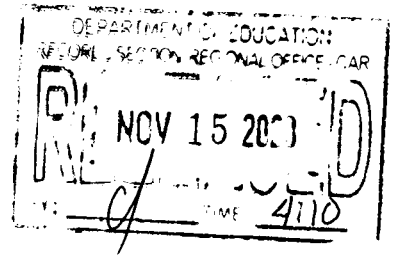




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



November 15, 2023

REGIONAL MEMORANDUM
No. 690, 2023

SUBMISSION OF APPLICATION FOR REGULATORY SERVICES
THE SCHOOL YEAR 2024-2025

To: Assistant Regional Director
 Schools Division Superintendents
 Private School Administrators
 All others concerned

1. Pursuant to Section 30 of DepEd Order No. 88, s. 2010, known as the “**2010 Revised Manual of Operations for Private Schools in Basic Education**”, the deadline for the submission of requests to open a new school or operate an additional grade level in an existing elementary or secondary school, tuition fee increase, and other applications intended to provide regulatory services for private schools are as follows:

Type of Application	Deadline of the Succeeding Year (SDOs)	Deadline of the Succeeding Year (Regional Office)
Tuition Fee Increase	January 15	March 30
Permit to Operate/Recognition	January 15	March 30
Special Order	September 30	October 30
Additional Grade Level	January 15	March 30
SHS Program	January 15	March 30

2. Schools Division Offices are directed to provide guidance to private schools both in the preparation of documents and school facilities. It shall ensure the completeness of documents and requirements prior to submission to the regional office.

3. This memorandum supersedes previous communications on the anticipated submission for regulatory services.

4. For details or queries, kindly contact the Quality Assurance Division (QAD) at Tel. No. 422-1318 (local 1201) or email at car.qad@deped.gov.ph

5. Immediate dissemination of this memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
 Director IV/Assistant Regional Director

QAD/EET/LMA



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