



Private School Processes

Legal Basis

**DepEd Order No. 88, s. 2010
Revised Manual of Regulations for
Private Schools in Basic Education**

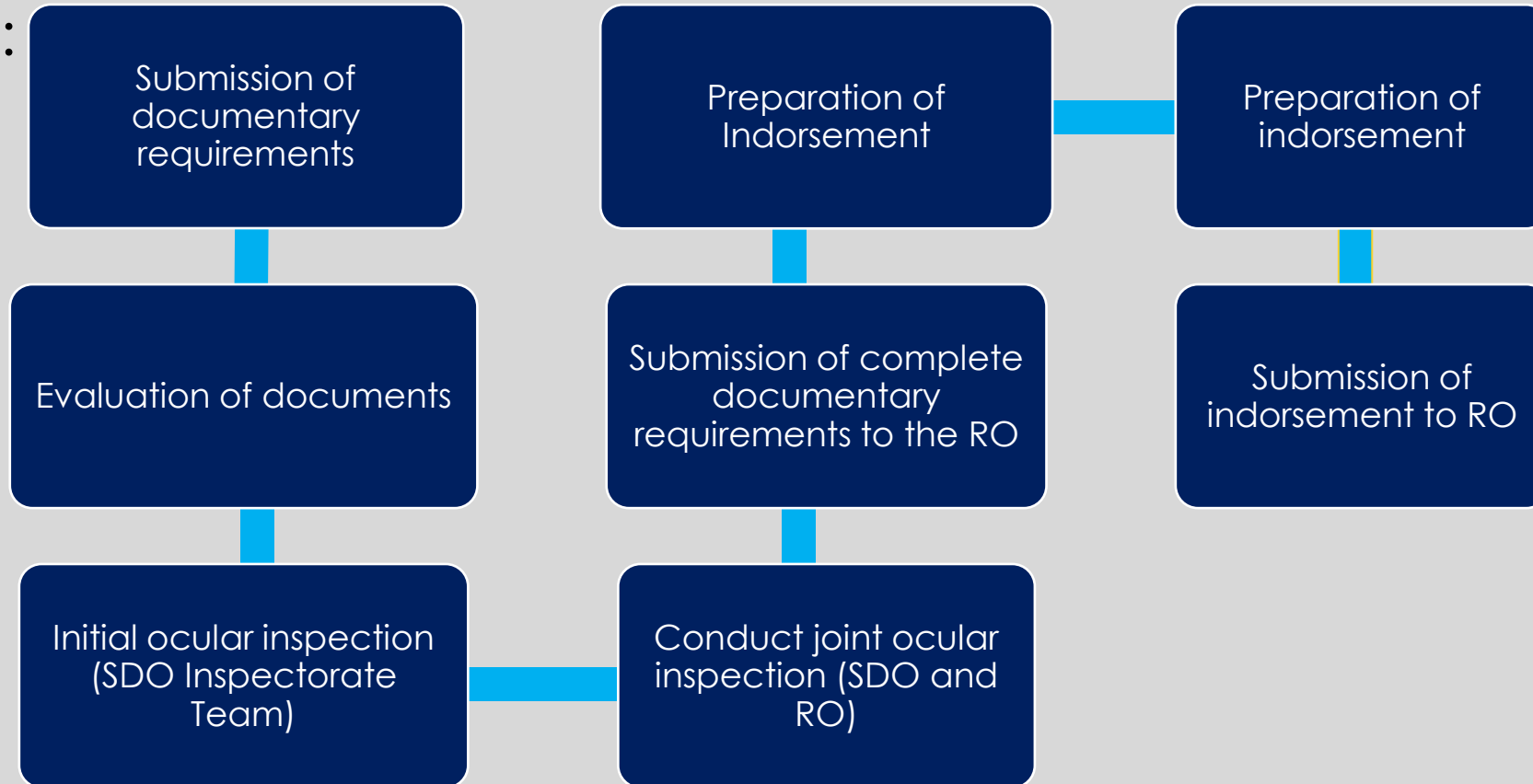
Processes on Application of New Government Permit and other Courses/Programs

Schedule of submission

- on or before August 30 preceding the start of the school year

Process if Compliant of the requirements

Start here:

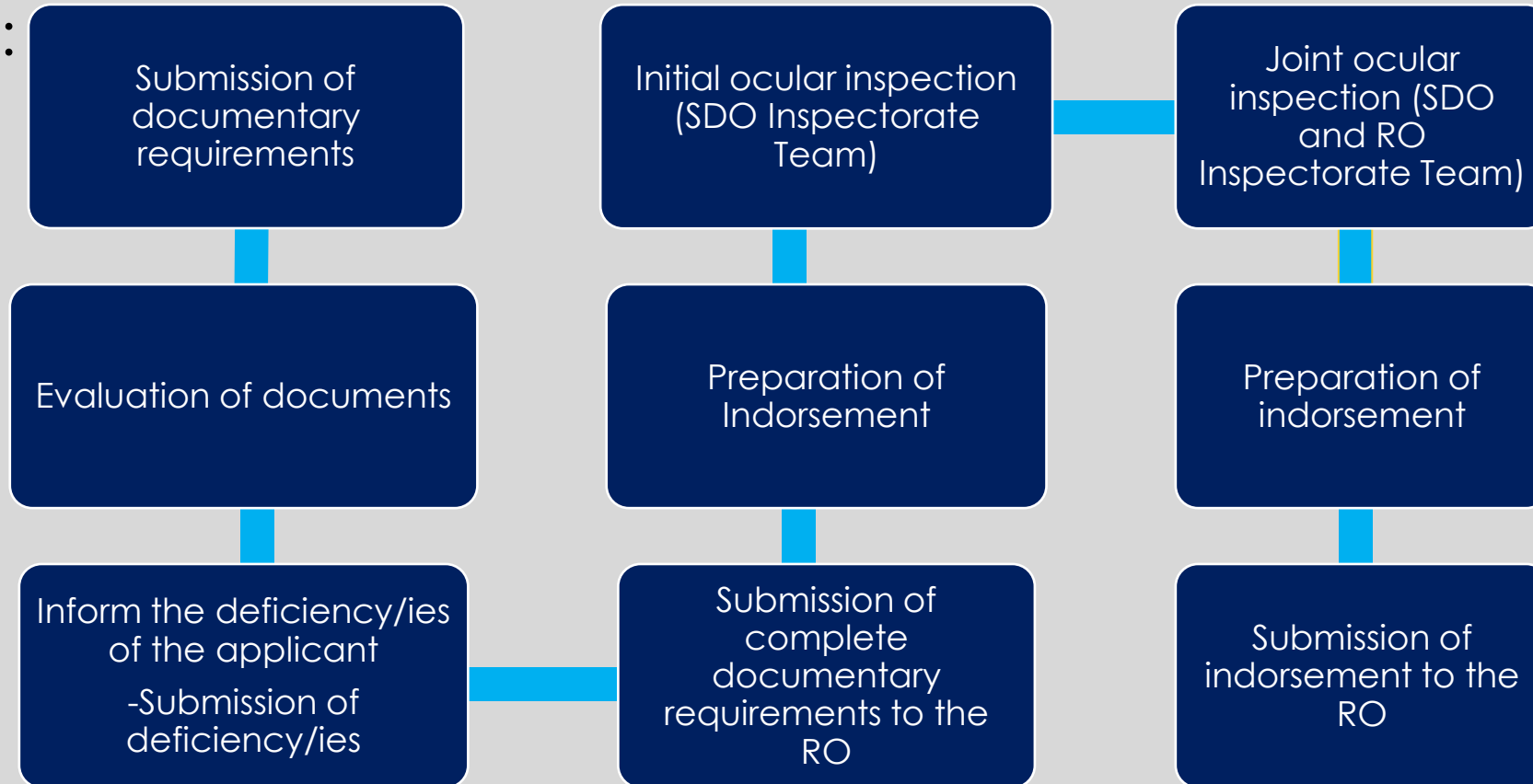


Schedule of submission

- on or before August 30 preceding the start of the school year

Process if NOT Compliant of the requirements:

Start here:



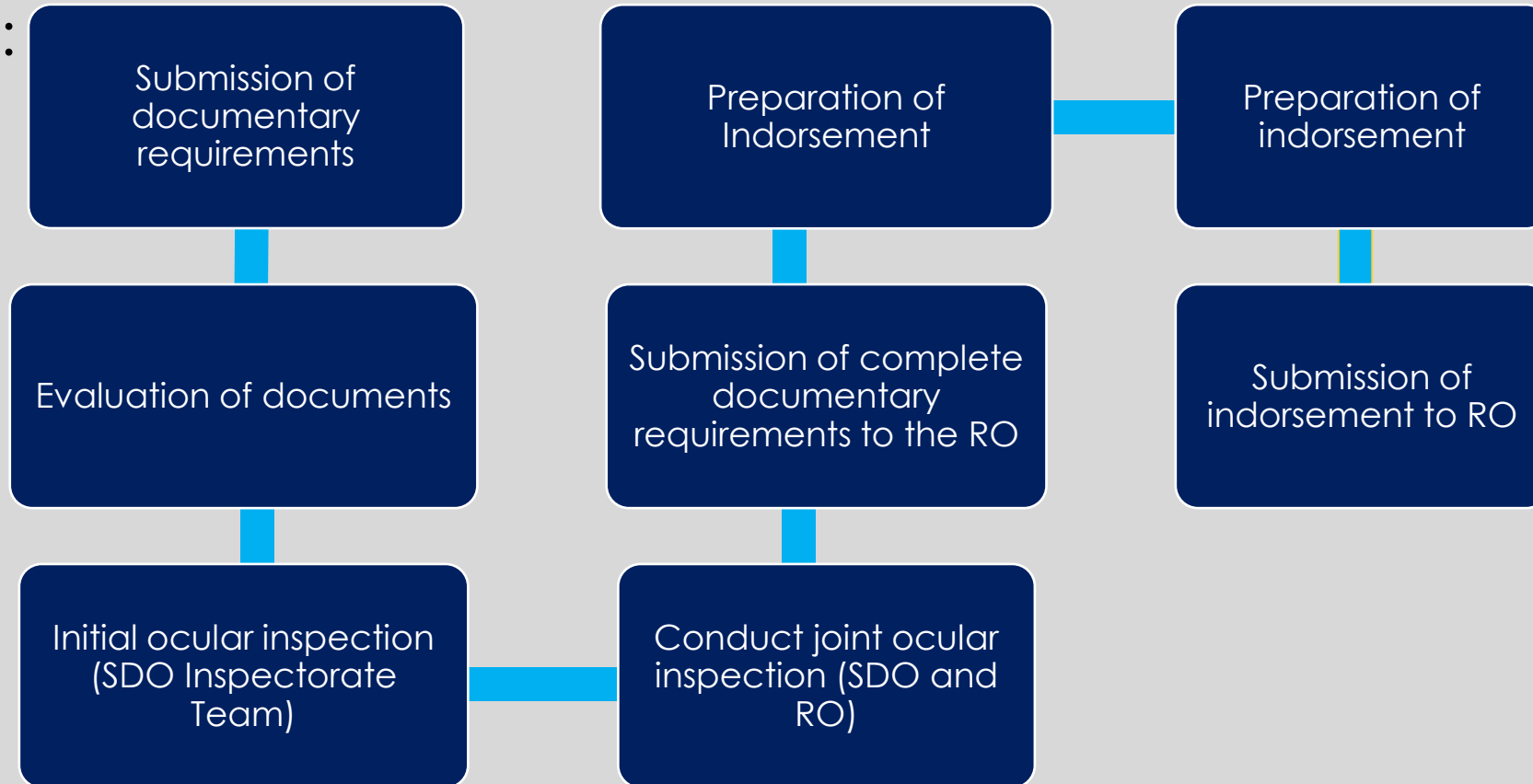
Application of Government Recognition (*for different Courses*)

Schedule of submission

- on or before February 1 preceding the start of the school year

Process if Compliant of the requirements

Start here:

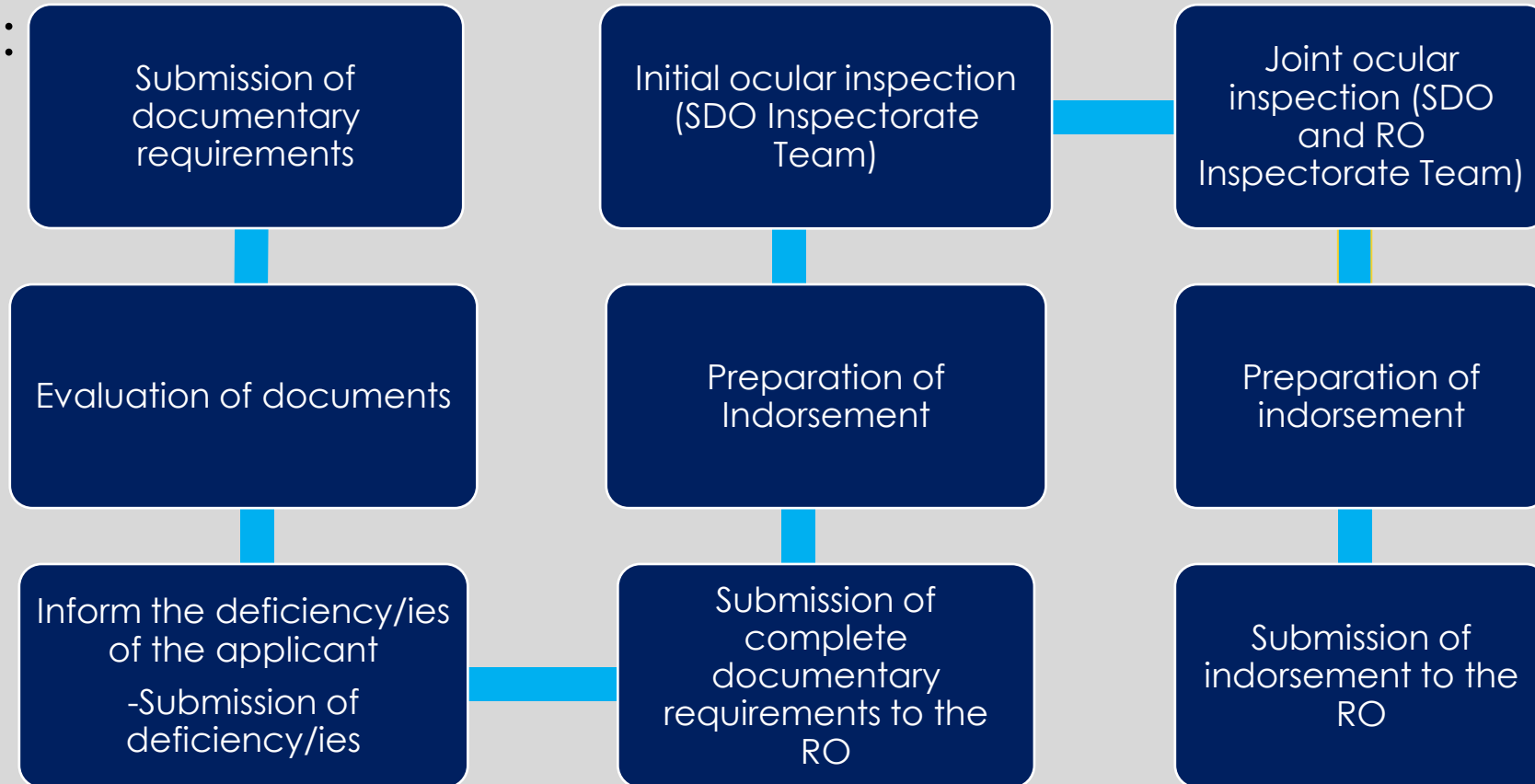


Schedule of submission

- on or before February 1 preceding the start of the school year

Process if NOT Compliant of the requirements:

Start here:



Renewal of Government Permit ***(for different Courses)***

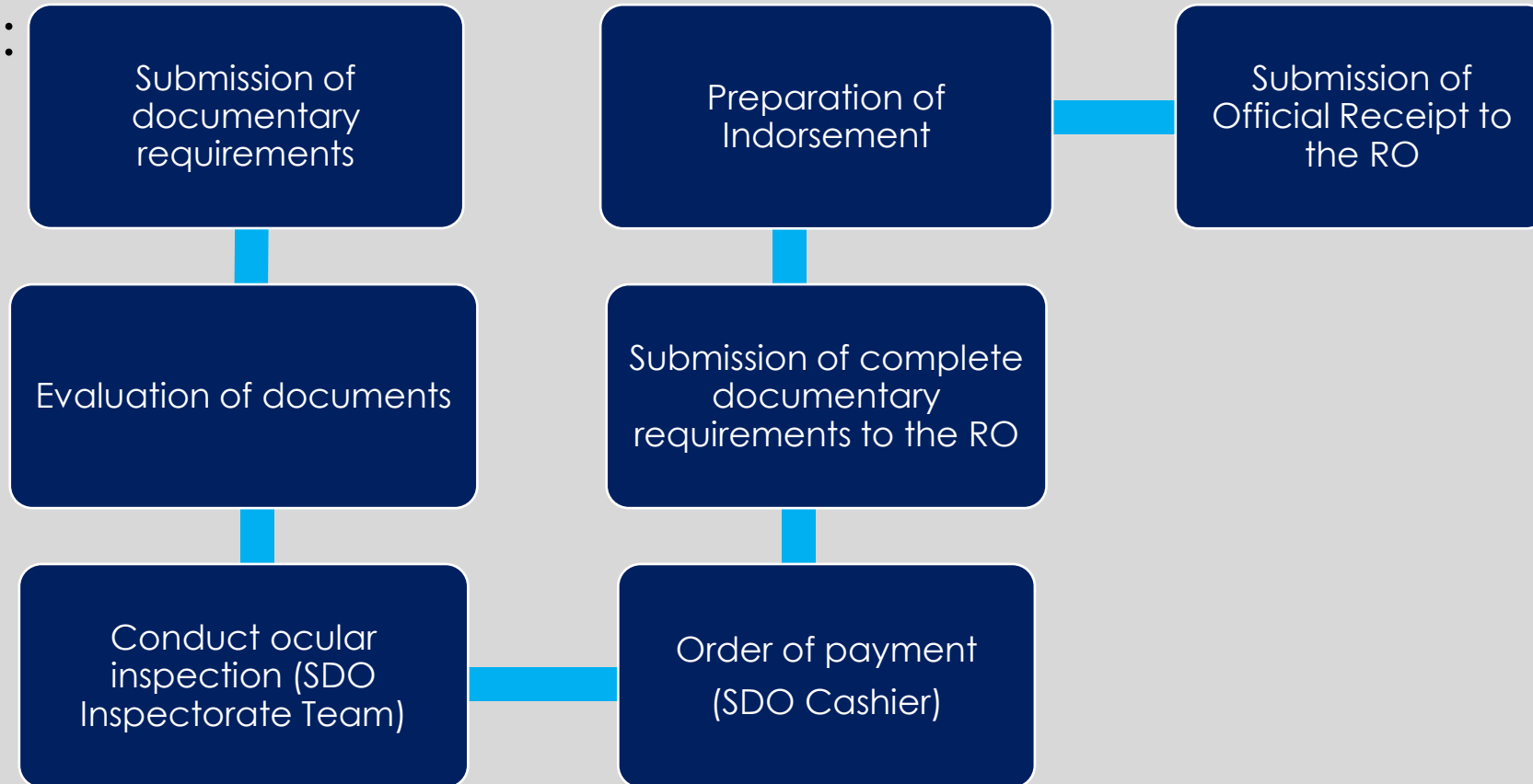
DepEd Order 21 s. 1993

Schedule of submission

- on or before January 2 preceeding the start of the school year

Process if Compliant of the requirements

Start here:

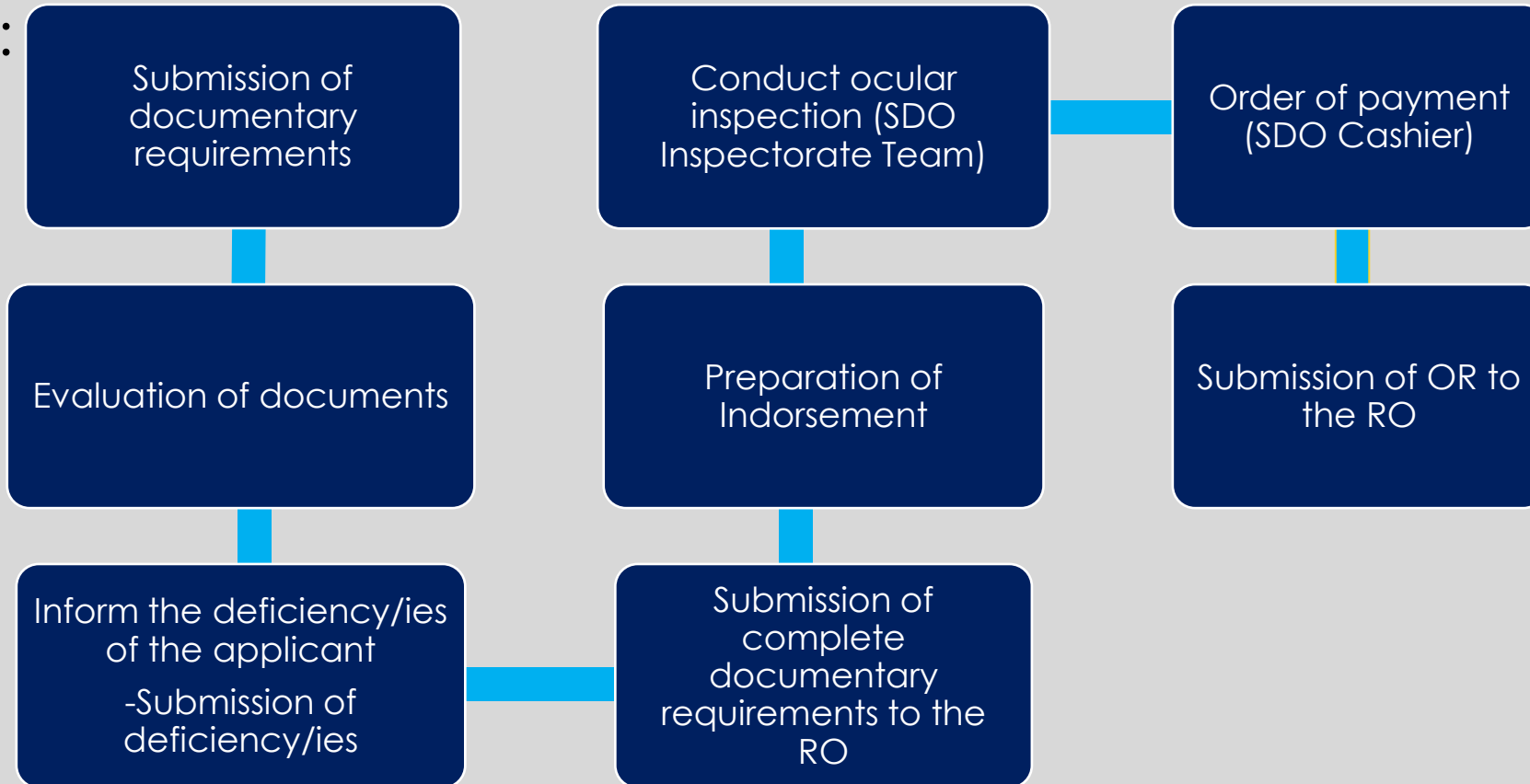


Schedule of submission

- on or before January 2 preceding the start of the school year

Process if NOT Compliant of the requirements:

Start here:



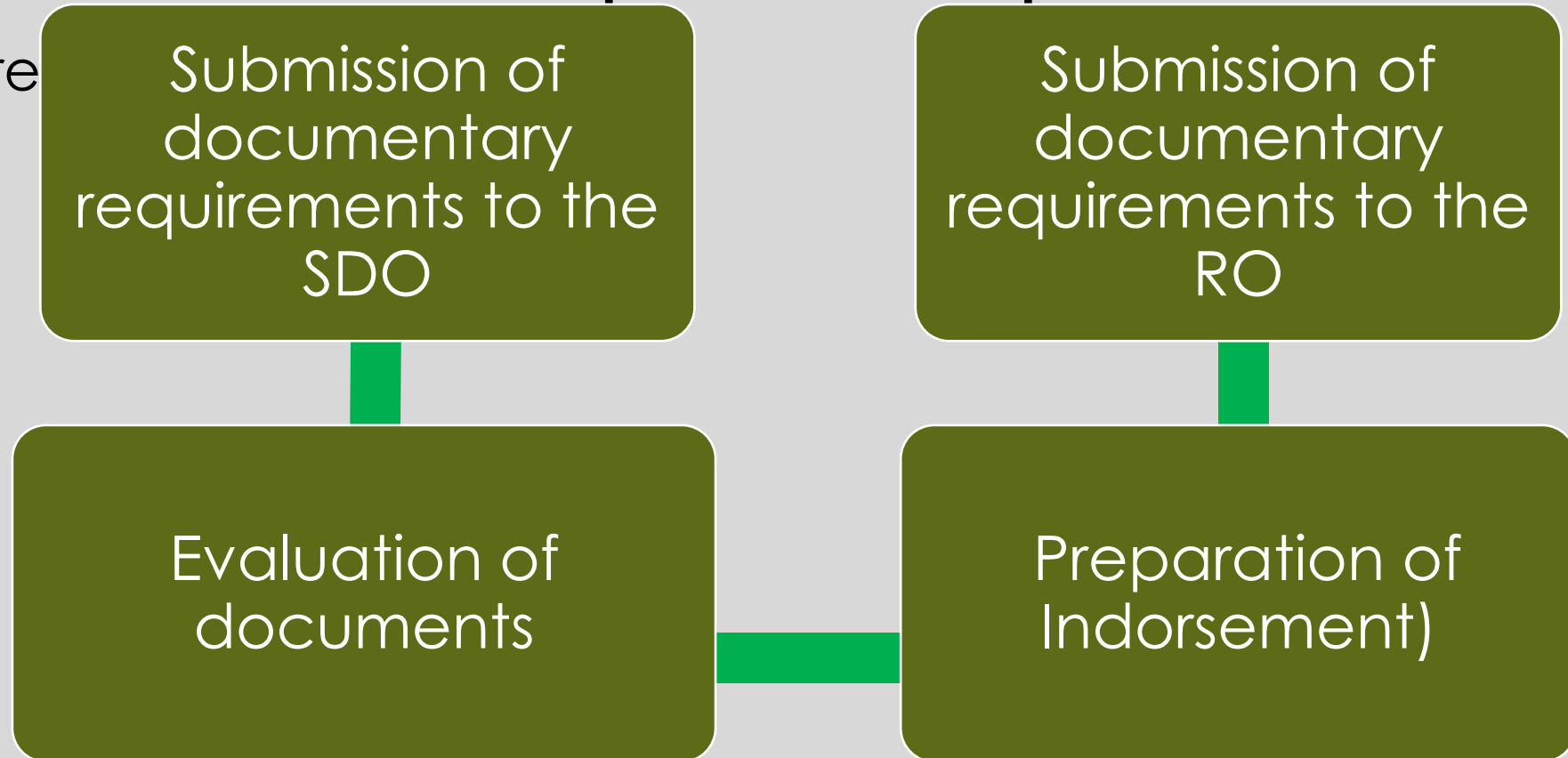
***Application of
Increase/Acknowledgement of
Tuition Fee and Other Fees***

Schedule of submission

- on or before **May 15** preceding the start of the school year
(Regional Office Deadline)
- on or before **May 9** preceding the start of the school year
(Division Office Deadline)

Process if Compliant of the requirements

Start here

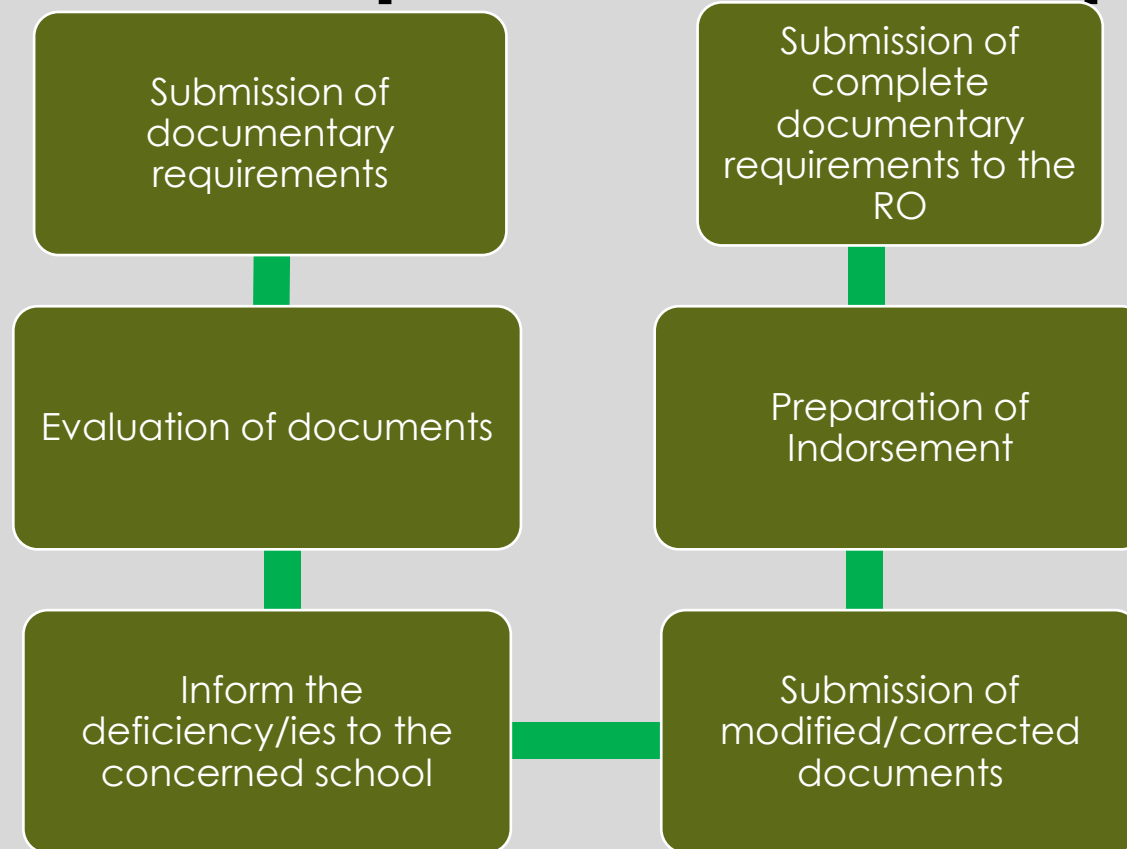


Schedule of submission

- on or before **May 15** preceding the start of the school year (Regional Office Deadline)
- on or before **May 9** preceding the start of the school year (Division Office Deadline)

Process if NOT Compliant of the requirements

Start here:



- In the letter of intent include the percentage of the increase
- In all the document submission/application, include the **Attestation from the Schools** , that all the documents are all correct

Important Reminders

- Submit 3 (hard copies of your folders) containing the requirements for SDO copy, 1st and 2nd copy for SDO and RO, the third copy is the receiving copy of the school
- Make sure that these documents will be received by Records (with date stamped) in the folder and letter of intent
- Submit a soft copy of the documents to the email address of the division (private schools unit) privateschools.gentri@deped.gov.ph
- SO Submission S.Y. 2020 and below - Submission is HARD COPY (RO)
- SO Submission S.Y. 2021 ONWARDS - Submission is SOFT COPY (Through LINK)
-

Opening of Classes

DepEd Order No. 09, s. 2024

Paragraph 3

Private schools/ state/local universities and colleges (SUCs/LUCs) may adopt these omnibus implementing guidelines on the school calendar and shall follow the provisions stipulated under RA 11480 concerning the required number of class days and the opening of the SY. Schools shall report any inevitable deviation from these guidelines in advance to their respective regional offices.

Remedial or Advancement Classes During Classes

DepEd Order No. 13, s. 2018

II. SCOPE

3. The different provisions of this policy are applicable to Grades 4 to 12 in both public and private elementary and secondary schools offering classes during summer. This will provide appropriate directions to all personnel of DepEd at the different levels of governance including those in the private schools.

Remedial or Advancement Classes During Classes

DepEd Order No. 13, s. 2018

IV. POLICY STATEMENT

5. The DepEd hereby issues these policy guidelines to ensure standard practices in offering classes during summer. This policy affirms the Department's commitment in ensuring that all learners will complete basic quality education.

11. The school shall submit a letter of request to offer remedial or advancement classes during summer to the Schools Division Office (SDO) not later than the 3rd week of March that precedes the summer term. The Schools Division Superintendent (SDS) shall approve the request based on the result of the evaluation. Approval of classes during summer shall be issued only for the term or year applied for.

The school's request to offer classes during summer shall include the following documents:

- 11.1 List of students who will take up remedial or advancement classes during summer.
- 11.2 List of least mastered competencies of the learner on the subject area where he/she failed to be prepared by the subject area teacher as part of the endorsement for summer classes (*See Enclosure No. 1 for the template*).
- 11.3 There shall be a minimum of ten (10) learners in Grades 4 to 10 and in any of the core subject areas in the Senior High School (SHS). However, for any of the major subjects under the SHS, a minimum of eight (8) is allowed. Otherwise, learners will be referred to nearby schools offering classes during summer. In cases, where no school offers classes during summer in any

learning area, the SDO must provide alternative measures to address learners' need.

11.4 Tentative list of learning area/s to be offered and schedule of classes approved by the School Head.

11.5 Written consent of parents/guardians whose learners will attend summer classes (*See Enclosure No. 2 for the template*).

11.6 List of teachers and the subjects that they will teach during summer classes.

07 JUN 2022

DepEd ORDER
No. **025**, s. 2022

AMENDMENT TO DEPED ORDER NO. 13, S. 2018

(Implementing Guidelines on the Conduct of Remedial and Advancement Classes
During Summer for the K to 12 Basic Education Program)

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education issues the **Amendment to DepEd Order (DO) No. 13, s. 2018** titled **Implementing Guidelines on the Conduct of Remedial and Advancement Classes During Summer for the K to 12 Basic Education Program** to assist schools in identifying learners who are most in need of instructional support and layout mechanisms by which remedial classes during summer can be maximized to address learning gaps brought primarily by the abrupt pedagogical shift due to the pandemic.

2. DO 13, s. 2018 used the term **summer classes** as learners had previously attended school during the hot, dry season of April and May. However, since the schedule of remedial classes for School Year 2021–2022 falls from July to August, the term **summer classes** shall be amended to **End-of-School-Year (EOSY) classes**.

3. **EOSY classes** refer to both remedial and enrichment classes offered within a prescribed number of days during the school break of each school year. It is a structured instructional or formal learning experience in a public or private elementary or secondary school with the approval of the schools division superintendent (SDS).

superintendent (SDS).

4. Section VII. **Eligible Learners for Summer (End-of-School-Year Classes)**, No. 14 of the enclosure to DO 13, s. 2018 shall be amended as follows:

14. Grades 1 to 10 learners who failed in not more than two learning areas at the end of the school year despite the educational interventions given.

Grades 1 to 11 learners who got a grade ranging from 75 to 79, described as Fairly Satisfactory based on DepEd Order No. 8, s. 2015 Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program, in any learning area, shall attend enrichment classes instead of remedial classes as the latter is designed for those learners who failed in not more than two

d Complex, Meralco Avenue, Pasig City 1600



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8636-4876/8637-6209



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learning areas. The conduct of enrichment classes is one of the strategies in the Learning Recovery Plan of the Department. They are designed to improve learners' level of attainment of the Most Essential Learning Competencies (MELCs) to ensure their readiness for transition to the next grade level. Their grade shall no longer be recomputed as their attendance shall be voluntary, with due consent from their parents/guardians.

7. The end-of-school-year classes for SY 2021–2022 consistent with DO 029, s. 2021, **School Calendar and Activities for School Year 2021–2022** states that remedial, enrichment and advancement classes for public schools shall start on **July 24, 2022**, Monday, and end on **August 12, 2022**, Friday. This schedule may be adjusted in schools where the regional or schools division offices declared class suspension due to an increase in COVID-19 cases in their areas as provided for in DM-CI-2022-009, **Reiterating the Policy on Academic Ease and Allowing the Suspension of Classes and Other Teaching-Related Activities in the Midst of the Surge in COVID-19 Cases**, as long as the adjusted schedule does not fall short of the required six-week period as indicated in DO 13, s. 2018.

8. However, learners who received a grade ranging from 75 to 79 shall attend enrichment classes for **15 days only**, from Mondays to Fridays, within the identified duration of EOSY classes.

9. **Enrichment Classes** refer to any form of organized instructional interventions given to learners from Grade 1 to Grade 11 who received a grade ranging from 75 to 79 in any learning area to improve their level of attainment of the prescribed learning competencies and fully prepare them for transition to their next grade level. Learners undergoing enrichment programs shall be provided with additional learning opportunities through tutorials, mentoring, coaching, or other ways of delivering organized learning experiences.

10. This Order shall be implemented in all public elementary and secondary schools nationwide for SY 2021–2022. Private schools are allowed to make necessary

10. This Order shall be implemented in all public elementary and secondary schools nationwide for SY 2021-2022. Private schools are allowed to make necessary

adjustments in accordance with their context, subject to the approval of their respective SDS. All other provisions stated in DO 13, s. 2018 shall remain effective unless otherwise amended by subsequent DepEd issuances.

11. This Order shall take effect immediately upon its approval. Certified copies of this Order shall be filed with the University of the Philippines Law Center- Office of the National Administrative Register (UP LC-ONAR) at the UP Diliman, Quezon City.

12. For more information, please contact the **Bureau of Learning Delivery**, 4th Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bld.od@deped.gov.ph or telephone numbers (02) 8637-4346 and (02) 8537-4347.

13. Immediate dissemination of and strict compliance with this Order is directed.


ATTY. NEPOMUCENO A. MALALUAN
Undersecretary
Officer-in-Charge

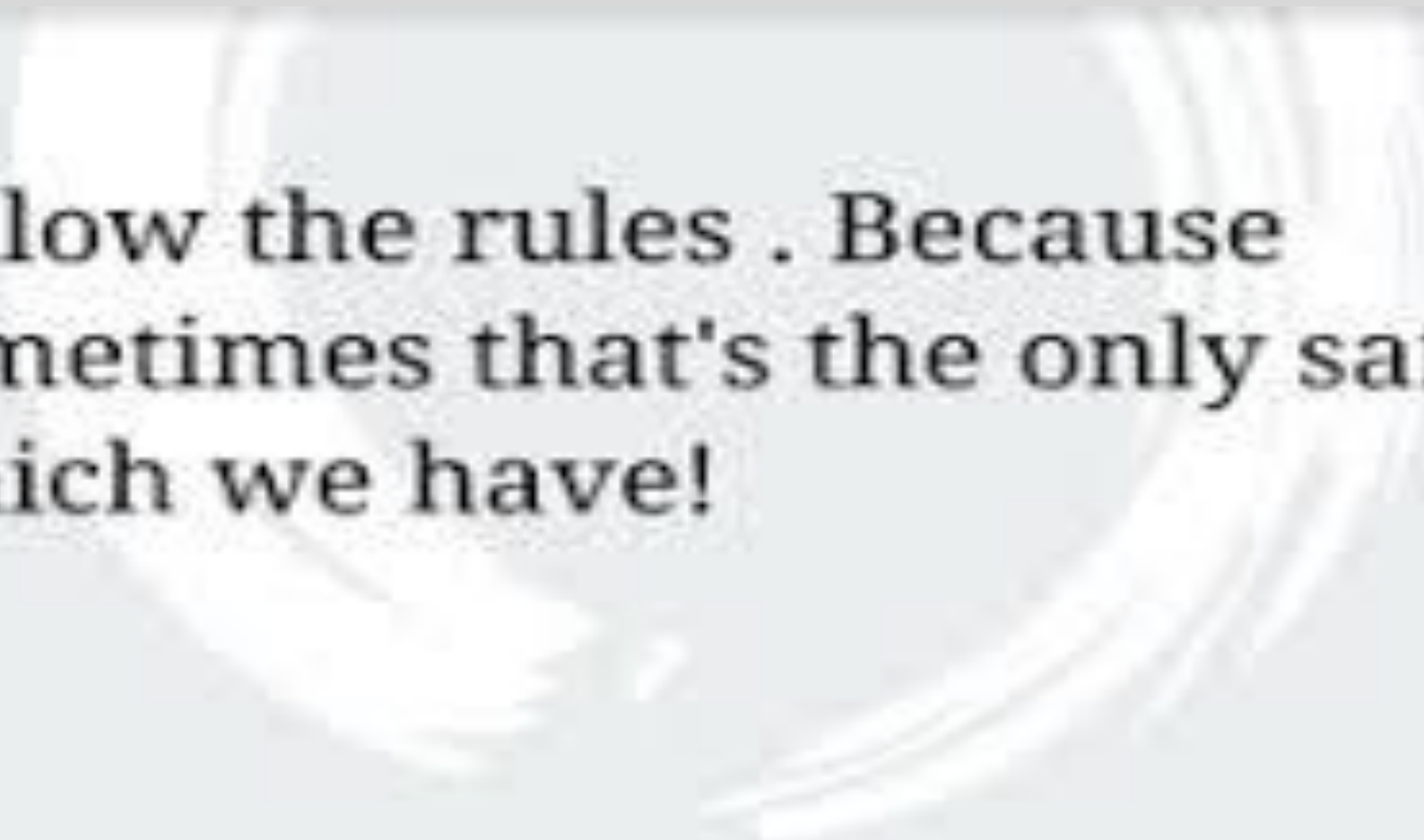
Ways Forward

Title of Transaction	Last Day of Submission
Application of New Government Permit/Courses (SY 2025-2026)	Regional Office (RO)- August 30, 2024
Application of Government Recognition (SY 2025-2026)	RO- February 1, 2025
Renewal of Government Permit (SY 2025-2026)	RO-January 2, 2025
Application of Increase/Acknowledgement of Tuition Fee and Other Fees	May 9, 2025 (Division Level)

For inquiry:

Email Address:

privateschools.gentri@deped.gov.ph



Follow the rules . Because
sometimes that's the only safety
which we have!

***You either follow the Rules or Become the
recipient of the Consequences***

— Aaron Donté



**“You are remembered
for the rules you
break.”**

Gen. Douglas MacArthur