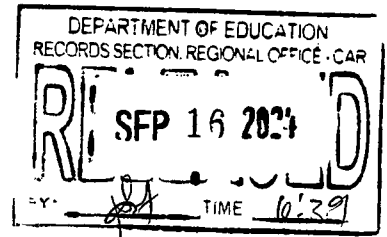




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



September 10, 2024

REGIONAL MEMORANDUM

615-2024

SUBMISSION OF APPLICATION FOR PRIVATE SCHOOL REGULATORY SERVICES FOR THE SCHOOL YEAR 2025-2026

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 a request to open a new school or operate an additional grade level in an existing elementary or secondary school, tuition, and other fee increase, and Senior High School Program and other applications intended to provide regulatory services for private schools are as follows:

Type of Application	Deadline for Submission of Applications to the SDO for SY 2025-2026	Deadline for Submission of Applications to the RO for SY 2025-2026 at the RO	Onsite Validation/Ocular Visit
Tuition and Other Fee Increases	November 30, 2024	February 28, 2025	
Permit to Operate/ Recognition	November 30, 2024	January 31, 2025	March to April 2025
Special Order (SY 2023-2024)	August 30, 2025	October 30, 2025	
Senior High School Program	November 30, 2024	January 31, 2025	

2. Schools Division Offices are directed to guide private schools in the preparation of documents and facilities. **It shall ensure the completeness and correctness of documents and requirements before submission to the Regional Office.**

3. This Memorandum supersedes previous communications on the anticipated submission of applications 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.

Digitally signed by ESTELA P. LEON-CARINO EdD, CESO III
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