

## SCHOOL MANAGEMENT MONITORING & EVALUATION

### 1. Processing of Private School Application and Other Transactions

#### *SERVICE DESCRIPTION*

*Processing of private school various transactions is provided to any individual citizen and private schools who want to apply for government recognition, government permit to operate and renewal. The said application can be endorsed to Schools Division Superintendent if the required document content is compliance with the policy standards of DepEd to be forwarded at the Regional Office for approval and issuance certificate for government recognition, government permit to operate or renewal.*

<b>Office or Division:</b>	School Management Monitoring and Evaluation
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Business (G2B) Government to Citizen (G2C)
<b>Who may avail:</b>	Any Individual Citizen Private Schools Representative who wants to apply government permit
CHECKLIST OF REQUIREMENTS	
1. GPR Form 3	School Management Monitoring and Evaluation Section
2. Letter of Intent (Application)	Requesting party
3. Board Resolution	Requesting party
4. Statement of the Philosophy and Goals of the Course	Requesting party
5. Article of Incorporation and By-Laws	Securities and Exchange Commission
6. Copy of Transfer Certificate of Title of the School site	Requesting party

7. Location of schools in relation to its environment	Requesting party
8. Campus development and landscaping plans	Requesting party
9. Documents of Ownership of school buildings	Requesting party
10. Certificate of Occupancy of school building	Engineering Office, City Hall
11. Pictures of school building, classroom, laboratories, libraries, medical and dental facilities, canteen etc.	Requesting party
12. Proposed budget for the succeeding school year approved by the Board of Trustees/Directors.	Requesting party
13. List of school administrator (President, VP, Deans, Department Heads in matrix form)	Requesting party
14. List of academic - nonteaching personnel (registrar, librarian, guidance counselor researcher)	Requesting party
15. List of athletic facilities, equipment, supplies, and materials	Requesting party
16. School Bond	Requesting party
17. Copy of requirement Plan registered with the SEC	SSS, Pag ibig Fund BIR & PhilHealth

18. Copy of latest Financial Statement of school signed by a CPA		Requesting party		
19. Proposed Curriculum		Requesting party		
20. Proposed tuition and other fees		Requesting party		
21. List of New teaching/Academic staff for the course		Requesting party		
22. Inspection and application fees (P2,000.00)		Regional Office 3- Central Luzon		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents- Application for government permit	1.1 Receive the complete required documents	None	2 minutes	EPS II- SMME
	1.2 Review the submitted documents as to completeness of requirements	None	30 minutes	EPS II-SMME
	1.3 Assess and evaluate the application and supporting documents needed for validation	None	1 day	SEPS-SMME
	1.4 Prepare Indorsement, forward to SGOD Chief	None	5 minutes	EPS II-SMME

	1.5 Review the evaluated documents as to the compliance with DepEd policy standards.	None	5 minutes	SGOD, Chief
	1.6 Sign Indorsement for recommending approval	None	2 minutes	Schools Division Superintendent
<b>TOTAL:</b>			<b>1 day &amp; 34 minutes</b>	