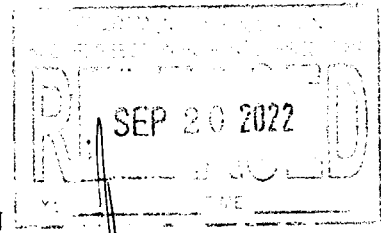




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



September 16, 2022

REGIONAL MEMORANDUM

No. 472-2022

REITERATION OF TIMELINES ON THE PROCESSING OF APPLICATIONS FOR REGULATORY SERVICES FOR BOTH PUBLIC AND PRIVATE SCHOOLS

To: Assistant Regional Director
Schools Division Superintendents
Public and Private School Heads or Administrators
All Others Concerned

1. To ensure the readiness of all public schools intending to establish new school, expand through integration, be separated from its mother school or open a new or additional Senior High School (SHS) program and all private schools intending to renew its Government Permit to Operate or apply for the opening of a new or additional grade level, this office reiterates the timelines in the submission and processing of applications as provided for in **DepEd Order No. 40, s. 2014; DepEd Order 51, s. 2015; and DepEd Order No. 88, s. 2010**, "Establishment, Merging, Conversion, and Naming/Renaming of Public Schools Annexes in Basic Education"; "Guidelines on the Implementation of Senior High School (SHS) Program in Existing Public Junior High Schools (JHSs) and Integrated Schools (ISs), Establishment of Stand Alone SHS, and Conversion of Existing Public Elementary or JHS into Stand-Alone SHS" and "2010 Revised Manual of Operations for Private Schools in Basic Education" respectively.
2. Attached is the list of important dates and deadlines cited in the above-cited issuances to be strictly implemented to date and onwards. All applications received after the set deadlines shall be considered for the next School Year.
3. For transition, all applications received after the opening of classes for this this School Year 2022-2023 shall be considered for SY 2023-2024.
4. Schools Division Offices shall be responsible in providing guidance and technical assistance to schools for their strict compliance to the timelines reiterated in this memorandum.
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.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director



TIMELINES ON THE SUBMISSION AND PROCESSING OF APPLICATIONS FOR REGULATORY SERVICES

Dates	Activities	Remarks
A) Public Schools (Establishment, Integration, Separation and SHS Program)		
1. January to March preceding the proposed School Year to be implemented	SDOs to conduct inventory and feasibility study, prioritize and recommend schools, determine budgetary requirements and coordinates with concerned School Heads, Stakeholders and LGUs on the possible establishment, integration, separation or opening of SHS Program.	Approved applications in the Current Year will be Effective in the succeeding School Year Example: The deadline for the submission of application for SY 2024-2025 in the Regional Office is August 30, 2023.
2. April to June preceding the proposed School Year of implementation	Concerned School/s and SDO to prepare and package all necessary documents and submit to the Regional Office on or before the deadline.	
2. June 30 preceding the proposed School Year of implementation	Deadline for submission by the SDS/DREC to RO/RIT	
3. July to August 31 preceding the proposed School Year of implementation	RO/RIT to conduct document review, on-site inspection and validation and process documents of schools with complete requirements and met minimum standards.	
December 1 to 31 preceding the proposed School Year of implementation	Preparation of Budgetary Requirements for the approved schools and submission to CO.	
B) For Private Schools (Renewal, Additional Grade Level, New Opening & SHS)		
1. August 30 preceding the proposed School Year of implementation	Deadline for submission of application for opening a new school or additional Grade Level at the Regional Office, hence said application shall be submitted at least two (2) weeks before August 30 at the Schools Division Office (SDO) for review and endorsement.	Example: The deadline for the submission of application for SY 2024-2025 is August 30, 2023.
2. January 2 preceding the proposed School Year of implementation	Deadline for submission of application for the renewal of existing Government Permit to Operate the Regional Office. Said intents shall be submitted at least two (2) weeks before January 2 at the Schools Division Office (SDO) for review and endorsement.	Example: The deadline for the submission of application for SY 2023-2024 is January 2, 2023.
3. February 1 preceding the proposed School Year of implementation	Deadline for submission of application for Government Recognition at the Regional Office hence, intents shall be submitted at least two (2) weeks before February 1 at the Schools Division Office (SDO) for review and endorsement.	Example: The deadline for the submission of application for SY 2023-2024 is February 1, 2023.

NOTE: Application for renewal with additional grade level may be filed at the same time following the **August 30** deadline for the issuance of one Government Permit to Operate and single payment of the Permit Fee. Separate filing of renewal and additional is possible but payment of the permit fee shall be based on the number of permits issued.