



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
*Cordillera Administrative Region*  
 Wangal, La Trinidad, Benguet



**REGIONAL MEMORANDUM**

July 26, 2018

No. 244.2018

To : Schools Division Superintendents  
 Private Schools Administrators/Principals  
 SUCs Administrators/Principals  
 All Divisions  
 All others concerned

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**APPLICATION TIMELINES FOR GOVERNMENT PERMIT/RECOGNITION (K-10), SHS PROVISIONAL PERMIT, TUITION FEE INCREASE, SPECIAL ORDER, EGASTPE (ESC, TSS, SHSVP) RECIPIENTS AND OTHER PROGRAMS CONCERNING OPERATION OF PRIVATE SCHOOLS**

1. The Department of Education – Cordillera Administrative Region (DepED - CAR) reiterates the application timelines of the different programs concerning Private Schools stipulated in DO No. 88, s. 2010, DO No. 11, s. 2011, DM No. 4, s. 2014, and Regional Order (RO) No. 002, s. 2018.
2. Below is the table indicating application timelines of the different programs:

<b>Programs/Applications</b>	<b>Date of Submission</b>
1. Application for Establishment of New Private Schools (K-10)	On or before August 30 preceding the intended school year of operation
2. Application for Renewal of Government Permit (K-10)	On or before August 30 preceding the intended school year of operation
3. Application for Government Recognition (K-10)	On or before February 1 <sup>st</sup> , preceding the opening of the School Year
4. Establishment of Branch Schools	On or before August 30 preceding the intended school year of operation
5. Establishment of a Foreign or International Schools	On or before August 30 preceding the intended school year of operation
6. Secondary Schools Requesting for Night Classes	On or before April 30 before the start of the School Year
7. Application for Senior High School (SHS) Provisional Permit	On or before August 30 preceding the intended school year of operation
8. Application for Recognition of SHS Offerings	On or before February 1 <sup>st</sup> of the second year of implementation of the approved SHS track/strands
9. Application/Request for Tuition Fee Increase	On or before February 28 preceding the intended school year of implementing the TF increase

10. Status Report of the Approved Tuition Fee Increase	Within the 1 <sup>st</sup> quarter of the school year upon implementation of the approved TF increase
11. Application for Special Order (for Grade 12 Graduates)	60 calendar days before the end of the academic year
12. Application for Change of Name, Change of Ownership and Transfer of Location	On or before February 28 preceding the intended school year
13. Enrolment List	* Based on Learners' Information System (LIS) or within 45 days after the close of every enrolment period
14. List of Graduates	Within three (3) months after the end of the school term
15. Correction of School Entries	On or before December of the current school year
16. School Calendar	Within 15 days before the opening of classes of the school term
17. List of EGASTPE Recipients <ul style="list-style-type: none"> <li>▪ ESC</li> <li>▪ TSS</li> <li>▪ SHSVP</li> </ul>	Within the 1 <sup>st</sup> quarter of the current school year

3. The programs and timelines indicated herein shall also be applied to State Universities and Colleges (SUCs) offering Senior High School (SHS) Programs.
4. All documents shall be submitted to the Schools Division Office for review, assessment and validation by the concerned personnel within 15 working days upon receipt of the documents before it will be endorsed to the Regional Office for appropriate action.
5. Requirements for application of the different programs will be released through a separate Regional Memorandum.
6. For more information, please contact the **Quality Assurance Division (QAD), DepED – Regional Office, Cordillera Administrative Region** at Telephone Number: **422 – 5187**.
7. Immediate dissemination of this memorandum is desired.

  
**MAY B. ECLAR, Ph.D., CESO V**  
*Regional Director*

**References:** DO 88, s. 2010  
 DO 11, s. 2011  
 DM 4, s. 2014  
 Reg'l Order 002, s. 2018