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December 11, 2018

Regional Memorandum

No. 425 2018

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REITERATING THE SUBMISSION OF APPLICATION OF PRIVATE SCHOOLS FOR PERMIT TO OPERATE AND RENEWAL OF PERMIT TO OPERATE (RO 002, s. 2018) AND APPLICATION FOR TUITION FEE INCREASE (RM 244, S. 2018)

To: **Schools Division Superintendents**
 All Others Concerned

1. This is to reiterate the private schools' submission of their application for government permit to operate. Regional Order No. 002, s. 2018, Rule IV. Procedure Nos. (1-3), states that:

a. All documents for application should be submitted to the Schools Division Office on or before August 30 preceding the start of the school year when the school is supposed to operate, establish or open new school and open new grade levels in existing private elementary and secondary schools.

b. The Schools Division Office through the Division Assessment and Inspection Team (DAIT) assesses the completeness of documents and notify applicants with deficiency/ies for compliance and submission on or before September 30.

c. The Division Assessment and Inspection Team conducts ocular inspection to establish compliance to standards. Applications not found compliant shall be returned immediately for completion and resubmission. The SDO endorses compliant applications to Regional Office on or before October 30.

2. Regional Memorandum NO. 224, s. 2018 states that the application/request for tuition fee increase must be on or before **February 28** preceding the intended school year of implementing the tuition fee increase.

3. Submission beyond the stated deadlines will not be acted upon unless supported by valid justification/s.

4. Immediate dissemination of this memorandum is desired.

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 Regional Director

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