



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Enclosure 2 to Region Memorandum QAD-2023-009

**CHECKLIST FOR APPLICATION OF GOVERNMENT PERMIT (GP) OR
 GOVERNMENT RECOGNITION (GR)**

Name of School : _____
 Address of School : _____
 Division : _____
 Courses Offered : _____
 School Year : _____ Type of Application: GP GR
 School Administrator: _____ Contact #: _____
 Alternate Contact Person: _____ Contact #: _____
 Email Address : _____

Standard	Division	Region	Remarks
1. Document Presentation a. Submitted documents are in PDF file or POWERPOINT in PDF b. Compilation of documents followed the order/sequence as stated in the checklist c. All documents are listed in a Table of Contents			
2. Inspection Report a. Completely filled out by the SDO b. Duly signed by the SEPS M and E/ Division In-charge of private schools and noted by the SGOD Chief			
3. Endorsement a. Duly signed by the SDS or his/her duly appointed OIC b. Consistent with the intended course/grade level as stated in the Letter of Request or Board Resolution			
4. Certified True Copy of the Previous Government Permit/Recognition * Justification approved by the SDS in the absence of Government Permit/Recognition			
5. Letter Request and Board Resolution a. Included the intended course/grade level to be offered b. Duly signed by the corporate secretary and president c. Notarized			
6. Feasibility Study (Required only for New Application of GP/GR) a. Contained the following: 1. Purpose and objectives of the proposed school/course 2. List/name(s) of schools offering the same course within the locality and the distance from the applicant school 3. Demand for the establishment of the school (include the enrolment/number of enrollees in the existing nearby schools as well as the facilities, standards and			



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supportive provisions for effective instruction and quality of education) 4. Adequacy of the school site specifying the lot area			
7. Certificate of Registration a. Updated SEC General Information Sheet b. BIR registration certificate c. SSS registration certificate d. PhilHealth registration certificate e. Pag-IBIG registration certificate			
8. Proposed Annual Budget and Annual Expenditures a. Annual Expenditures were itemized in terms of: • Salaries • Miscellaneous • Capital Expenditures (building, property, equipment) b. Dated corresponding to the school year applied for c. Duly signed by the school administrator			
9. Tuition and other school fees a. Tuition and other school fees were itemized for each course/grade level b. Duly signed by the school administrator			
10. Proposed Curriculum a. Supported by a certification signed by the CID Chief/PSDS that the school implements the prescribed DepEd Curriculum			
11. Proposed Enrolment a. Observed gender segregation by course/grade level b. Attained the minimum number of enrollees per grade level			
12. School Calendar a. Formulated in accordance to the provisions of the corresponding DepEd Memorandum b. Indicated the total number of school days, holidays and other school activities c. Duly signed by the school administrator			
13. Class Programs a. Observed the Department's minimum requirements on subjects offered and their corresponding time allotments b. Duly signed by the class adviser and the school administrator			
14. Instructional and Learning Materials a. Listed by learning/subject area			
15. Individual Teachers' Programs a. Conformed with the Class Programs b. Duly signed by the teacher and the school administrator			
16. List of Academic and Non- Academic personnel			



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<p>a. Contained the following information:</p> <ul style="list-style-type: none"> • Names • Educational qualifications and field of specialization • Transcript of Records • Notarized Employment Contract indicating the job description, salaries and benefits and nature of appointment 			
<p>17. Retirement Plan</p> <p>a. SSS b. PAG-IBIG c. Other retirement institutions</p>			
<p>18. School Policy on Anti-Bullying and Child Protection</p> <p>a. Anchored on the DEPED Order No. 55, s. 2013 b. Duly signed by the school administrator</p>			
<p>19. Facilities and equipment</p> <p>a. Enumerated by category:</p> <ul style="list-style-type: none"> • Athletic • Laboratory • Furniture and fixtures • Educational Games • Certified by the school head/administrator 			
<p>20. School Site</p> <p>a. Copy/ies of Transfer Certificate/s of title of the school site (if owned by school)</p> <ul style="list-style-type: none"> • In the name of the school • Total area adequate (state total area) <p>b. Copy/ies of Contract of Lease of School Site/Building (if not owned by school or Usufruct)</p> <ul style="list-style-type: none"> • Indicating the number of contract years. <p>c. Location of school in relation to this environment</p> <ul style="list-style-type: none"> • Far from recreation places • Free from noise/unpleasant odor and dust <p>d. Campus development and landscaping plans</p> <p>e. Certificate of occupancy of school building/s (if change/addition has been made)</p> <ul style="list-style-type: none"> • Signed by proper city/municipal authorities 			
<p>21. Disaster Risk Reduction Management</p> <ul style="list-style-type: none"> • Enabling Environment (DRR Team, DRR Plan and Activities) • Safe Learning Facilities • School Disaster Risk Management (Contingency and Preparedness Plan) • DRR in Education (Integration of DRRM Concepts in Lessons and School Activities) 			
<p>22. Pictures</p>			



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<ul style="list-style-type: none"> • school building/s, • classrooms • laboratories • library/ies • medical and dental health facilities • canteen/s 			
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Evaluated by:

_____ SEPS-SMM&E

_____ Division Private School In-Charge

Counterchecked by:

_____ SGOD Chief

Validated by:

_____ QAD-REPS

Date: _____

Remarks: All requirements complied

Action: Conduct Ocular/On-site Inspection/Validation on _____

With deficiencies (marked X)

Notify Division of Deficiencies

Noted:

_____ **LUZ LALLI L. FERRER**
 Chief, Quality Assurance Division



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Enclosure 3 to Region Memorandum QAD-2023-009

ONLINE VALIDATION STANDARDS

PRE-ONLINE VALIDATION

1. Make a courtesy call to SDS/OIC through text/call.
2. Inform the SDO Private Schools Coordinator/M&E SEPS regarding the schools to be validated via online.
3. Inform the school through text/call two days before the scheduled validation.
4. Send online link to the School Head, Private Schools Coordinator and M&E SEPS.
5. Orient the school regarding the guidelines and protocols of the conduct of online validation.

DURING THE ONLINE VALIDATION

1. Notify the private school 30 minutes before the scheduled time through text/call.
2. For simultaneous validation, the school head shall assign a focal person for each course offering.
3. Conduct the opening meeting.
 - Introduction
 - Ask the school head the type of application (for verification purposes):
 - New application? (PTO or GR)
 - What course? (Kindergarten, Elementary, JHS or SHS(Track/Strand))
 - What grade level?
 - Inform (Agree with) the school head the sequence of the facilities to be validated/viewed.
4. Conduct the online campus tour.
5. Discuss the observations, findings and recommendations with the school head/focal person.
6. Should there be compliance/s, write them in the compliance form in two copies. Sign it and ask other co-validators, if any, to sign also.
7. Send the scanned compliance form to the private school through email/messenger.
8. Ask the school head to download the scanned copy, indicate the date when the lacking documents shall be submitted, write his/her name and affix his/her signature.
9. Ask the school head to send back the signed compliance documents to DepEd RO12 QAD email/messenger.
10. Remind the school head of the process of releasing the permit/GR certificate.
11. Thank the school head/focal person.



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Enclosure 4 to Region Memorandum QAD-2023-009

ONSITE VALIDATION STANDARDS

1. Make a courtesy call to SDS/OIC at the Schools Division Office.
2. Inform the SDS/OIC/Private Schools Coordinator/M&E SEPS regarding the purpose of the school visit.
3. Hand in the list or name of the schools to be visited.
4. Proceed to the school/s for onsite validation. (May be accompanied by an SDO counterpart)
5. Look for the School Head/OIC upon arrival to the school.
6. Introduce self or the members of the validating team (if in a group)
7. Tell the school head/OIC of the purpose of your visit.
8. Conduct the validation. Use necessary evaluation or validation tools.
10. Discuss the observations, findings and recommendations with the school administrators.
11. Should there be compliance/s, write them in the compliance form in two copies. Sign it and ask other co-validators, if any, to sign also.
12. Ask the school head to indicate the date when the lacking documents shall be submitted, write his/her name with his/her signature.
13. Give a copy **of the compliance form** to the school administrator and keep the other one as your copy.
14. Ask for a certificate of appearance from the school head.
15. Thank the school head.
16. Leave the school.
17. Go back to the regional office.



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