



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

**PROCESSING SHEET FOR APPLICATION FOR
NEW GOVERNMENT PERMIT**

Name of School: _____
School Address: _____
Course Application: _____
School Year: _____ Date of online submission: _____

DOCUMENTARY REQUIREMENTS

Private Kindergarten/Elementary/Secondary Schools
Pursuant to Regional Memorandum dated July 10, 2013

- ____ 1) Letter of Intent
- ____ 2) Indorsement from the Schools Division Superintendent
- ____ 3) Notarized Comprehensive Feasibility Study
- ____ 4) Board Resolution
 - ____ Certified by the Corporate Secretary
 - ____ Course and Curriculum Offering
- ____ 5) SEC Registration and Articles of Incorporation
- ____ 6) Copy of TCT and/or Tax Declaration of the school site
 - ____ Lease Contract Agreement (minimum of 15 years)
 - ____ Deed of Use/Donation (if TCT is not in the name of school)
- ____ 7) Certificate of Occupancy (Institutional/Educational/School)
- ____ 8) Latest Government Permit (for new additional level application)
- ____ 9) LIS and BEIS Compliance Form for the previous School Year (for new additional grade/year level)
- ____ 10) Proposed tuition fee and other school fees with 70%-30% allotment, notarized and signed by authorized school official
- ____ 11) Certificate of Membership (SSS, Philhealth, Pag-ibig, etc...)
- ____ 12) Class Program (with administrator and faculty credentials)
- ____ 13) Proposed Budget approved by BOT/BOD
- ____ 14) School Bond Receipt (P1,000.00 + P10.00 Legal Research Fee)
O. R. No. _____ Date of Issuance _____
- ____ 15) Inspection Fee Receipt (P2,000.00) + P20.00 Legal Research Fee)
Kindergarten O.R. No. _____ Date of Issuance _____
Elementary O.R. No. _____ Date of Issuance _____
Junior High School O. R. No. _____ Date of Issuance _____
SPED O. R. No. _____ Date of Issuance _____
- ____ 16) Joint Ocular Inspection Report for New Government Permit
- ____ 17) Child Protection/Anti-Bullying Committee Members and Child Protection Policy and Anti-Bullying Policy



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Findings/Recommendations:

Processed/Reviewed by:

Processor/Reviewer

(signature over printed name and designation)

Date


Validated by :

Chief Education Supervisor

Date



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

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