beside the entry, exit and emergency access points. Schools shall include in all their information materials including the parents/guardian's orientation the second floor location of their classroom and its implication during emergency evacuation. (DO 41 s. 2022)
- The Kindergarten room must have a one table: one student-ratio facility; must have provision for audio-visual learning (the projection screen/LCD should be placed so that its bottom edge is approximately at the eye level of the seated pupils/students for best vision); must have cubby holes for the personal care kit of the pupils; must have rubber matting for the safety of the pupils; the bottom of the green board/white board should be one foot from the floor and the green board/whiteboard must have alternating red and blue lines (one inch apart from each other) just like the grade one pad paper; there must be a space (gallery) allotted for the display of the pupils' outputs
- There must be one instructional room per grade level in the elementary and secondary courses.
- Sufficient functional and appropriate furniture and fixtures should be present inside the classroom for the general needs of the teacher and students
- The size of the classroom should be enough to accommodate the students; an area of 1.4 - 1.5 square meters per student is required.
- The rooms and the school as such should not be used for private residence or in any way that might directly or indirectly interfere with school operations



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RO-QAD-F004			
Doc. Ref. Code	RO-QAD-F004	Rev	00
Effectivity	09.20.21	Page	1 of 5





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

**3. Proper lighting and ventilation**

- The offices, classrooms, laboratory rooms and hallways should be adequately and properly lighted and ventilated. A standard 7m x 9m (63 square meters) classroom must have at least two (2) 40-watt fluorescent lamps

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- The offices, classrooms, laboratory rooms and hallways should be adequately and properly lighted and ventilated. A standard 7m x 9m (63 square meters) classroom must have at least two (2) 40-watt fluorescent lamps

**5. School site for athletics/playground facilities and equipment**

- There should be playground equipment like swing, slide and seesaw for Kindergarten/Elementary
- At least half-court basketball area for secondary is a must
- Athletics/playground site should have equipment for game skills and locomotor skills
- If the school has no site for athletics/playground, it should have a memorandum of agreement (MOA) with the barangay on which it is situated for the use of the athletics/playground facilities of the barangay (not more than 200 meters walking distance from the school) for the students of the school, according to schedule

**6. Complete and Functional Computer Laboratory**

- The Computer Laboratory should be a separate room and should have sufficient equipment and sufficient space for students and equipment.
- There should be sufficient functional computer units with internet connectivity for use by the students
- "Harmful" websites should be blocked and off-limits to students and faculty alike
- The computer laboratory should be properly lighted and ventilated

**7. Complete and Functional Science Laboratory**

- The Science Laboratory should have sufficient equipment and sufficient space for students and equipment
- The tools, equipment and chemicals must be kept in a cabinet with a glass door and padlocked and may be opened only by the Science teacher
- The working/experiment table should be tiled or with formica
- There should be an emergency shower and comfort room
- Fire extinguisher and emergency exits should be readily available

**8. Complete and Functional Library**

- There must be a separate building or room properly constructed for a school library which is well-lighted, ventilated, free from noise, with modified open-shelf system and centrally accessible to teachers and pupils
- There must be a 10-inch diameter globe map, a world map, an adequate number of library books per pupil by educational level, home reading and general reading books,



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RO-QAD-F004

Doc. Ref. Code	RO-QAD-F004	Rev	00
Effectivity	09.20.21	Page	2 of 5





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

sets of supplementary reading materials appropriate for each grade level and subject, professional books for the faculty, general references, dictionaries and encyclopedia and subscription to current news periodicals and professional magazines or journals

**8. Proper lighting and ventilation**

- The offices, classrooms, laboratory rooms and hallways should be adequately and properly lighted and ventilated. A standard 7m x 9m (63 square meters) classroom must have at least two (2) 40-watt fluorescent lamps

**9. School site for athletics/playground facilities and equipment**

- There should be playground equipment like swing, slide and seesaw for Kindergarten/Elementary
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**12. Complete and Functional Library**

- There must be a separate building or room properly constructed for a school library which is well-lighted, ventilated, free from noise, with modified open-shelf system and centrally accessible to teachers and pupils
- There must be a 10-inch diameter globe map, a world map, an adequate number of library books per pupil by educational level, home reading and general reading books, sets of supplementary reading materials appropriate for each grade level and subject,



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RO-QAD-F004

Doc. Ref. Code	RO-QAD-F004	Rev	00
Effectivity	09.20.21	Page	3 of 5





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

professional books for the faculty, general references, dictionaries and encyclopedia and subscription to current news periodicals and professional magazines or journals

**13. Complete and Functional Home Economics/TLE Laboratory**

- The Home Economics laboratory should be designed as a self-contained Filipino home. It must have a sala or living room, furnished with standard sala set, curtains, drapes and appropriate decors. The bedroom should be furnished with standard bedroom furniture, beddings, curtains and lamps. The dining room should be furnished with standard dining room furniture set. There must be a kitchen unit with stove, sink, working table, shelves and cabinets. Toilet and bath should be provided with standard fixtures and furnishings
- The TLE Laboratory for Industrial Arts should be designed as a self-contained shop. It should contain the following:
  - a) a classroom area with standard classroom facilities
  - b) a work area with work benches, stools and fixtures
  - c) a tool room with cabinets, shelves, racks, etc. for systematic safekeeping of shop tools
  - d) a storeroom for supplies, materials, finished projects, etc.,
  - e) a display area for exhibiting selected finished projects, announcements
  - f) a toilet and bath with standard fixtures and facilities, including lavatory, and
  - g) an office for the shop teacher

**14. Ancillary rooms like guidance, clinic, administrative office and school canteen**

- A guidance room should be set aside and located, if possible, adjacent to the administrative area. It should include separate enclosed space for conducting individual counseling, testing and storage of pupils' records. Among the basic facilities that should be provided in the school guidance center are instruments and devices for testing, diagnosing, measuring aptitudes, intelligence and various literature, reference materials and instructions about guidance and counseling are suggested
- The school health clinic should be furnished with the following basic facilities:
  - a) bed/cot (preferably the reclining type)
  - b) apparatus for measuring height
  - c) thermometer
  - d) medical supplies
  - e) cabinet
  - f) eye-testing apparatus
  - g) mirror
  - h) sink or lavatory
  - i) first aid equipment and supplies and
  - j) standard office equipment (tables, chairs, stool, trash can, etc.)
- The administrative office may contain the following offices:
  - a) office of the administrator



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RO-QAD-F004  
Doc. Ref. Code RO-QAD-F004 Rev 00  
Effectivity 09.20.21 Page 4 of 5





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

- b) office of the department head
  - c) office of the auditor
  - d) cashier or disbursing officer's office
  - e) accounting office
  - f) supply office
  - g) clerical staff room
  - h) faculty room
  - i) records room
  - j) guidance, testing and placement room and
  - k) Clinic
- These offices should be provided with the necessary equipment such as computers, tables, chairs, typewriters, etc.
  - The school lunch counter/canteen should be clean, with adequate lighting, proper ventilation and properly screened. The service counter should be properly located to facilitate systematic serving of food. The kitchen space should include areas for food preparation, cooking, cleaning and storage. Snacks, lunch supplements and school lunch for sale should be limited to food items that can be easily prepared and will best supplement the children's home diet. A potable water supply is a must

**15. Comfort rooms separated by gender**

- Sufficient and satisfactory clean and sanitary comfort rooms/toilet facilities should be provided and conveniently located, separate for students and faculty by gender, complete with signage
- There must be 1 detached boys' urinal per 50 pupils/students or 1.00m urinal trough per 100 pupils/students and 1 boys' toilet seat per 100 pupils/students
- There must be 1 girls' toilet seat per 50 pupils/students
- There must be 1 lavatory to 1 toilet seat
- Comfort rooms for NKP may be common for both genders as long as there is a separate urinal inside for the boys

**16. Emergency exits**

- The school should have emergency exits (as mandated by the National Building Code), fire escapes, fire extinguishers and other safety devices, and ramps for students with special needs.

**References:**

- Based from DECS Service Manual as attached in the Regional Memorandum No. 572 s. 2017 entitled *Conduct of On-Site Inspection/ Validation of Recognized Private Schools* issued last October 23, 2017)
- DepEd Order No. 88 s. 2010 2010 Revised Manual of Regulations for Private Schools in Basic Education
- DepEd Order No. 40 s. 2022 Amendment to DepEd Order No. 47 a. 2016 entitled Omnibus Policy on Kindergarten Education



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Doc. Ref. Code	RO-QAD-F004	Rev	00
Effectivity	09.20.21	Page	5 of 5



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Office of the Regional Director

**CERTIFICATE OF COMPLIANCE AND VALIDATION**

No. \_\_\_\_\_, S. \_\_\_\_\_

Pursuant to the guidelines and provisions of DepEd Order No. 88 s. 2010; DO No. 11 s. 2011 and Regional Memorandum No. 114 s. 2023 relevant to the implementation of the Establishment of the a School Branch for Private Schools.

\_\_\_\_\_  
(Main School)

\_\_\_\_\_  
(School Branch)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Course / Grade)

is certified and acknowledged to have complied all the non-negotiable requirements and standards for the Establishment of a School Branch upon evaluation.

effective for school year \_\_\_\_\_

Given at Cainta, Rizal this \_\_\_\_\_ day of \_\_\_\_\_,

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

(Not Valid Without Seal or  
with Erasures/Alterations)



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