




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV – A CALABARZON
City Schools Division of Cabuyao
City of Cabuyao, Laguna



MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
OIC – Chief School Governance and Operations Division
Chief - Curriculum Implementation Division
Public Schools District Supervisors
Cabuyao Private Schools Association (CAPRISA)
All Private Schools' Administrators
All Others Concerned

FROM : 
DORIS D. ESTALILLA
OIC –Office of the Schools Division Superintendent

SUBJECT : **REITERATION OF SECTION 30 OF 2010 REVISED MANUAL OF OPERATIONS FOR PRIVATE SCHOOLS IN BASIC EDUCATION AS AMENDED**

DATE : April 11, 2018

Attached herewith is the DEPED – 4A – RM – 01C – 18 – 205 re: Reiteration of Section 30 of 2010 Revised Manual of Operations for Private Schools in Basic Education as Amended dated, April 10, 2018, contents of which are self –explanatory.

For information, guidance and immediate dissemination.

UM No. 142s.2018
sgod-smme



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



DEPED-4A-RM-01C-18- 205

TO : **ALL SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **DIOSDADO M. SAN ANTONIO**
Director IV

SUBJECT: **REITERATION OF SECTION 30 OF 2010 REVISED MANUAL OF OPERATIONS FOR PRIVATE SCHOOLS IN BASIC EDUCATION AS AMENDED**

DATE : APR 10 2018

1. Section 19.2 of the 2011 Revised Manual of Regulations for Private Schools provides that the Regional Director has the authority, accountability and responsibility to approve the establishment of private elementary and high schools and learning centers.
2. Section 30 of the said manual provides:

-xxx- The Regional Office shall assess the completeness of the documentary requirements attached to the subject application. The applicant school shall be informed in writing of deficiencies noted, if any, not later than September 30 of the same year the said application was filed. The school shall be allowed to complete the deficiencies not later than October 31 of the same year.

If all the documentary requirements are complete or the school already complied, the Regional Office shall conduct ocular inspection and evaluation of the applicant school's compliance with the minimum standards set for the program applied for, not later than November 30 of the same year the subject application was filed. -xxx-



3. In view thereof, this is to reiterate the following guidelines:
 - a. After the submission of the documentary requirements of the applicant schools, the Schools Division Office shall assess the completeness of the documentary requirements. After assessment, the Schools Division Office is required to inform the Regional Office of the completeness of the requirements of the applicant schools.
 - b. The Regional Office shall also assess the completeness of the documentary requirements of the applicant school. Between the results of the assessments made by the Schools Division Office and the Regional Office, the latter prevails.
 - c. No ocular inspection should be done by the Schools Division Office without any authority from the Regional Director and without payment of ocular inspection fee and school bond.
4. Strict compliance is hereby enjoined.