



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION

April 6, 2022

**REGIONAL MEMORANDUM**

No. 168.2022

**SUBMISSION OF APPLICATION FOR GOVERNMENT PERMIT TO  
OPERATE OR RECOGNITION FOR SCHOOL YEAR 2022-2023**

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 the Basic Education"**, the deadline for the submission of request to open a new school or operate an additional grade level in an existing elementary or secondary schools shall be submitted to the Regional Office on or before August 30 preceding the start of a School Year. On the other hand, Section 30.5 of the issuance prescribes that private schools granted permission to operate 1<sup>st</sup> and 2<sup>nd</sup> level of instruction should file their application for permit to operate those courses with the Regional office on or before January 2<sup>nd</sup> preceding the opening of school year and section 32 of the same guideline sets the deadline for the submission of application for Government Recognition to February 2<sup>nd</sup> preceding the opening of school year.

2. With the adjustment in the School Year and opening of classes caused by the COVID 19 pandemic, the new deadline for the submission of application for Government Permit to operate Basic Education Courses whether new, additional course or grade level or renewal including application for Government Recognition for or effective School Year 2022-2023 to this office shall be extended until **April 29, 2022** to give ample time to evaluate and validate the documents submitted.

3. 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/requirements prior to submission to Regional Office.

4. For details or queries, kindly contact the Quality Assurance Division (QAD) at Tel. No. 422-1318 (local 1201) or email at [quad.depedcar@gmail.com](mailto:quad.depedcar@gmail.com).

5. Immediate dissemination of this memorandum is desired.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**

Director IV/Regional Director

QAD/CDBJr/4-6-22



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