



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

February 20, 2023

REGION MEMORANDUM
QAD-2023-009

**ENHANCED GUIDELINES FOR APPLICATION FOR GOVERNMENT PERMIT
OR GOVERNMENT RECOGNITION OF PRIVATE SCHOOLS**

To: Schools Division Superintendents
Division Private School Coordinators

1. In its continuous desire to improve the delivery of outputs and services to clients, this office through the Quality Assurance Division (QAD) carried out one Continuous Improvement (CI) Project dubbed **EASY QAD or Efficiency and Accountability for Service Excellence-Yielding Quality Assurance Division** aimed to streamline the regulatory and developmental services of the office. The project was also done in order to be compliant with the requirements of RA 11034 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018.
2. The project which was completed in October 2022 led to a conclusion that contextualizing the policy on regulatory and developmental services pursuant to DO 88, s. 2010, and enhancing the processes involved can contribute to an efficient and effective delivery of QAD services and outputs geared toward the accomplishment of the region's strategic objectives.
3. These enhanced guidelines for application for government permit or government recognition of private schools as output of the QAD CI Project shall be implemented effective SY 2023-2024 onwards or until revoked by higher issuances.
4. Division private school coordinators are enjoined to disseminate and ensure implementation of these guidelines to the field.
5. Enclosed are the following for reference:
Enclosure 1 - Contextualized Guidelines for Application for Government Permit
Enclosure 2 - Checklist of Requirements
Enclosure 3 - Standards for Conducting Online Validation
Enclosure 4 - Standards for Conducting On-site Validation
6. For inquiries or clarification, all concerned may communicate with RO-Quality Assurance Division at 228-1896 or email qad.region12@deped.gov.ph



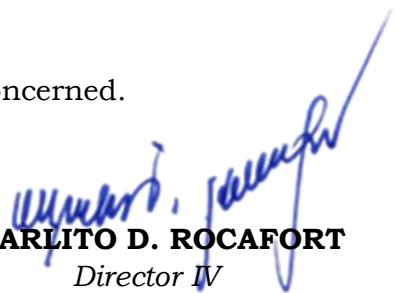
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7. For information, reference and guidance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: DO 88, s. 2010; QAD-OM

To be indicated in the Perpetual Index under the subject
PRIVATE EDUCATION REGULATORY SCHOOL

LLLF/QAD/RM/ ENHANCED GUIDELINES FOR APPLICATION FOR GOVERNMENT PERMIT OR GOVERNMENT
RECOGNITION OF PRIVATE SCHOOLS/009/Feb. 20, 2023



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Enclosure 1 to Region Memorandum QAD-2023-009

**ENHANCED GUIDELINES FOR APPLICATION FOR GOVERNMENT PERMIT
OR GOVERNMENT RECOGNITION OF PRIVATE SCHOOLS**

A. RATIONALE

Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 is an act that aims to streamline the current systems and procedures of government services. This strengthened version of the law is poised to facilitate prompt actions or resolution of all government transactions with efficiency. It applies to all government offices and agencies, including Department of Education.

DepEd adheres to RA 11032 by streamlining its external and internal services across governance levels through the DepEd Citizen's Charter. Frontline services being delivered by the regional office were identified and were made to subscribe to the service standards with the end-goal of satisfying customer needs and wants.

The Quality Assurance Division (QAD) – DepEd SOCCSKSARGEN Region carried out one continuous improvement project dubbed as **“EASY QAD,” (Efficiency and Accountability for Service Excellence-Yielding Quality Assurance Division)** the main objective of which is to be compliant with the requirements of RA 11034 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018 by contextualizing the policy on regulatory and developmental services with the end-goal of satisfying customer needs and wants but without circumventing the standards and regulatory requirements of DepEd Order 88, s. 2010.

B. SCOPE OF THE CONTEXTUALIZED GUIDELINES

The guidelines being referred to here are limited to the processes implemented by QAD in the application for government permit to operate and/or government recognition guided by DepEd Order No. 88, s. 2020 but contextualized and enhanced according to the needs and requirements of the present social, political and environmental or physical situations.



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C. DEFINITION OF TERMS

Private School - refers to a privately owned and managed institution for teaching and learning, established and authorized by the Department of Education to operate certain educational programs in accordance with law and prescribed policies and rules of the Department.

Quality assurance is a process focused concept where the processes are put in place to ensure that correct steps are done in the correct way.

Evaluation is a process determining the value or condition of something, using criteria governed by a set of standards.

Validation - refers to an assessment of an action; decision to establish accuracy on the implementation of a program or activity

Monitoring - refers to observing and checking the progress or quality over a period of time.

Inspection means careful examination or scrutiny.

Government Recognition - refers to the authorization granted to a private school which allows the conduct of educational programs and operations without close supervision.

Permit to operate - refers to the temporary authorization granted by the Department to the school to conduct educational programs and operations.

D. CONTEXTUALIZED PROCESS ON APPLICATION FOR GOVERNMENT PERMIT OR RECOGNITION

D.1 SUBMISSION OF APPLICATION DOCUMENTS

D.1.1 An indicative schedule for the submission of application documents for government permit shall be allotted for each schools division office so as to facilitate the processing of the documents and for easy tracking of the submission.

D.1.2 Only online submission of documents shall be received by the office for either online/virtual or onsite validation, as the case maybe. Every SDO is provided the google link where schools can submit their application documents.



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D.1.3 Below are the indicated schedule of submission by batch for every division with corresponding google links:

DIVISION	BATCH	DATE OF SUBMISSION	LINK
South Cotabato	Batch 1 – Upper Valley	March 1-31	bit.ly/privsch2023-2024-socot
	Batch 2 – Lower Valley	May 1-31	
Sarangani	Batch 1 – Kiamba-Maasim	March 1-31	bit.ly/privsch2023-2024-sar
	Batch 2 – Malandag-Glan	May 1-31	
Sultan Kudarat	Batch 1	March 1-31	bit.ly/privsch2023-2024-sk
	Batch 2	May 1-31	
Cotabato	Batch 1	March 1-31	bit.ly/privsch2023-2024-cot
	Batch 2	May 1-31	
Koronadal City	1 Batch	March 1-31	bit.ly/privsch2023-2024-kor
Kidapawan City	1 Batch	May 1-31	bit.ly/privsch2023-2024-kid
Tacurong City	1 Batch	March 1-31	bit.ly/privsch2023-2024-tac
General Santos City	Batch 1 – Districts 1-7	March 1-31	bit.ly/privsch2023-2024-gsc
	Batch 2 – Districts 8-15	May 1-31	

D.1.4. QAD EPS in-charge of the division shall regularly monitor the submission of documents and will be responsible in communicating with the SDO coordinator for updates and other related concerns.

D.1.5 All links shall be closed at 12:00 noon of the indicated deadline dates; hence, division coordinators must ensure that concerned schools are reminded to submit the required documents on or before the deadlines set. **RO-QAD shall no longer accept applications (even in hard copies) after the links shall have been closed.**



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D.2 CHECKLIST OF REQUIREMENTS

D.2.1 To be submitted with the application documents are the following:

- D.2.1.1 Checklist of requirements (Enclosure 2) duly accomplished and signed by the SDO Inspection Team and the SDS.
- D.2.1.2 Endorsement by the schools division superintendent
- D.2.1.3 Inspection report duly accomplished and signed by the SDO Inspection Team
- D.2.1.4 Copy of the previous government permit (if unable to present, justification by the school for operating even without government permit; noted by the SDS)

D.2.2 Applying schools are advised to put an order in their submitted documents according to the items included in the checklist (or to follow the template provided in the link).

D.2.3 SDOs shall submit hard copy of application documents **ONLY** for new opening of the school.

D.3 EVALUATION OF DOCUMENTS

D.3.1 One QAD Education Program Supervisor (EPS) is assigned to evaluate application documents coming from one or two SDOs.

D.3.2 Evaluation of application documents shall commence only if:

- D.3.2.1 documents were submitted on or before the deadlines set per batch
- D.3.2.2 submitted documents are complete and accompanied with accomplished checklist, inspection report and endorsement by the SDS.
- D.3.2.3 incomplete documents shall be complied with after the school will have been notified

D.3.3 QAD EPS in-charge of the division shall schedule the online/onsite validation only after the submitted application documents have been evaluated.



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D.4 ONLINE/ON-SITE VALIDATION

- D.4.1 Validation of private schools applying for government permit or government recognition shall start with making appointment with the SDO Private School coordinator.
- D.4.2 The validation may either be conducted virtually/online or on-site visit, depending on the need or requirement of the prevailing situation
- D.4.3 Standards on Online/Onsite Validation must be strictly followed. (Enclosures 3 and 4)
- D.4.4 The regional validating team shall conduct the activity in a maximum of **two hours per school**, especially if the school is offering multiple courses.
- D.4.5 Before leaving the school being validated, the regional validating team shall discuss with the private school principal or administrator the findings and observations, and come up with agreements when to submit compliances, if any.

D.5 PREPARATION AND RELEASE OF GOVERNMENT PERMITS/RECOGNITION

- D.5.1 The validation report must be submitted to QAD ADAS as soon as the validation is completed and the school has complied with the compliances
- D.5.2 QAD ADAS shall prepare the permit for RD's signature.
- D.5.3 QAD ADAS shall post to the Private SOX group chat government permits or government recognition certificates that are ready for release.
- D.5.4 Concerned schools shall claim their permits/certificates upon advice of QAD ADS thru the gc.



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