

#### Republic of the Philippines

### Department of Education

REGION IV-A CALABARZON

## PROCESSING SHEET FOR APPLICATION FOR NEW GOVERNMENT PERMIT

	School:		
	ldress:		
	oplication: 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		
Ε,	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)		
7)	Deed of Use/Donation (if TCT is not in the name of school)		
7)	Certificate of Occupancy (Institutional/Educational/School)		
8)	,		
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		
10)	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)			
	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		
	Junior High School O. R. No.Date of IssuanceSPEDO. 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		







**Address:** Gate 2, Karangalan Village, Cainta, Rizal **Telephone No.:** 02-8682-2114

Email Address: region4a@deped.gov.ph Website: depedcalabarzon.p





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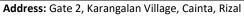
# **Department of Education**REGION IV-A CALABARZON

Findings/Recommendations:			
Processed/Reviewed by:			
-			
	Processor/Reviewer		
	(signature over printed name and designation)		
	Date		
Validated by :			
	Chief Education Supervisor		
	Date		









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