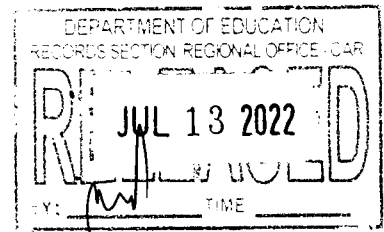




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



July 7, 2022

REGIONAL MEMORANDUM

No. 341.2022

SECURING THE RECORDS AND CREDENTIALS OF THE LEARNERS WHO ENROLLED IN PRIVATE SCHOOLS THAT CLOSED ITS OPERATION

To: Assistant Regional Director
Schools Division Superintendents
Private School Administrators
All Others Concerned

1. Pursuant to **Section 43 (Closure of Schools)** of **DepEd Order No. 88, s. 2010**, known as the **"2010 Revised Manual of Operations for Private Schools in the Basic Education"**, the closure of school is considered voluntary when, the school for valid cause and on its own initiative chooses to terminate or close any of its programs or courses offered, provided such closure is undertaken at the end of a school term and provided further that the **school remains obliged to furnish the necessary transfer credentials and records to the students affected by the closure.**
2. **Section 141, "Obligation of the School Last Attended"**, of the same DepEd Order provides that "once the certificate of eligibility to transfer shall have been issued to a student, upon request, **it shall be the duty of the private school last attended to forward promptly to the requesting school to which the eligibility certification has been presented, the official school credentials of the student,** regardless of whether it may be found that prior to or after the receipt of the request that he still has certain monetary or property obligations to the school".
3. To safeguard the records and credentials of the learners who enrolled from private schools that totally closed its operation and office, all Schools Division Offices are directed to collect and keep in their custody the said credentials such as the unclaimed SF-9, SF-10, SF5-K, etc. For schools that partially closed particular program/s or grade level/s e.g. Kindergarten, Elementary, etc. but continue to operate for other program/s however, the school may keep the credentials of affected learners in their existing office.
4. Schools Division Offices shall endorse or transmit to this office the names or list of schools that ceased its operation with a **certification that the school records and credentials of learners were properly turned over to the SDO** in the case of total closure while **certification that credentials were secured in the school** in the case of partial closure.
5. 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.
6. Immediate dissemination of and compliance to this memorandum is desired.


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