



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

**PROCESSING SHEET FOR APPLICATION FOR RENEWAL OF
GOVERNMENT PERMIT/RECOGNITION**

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) Application letter stating nature of Government Permit being applied for
____ 2) Indorsement from the Schools Division Superintendent
____ 3) Ocular Inspection/Progress Monitoring Report by the EPS-in-Charge of Private Schools for New and Renewal of Government Permit or Joint Ocular Inspection Report for Government Recognition
____ 4) Copy of Transfer Certificate of Title (TCT) of the school site in the name of school or incorporator. If the Transfer Certificate of Title (TCT) is not in the name of the school:
For Renewal:
____ Deed of Donation or Lease Contract/Deed of Use or Usufruct (minimum of 10 years)
For Recognition:
____ Deed of Donation or Deed of Use or Usufruct (Perpetual Use for minimum of 50 years)
____ 5) Certificate of Occupancy (Institutional/Educational)
____ 6) Latest Government Permit (for Renewal and Recognition)
____ 8) LIS and BEIS Compliance Form for the previous School Year
____ 7) Inspection and Application Fees, Legal Research Fee (P2,000.00)(+P20.00)

A. Kindergarten

O.R. No. _____
Date of issuance _____

B. Elementary

O.R. No. _____
Date of issuance _____

C. Junior High School


O.R. No. _____
Date of issuance _____

D. SPED

O.R. No. _____
Date of issuance _____



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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Certificate No. PHP QMS
22 93 0085



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List of Needed Documents from Previous Year's Validation :

Findings/Recommendations :

Processed/Reviewed by:

Processor/Reviewer
(signature over printed name and designation)


Validated by :

Chief Education Supervisor
(signature over printed name)

Date



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