



August 26, 2014

DIVISION MEMORANDUM
No. 406, s. 2014

**REISSUANCE OF CERTIFICATES OF GOVERNMENT RECOGNITION FOR
BASIC EDUCATION COURSES OFFERED BY PRIVATE SCHOOLS**

TO : Assistant Superintendents
Division Supervisors/Coordinators
Public Schools District Supervisors
Private School Presidents, Administrators, and Principals

1. Attached is Regional Memorandum No. 488 s. 2014 entitled, **REISSUANCE OF CERTIFICATES OF GOVERNMENT RECOGNITION FOR BASIC EDUCATION COURSES OFFERED BY PRIVATE SCHOOLS** for your reference and guidance.
3. Immediate and wide dissemination of and compliance with this Memorandum is directed.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



August 15, 2014

REGIONAL MEMORANDUM
No. **488**, s. 2014

**Reissuance of Certificates of Government Recognition
for Basic Education Courses Offered by Private Schools**

To: Schools Division/City Superintendents
Officers-in-Charge of Regular and Interim Divisions
Education Supervisors-in-Charge of Private Schools
Education Program Supervisors
Public Schools District Supervisors
Private Schools Administrators

1. Section 11 of the Corporation Code of the Philippines (Batas Pambansa Bilang 68), which is being implemented by the Securities and Exchange Commission, states the following provision:

A corporation shall exist for a period not exceeding fifty (50) years from the date of incorporation unless sooner dissolved or unless said period is extended. The corporate term as originally stated in the articles of incorporation may be extended for periods not exceeding fifty (50) years in any single instance by an amendment of the articles of incorporation, in accordance with this Code; Provided, That no extension can be made earlier than five (5) years prior to the original or subsequent expiry date(s) unless there are justifiable reasons for an earlier extension as may be determined by the Securities and Exchange Commission.

2. When the recognized school's Registration in the Securities and Exchange Commission Office expires, the incorporators should extend its corporate term for another 50 years by amending the articles of incorporation.

3. Private schools that have existed for at least 50 years are hereby directed to apply for the reissuance of a Certificate of Government Recognition for a Basic Education Course.

4. This DepED regional policy on the reissuance of a Certificate of Government Recognition is in accordance with the following provisions of the 2010 Revised Manual of Regulations for Private Schools in Basic Education (DepED Order No. 88, series 2010):

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1389; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FIAD),
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-9061; 414-7321

"ESQ 2015: Karapatan ng Lahat, Pamanangitan ng Lahat"

- **Section 4.12:** The State shall take into account regional and sectoral needs and conditions and shall encourage local planning in the development of educational policies and programs.
- **Section 25:** All private educational institutions shall be subject to reasonable supervision and regulation by the Department.

5. To apply for the reissuance of a Certificate of Government Recognition, a Private School has to comply with the following requirements:

- 5.1 Endorsement of the Schools Division Superintendent
- 5.2 Standard Letter of Application for the Reissuance of a Certificate of Government Recognition (See QAD Form 1c in Enclosure No. 1)
- 5.3 Board Resolution to apply for the Reissuance of a Certificate of Government Recognition
- 5.4 New Registration at the Securities and Exchange Commission
- 5.5 Official Receipt of Application and Inspection Fees

6. The Regional Office through Quality Assurance Division, in coordination with the Division Supervisor In-Charge of Private Schools, will conduct an Ocular Inspection. A reissuance of the Certificate of Government Recognition will be granted, if the following standards as required by the Department of Education in the operation of an education course are found to have been maintained:

A. School Governance

- 1. Organizational Chart indicating the administrative, teaching, and non-teaching personnel (visibly displayed for stakeholders to see)
- 2. The School Head has a teacher's license and master's degree, preferably on school administration.
- 3. Members of the teaching personnel are graduates of Education Courses (earned DPE units) and have teaching licenses.

B. School Site ,school buildings, classrooms, ancillary facilities, furniture and fixtures

- 1. The school has documents to show ownership of school site and buildings.
- 2. The school building/s has/have Certificate/s of Occupancy.
- 3. Classrooms have adequate lighting and ventilation.
- 4. The sizes of classrooms are proportional to the number of learners.
- 5. The school has computer room, library, home economics/TLE room, science laboratory, audio-visual room, clinic with first-aid kits, canteen, playground, principal's office and/or guidance office.
- 6. The school has adequate comfort rooms and handwashing facilities.

C. Curriculum

1. The teachers have copies of the Curriculum Guides of the K to 12 Curriculum (Grades 1 to Grade 3 and/or Grade 7 to 9) and the previous Curriculum's Learning Competencies for Grades 4 to 6 and/or Fourth Year Level.
2. School program and teachers' class programs follow DepEd Order #31, s. 2012 (See sample class programs in Enclosure No. 2 & 3)
3. Assessment of Learning Outcomes for K to 12 Grades follows DepED Order No. 73, s. 2012.
4. Textbooks used in the K to 12 Grades are K to 12 compliant.
5. Co- and extra-curricular activities and special programs/projects include those that are mandated by the Department of Education.
6. The school provides training and professional development to personnel, especially the teachers.

D. The school has the following:

1. School Handbook
2. School Operating Budget for a school year of operation
3. Confirmed Tuition and Other School Fees
4. Financial Statement/s with an Independent Auditor's Opinion
5. Updated Official Receipts of remittances to SSS, Philhealth, PAGIBIG
6. Copy of the School's Anti-Bullying Policies


E. The school implements Child Protection Policy (DepEd Order No. 40, s. 2012).

F. The school has program/s related to Disaster Risk Reduction and Management.

7. A Private School that has lost a Certificate of Government Recognition should apply for reissuance of the said certificate. Supporting documents should include (1) Affidavit of Loss, (2) SEC Registration, and (3) Articles of Incorporation.

8. A Private School that has changed its corporate name or transferred to another location should also apply for reissuance of Certificate of Government Recognition. Supporting documents should include (1) Board Resolution, (2) Copy of the Certificate of Government Recognition, (3) SEC Registration, and (4) Articles of Incorporation.

9. Immediate and wide dissemination of and compliance with this Memorandum is directed.


CARMELITA T. DULANSON, Ed.D.
Director III
Officer-in-Charge
Office of the Regional Director

ENCLOSURE NO. 1

QAD Form No. 1c Standard Letter of Application for Reissuance of Certificate of Government Recognition

Date

Dr. Carmelita T. Dulangan
Director III
Officer-in-Charge
Office of the Regional Director
Sudlon, Lahug, Cebu City

Thru: _____
Schools Division Superintendent
Division of _____

Madam:

Greetings!

_____ (name and address of school) would like to apply for a Reissuance of a Certificate of Government Recognition for the _____ (Preschool, Elementary, Secondary) Education Course, effective School Year _____.

Please be informed that _____ (name of school) has maintained the following standards and requirements prescribed by the Department of Education:

- A. School Governance
 - Organizational Chart indicating the administrative, teaching, and non-teaching personnel (visibly displayed for stakeholders to see)
 - The school head has a teacher's license and master's degree, preferably on school administration.
 - Members of the teaching personnel are graduates of Education Courses (earned DPE units) and have teaching licenses.
- B. School Site ,school buildings, classrooms, ancillary facilities, furniture and fixtures
 - The school has documents to show ownership of school site and buildings.
 - The school building/s has/have Certificate/s of Occupancy.
 - Classrooms have adequate lighting and ventilation.
 - The sizes of classrooms are proportional to the number of learners.
 - The school has computer room, library, home economics/TLE room, science laboratory, audio-visual room, clinic with first-aid kits, canteen, playground, principal's office and/or guidance office.
 - The school has adequate comfort rooms and handwashing facilities.
- C. Curriculum
 - The teachers have copies of the Curriculum Guides of the K to 12 Curriculum (Grades 1 to Grade 3 and/or Grade 7 to 9) and the previous Curriculum's Learning Competencies for Grades 4 to 6 and/or Fourth Year Level.
 - School program and teachers' class programs follow DepEd Order #31, s. 2012
 - Assessment of Learning Outcomes for K to 12 Grades follows DepED Order No. 73, s. 2012.
 - Textbooks used in the K to 12 Grades are K to 12 compliant.
 - Co- and extra-curricular activities and special programs/projects include those that are mandated by the Department of Education.
 - The school provides training and professional development to personnel, especially the teachers.
- D. The school has the following:
 - School Handbook
 - School Operating Budget for a school year of operation
 - Confirmed Tuition and Other School Fees
 - Financial Statement/s with an Independent Auditor's Opinion
 - Updated Official Receipts of remittances to SSS, Philhealth, PAGIBIG
 - Copy of School's Anti-Bullying Policies
- E. The school implements Child Protection Policy (DepEd Order No. 40, s. 2012).
- F. The school has program/s related to Disaster Risk Reduction and Management.

For approval of this application, the school hereby submits all the required supporting documents, as follows:

1. Endorsement of the Schools Division Superintendent
2. Standard Letter of Application for the Reissuance of a Certificate of Government Recognition (Accomplished QAD Form 1c)
3. Board Resolution to apply Reissuance of Certificate of Government Recognition
4. New Registration to Securities and Exchange Commission
5. Copy of Official Receipt of Application and Inspection Fees

Thank you and God bless.

Very truly yours,

School President/Principal

QAD Form No. 1c, together with the supporting documents should be submitted to the Division Office once a New SEC Registration is secured.