



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

April 4, 2024

REGION MEMORANDUM
QAD-2024-016

**APPLICATION FOR GOVERNMENT PERMIT RENEWAL OF PRIVATE
EDUCATION INSTITUTIONS VIA FAST APP FOR
SCHOOL YEAR 2024-2025**

To: Schools Division Superintendents
All School Heads of Private Education Institutions

- Pursuant to RA 11032, titled “An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise Known as the Anti-Red Tape Act of 2007 and DepEd Order 11, s. 2011 also known as Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education, the Department of Education SOCCSKSARGEN Region in its commitment to continuously improve has enhanced its government permit renewal services through the **Facilitative Accessible Streamlined and Time-bound Application for Permit Process (FAST APP), effective School Year 2024-2025.**
- The **FAST APP** aims to:
 - optimize organizational efficiency in facilitating the application for permit process in terms of **(a) submission of application documents (b) evaluation of documents, (c) online/onsite validation, (d) creation of government permit, (e) approval of government permit and (f) payment/release of government permit in DepEd SOCCSKSARGEN Region;**
 - maximize the use of online platform as continuing effort of the department in digitizing process steps towards organizational productivity;
 - mainstream the process steps of application for government permit renewal by strengthening the role of the division offices during inspection;
 - gather feedback and client’s satisfaction measurement to serve as input for the continuous improvement of the FAST APP and its process steps.
- This enhanced mechanism shall be implemented and applicable in the processing only of **application documents for government permit renewal for School Year 2024-2025.**
- In adherence with the issuance of DepEd Order 003, s. 2024 also known as Amendment to DepEd Order No. 022, s. 2023 Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024, the following schedule of activities shall be observed:

Date	Activities
April 5	Orientation with private school applicants for Government Permit Renewal
April 8-19	Division Office Inspection to Private Education Institution



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

April 19-30	Online submission of Application Documents via FAST APP
April 30-May 15	Document Evaluation
May 15-June 10	Site validation (onsite/virtual)
July-onwards	Onsite monitoring/Technical assistance

5. All division offices are advised to provide enabling support and technical assistance with Private Education Institutions in their area of responsibility and ensure a comprehensive Inspection Report following the standardized Inspection Report Template. The role of the division offices puts premium in ascertaining the veracity, correctness, and completeness of documented information requirements prior to its submission to the Regional Office to assure the continuity of the process steps.

6. All applications for government permit renewal of all Private Education Institutions (PEIs) shall be via FAST APP. Upon online submission, the system shall generate and provide the document tracking number. This document tracking number shall be used as traceability number to determine the status and update of the application process steps. It shall also provide information to the PEIs on the next steps to be taken to complete the process.

7. During the document evaluation and validation, the Quality Assurance Division via FAST APP shall implement a queuing system adopting the “first come, first serve” basis as mechanism to be employed. Likewise, this Office shall schedule the virtual or onsite validation to strengthen the validity of the documented information submitted.

8. It is reiterated that it shall be unlawful for any private school to advertise or cause the publication of any advertisement or announcement before a permit to operate is granted as contained in DO 88, s. 2010.

9. Enclosed are the a.) FAST APP Toolkit to serve as guide materials; b.) Inspection Report Template to be utilized by the Division Office; c.) Checklist for Application of Government Permit or Government Recognition for ready reference and guidance.

10. Previous region memoranda and other related issuances inconsistent with these guidelines are repealed, rescinded, or modified accordingly.

11. For more information, please contact the Quality Assurance Division through qad,region12@deped.gov.ph or telephone number (083) 228-8825.

12. Immediate dissemination of and strict compliance with these guidelines is directed.


CARLITO D. ROCAFORT
Director IV



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Encl.: As stated

Reference: QAD OM, KRA

Allotment: None

To be indicated in the Perpetual Index under the subject

PERMIT PRIVATE EDUCATION REGULATORY

MAP/QAD/RM/ APPLICATION FOR GOVERNMENT PERMIT RENEWAL FOR THE SCHOOL YEAR 2024-2025 VIA FAST
APP /023/April 2, 2024



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

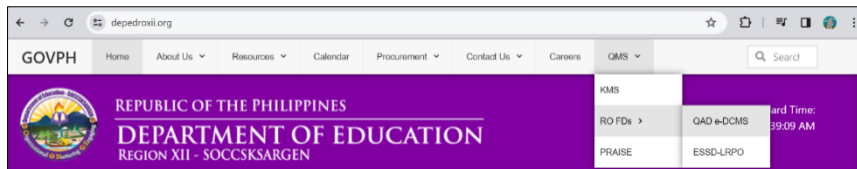
Enclosure 1 to Region Memorandum QAD-2024-016

Facilitative Accessible Streamlined and Time-bound Application for Permit Process (FAST APP) Toolkit

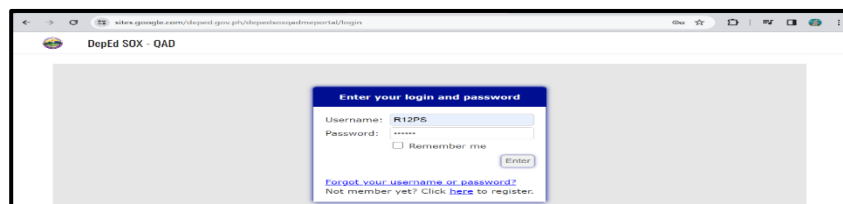
I. PAYMENT PROCESS: PAYMENT OF GOVERNMENT PERMIT VIA LANDBANK ONCOLL

STEP 1:

- a. Visit the DepEd SOCCSKSARGEN website: <https://depedroxii.org/>
- b. Hover **QMS**; **RO FDs**; then, click **QAD e-DCMS**.



- c. Click login using:
Username: **R12PS**
Password: **@soxgp**



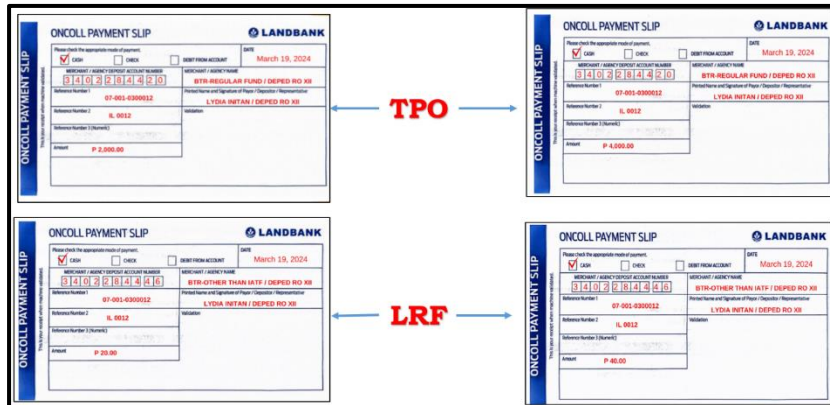
- d. Click the **FAST APP** menu.
- e. Download/Take a screenshot of the **FAST APP Guide for ONCOLL Payment** through **Landbank**.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

STEP 2

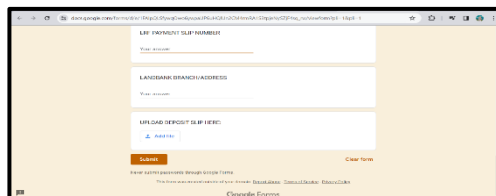
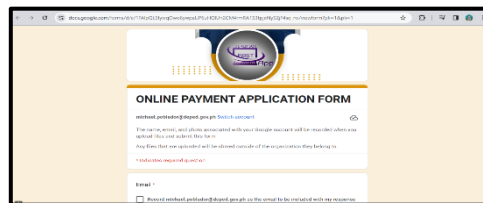
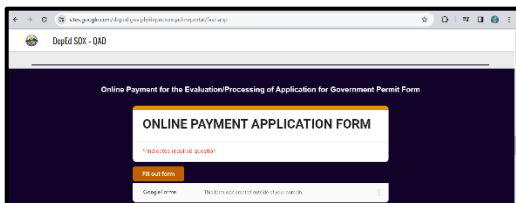
- Go to the nearest Landbank to pay the application/processing fee for the Government Permit. **Note:** Pay only whichever amount applies to your application for **LRF** and **TPO**
- Ensure correct data entry in the ONCOLL Payment Slip.
- Double-check the data as per Landbank validation. Otherwise, immediately request for correction.



- Scan or Take a screenshot of the Landbank-validated ONCOLL Payment Slip for **LRF** and **TPO**.

STEP 3

- Log in to FAST APP following **STEP 1**.
- Click **Fill out Form** to upload the scanned Landbank-validated ONCOLL Payment Slips: **LRF** and **TPO**. **Note:** Ensure correct data entries.
- Click **Submit**.





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

STEP 4

- Download the **Acknowledgment Receipt** from **DepEd RO12 Cash Section** sent through email.
- Attach the **Acknowledgment Receipt** to the application documents.
- Proceed with the **Online Submission of Application Documents** process

Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

ONLINE PAYMENT ACKNOWLEDGEMENT RECEIPT

PAYMENT TRANSACTION CODE	
NAME OF SCHOOL	
EMAIL ADDRESS	
NATURE OF REQUEST	
PAYMENT SLIP NUMBER TPO	
PAYMENT SLIP NUMBER LRF	
TPO AMOUNT	
LRF AMOUNT	
TOTAL AMOUNT PAID	
LANDBANK BRANCH AND ADDRESS	
LINK	

FOR CASH SECTION PERSONNEL USE ONLY

PAYMENT RECEIVED BY: **PERSONNEL IN CHARGE** **APPROVED FOR OR RELEASE**

OR RECEIPT NUMBER: _____

DATE: _____

CHAT BOX (LEAVE YOUR COMMENTS HERE)

INSERT SCANNED RECEIPT HERE:

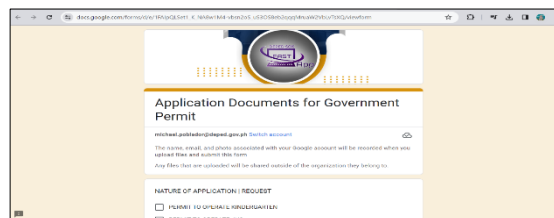
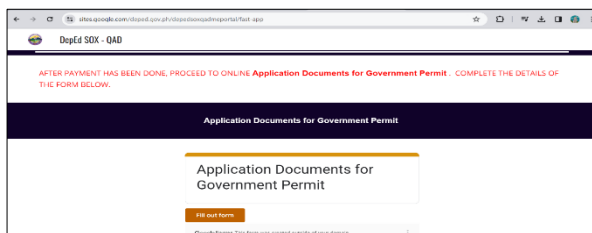
DepEd MATATAG
BAGONG PILIPINAS
Department of Education - SOCCSKSARGEN REGION

Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telephone No.: (083) 2288825 / (083) 2281893
Email Address: region12@deped.gov.ph
Website: depedroxii.org

II. ONLINE SUBMISSION OF APPLICATION DOCUMENTS PROCESS

STEP 1

- Log in to DepEd SOX QAD e-DCMS.
- Click the FAST APP menu button.
- Click the Fill out Form button under Application Documents for Government Permit.



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

STEP 2

- Provide the required information.
- Upload the required documents based on the Checklist in **PDF**. Make sure all data are **correct** and **complete**. Otherwise, the processing of the application will be delayed.
- Click the SUBMIT button.

CONTACT PERSON
Your answer: _____

CONTACT NUMBER
Your answer: _____

UPLOAD APPLICATION REQUIREMENTS HERE
[Add File](#)

Submit Clear form

STEP 3

- Wait for the **Tracking Number** to be issued by the AD-Records Section. This will be sent through email.

Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

ONLINE APPLICATION FOR GOVERNMENT RECOGNITION | PERMIT RECEIPT

REGISTRATION	
APPLICATION CODE	
NATURE OF APPLICATION REQUEST	
NAME OF SCHOOL	
EMAIL ADDRESS	
DIVISION	
CONTACT PERSON	
CONTACT NUMBER	

LINK:
FOR RECORDS PERSONNEL USE ONLY.

RECEIVED BY: **RECORDS IN CHARGE** FORWARDED TO: **OAD PERSONNEL IN CHARGE**

DTS NUMBER: _____
DATE: _____
CHAT BOX: (LEAVE YOUR COMMENTS HERE)

Note: Monitor the status of your application through this link: <https://dts.depedroxii.org/>

DepED **MATATAG** **BAGONG PILIPINAS**
Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@deped.gov.ph
Website: depedroxii.org

III. EVALUATION OF APPLICATION DOCUMENTS PROCESS

Monitor the status of the application using the issued Tracking Number for the Data Tracking System (DTS) through <https://dts.depedroxii.org/>

IV. SITE VALIDATION (ONSITE/VIRTUAL) OF APPLICATION DOCUMENTS PROCESS

- Check the schedule and mode of validation using the Tracking Number in the DTS.
- For virtual validation, be guided by the standards below:
 - Conduct of a short opening meeting.
-Introduction validators and statement of purpose



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

- Verification application: Kindergarten, Elementary, or JHS
 - Presentation of the prepared 3-5-minute video clip/live campus tour.
 - Discussion on the observations, findings, and recommendations based on the document evaluation and video presentation/live campus tour.
 - When necessary, Preparation and submission of lacking documents/additional requirements via qad.region12@deped.gov.ph
- c. For onsite validation, the existing validation standards shall be followed.

V. CREATION/RECOMMENDATION/APPROVAL OF THE GOVERNMENT PERMIT PROCESS

Monitor the progress of the application using the issued Tracking Number through <https://dts.depedroxii.org/>

VI. RELEASE OF THE E-GOVERNMENT PERMIT PROCESS

1. Monitor the progress of the application using the issued Tracking Number through <https://dts.depedroxii.org/>
2. Check email when the e-government permit has been released by the AD-Records.
3. Download the e-government permit.
4. Display the e-government permit in a conspicuous place.

Important Note: It shall be unlawful for any private school to advertise or cause the publication of any advertisement or announcement before a permit to operate is granted (DO 88, s. 2010)



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Enclosure 2 to Region Memorandum QAD-2024-016: Inspection Report

INSPECTION REPORT

Name of School: _____

Address: _____

School Year: _____

Course Applied: _____

Date of Inspection: _____

Findings:

1. **School Site Area:** _____

MOA: _____ Rented with MOA: _____ Titled in the Name of the School: _____

2. **No. of Building/s:** _____ Concrete: _____ Makeshift: _____

No. of Classrooms: _____

3. **School Facilities:** _____ Computer Laboratory: _____ School Clinic: _____

TLE Laboratory: _____ Science Laboratory: _____ Canteen: _____

Comfort Rooms: _____ Washing/Drinking Facilities: _____

4. **School Administrator:** _____ CP No.: _____

5. **Teachers: Male:** _____ **Female:** _____ **Total:** _____

Kindergarten: Male: _____ Female: _____ Total: _____

Elementary: Male: _____ Female: _____ Total: _____

Secondary: Male: _____ Female: _____ Total: _____

Senior High School: Male: _____ Female: _____ Total: _____

6. **Retirement Plan:** _____

7. **Curriculum (CID Representative):** _____

Class Program: _____

8. **Enrolment:**

Kindergarten: Male: _____ Female: _____ Total: _____

Elementary: Male: _____ Female: _____ Total: _____

High School: Male: _____ Female: _____ Total: _____

Senior High School: Male: _____ Female: _____ Total: _____

Total: Male: _____ Female: _____ Total: _____

Recommendation/s:

Inspected by:

 SEPS, SMME

 Private School In-charge

Noted by:

 Chief, SGOD *Privacy Notice:*

Privacy Notice:

The information included in this document should only be used for the purpose of the inspection. Any personal information included herein may not be used for other purposes aside from those stated above.



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal

Telefax No.: (083) 2288825/ (083) 2281893

Website: depedroxii.org

Email: region12@deped.gov.ph



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Enclosure 3 to Region Memorandum QAD-2024-016

**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. 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. Filled-out Checklist of Requirements*			
5. Certified True Copy of the Previous Government Permit/Recognition a. Justification approved by the SDS in the absence of Government Permit/Recognition			
6. Acknowledgment Receipt from DepEd RO12-Cash Section			
7. 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			
8. Feasibility Study 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 supportive			



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
 Telefax No.: (083) 2288825/ (083) 2281893
 Website: depedroxii.org
 Email: region12@deped.gov.ph



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

provisions for effective instruction and quality of education) 4. Adequacy of the school site specifying the lot area			
9. 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			
10. Proposed Annual Budget and Annual Expenditures a. Annual Expenditures were itemized in terms of: <ul style="list-style-type: none"> • Salaries • Miscellaneous • Capital Expenditures (building, property, equipment) b. Dated corresponding to the school year applied for c. Duly signed by the school administrator			
11. 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			
12. Proposed Curriculum a. Supported by a certification signed by the CID Chief/PSDS that the school implements the prescribed DepEd Curriculum			
13. Proposed Enrolment a. Observed gender segregation by course/grade level b. Attained the minimum number of enrollees per grade level			
14. 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			
15. 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			
16. Instructional and Learning Materials a. Listed by learning/subject area			
17. Individual Teachers' Programs a. Conformed with the Class Programs b. Duly signed by the teacher and the school administrator			
18. List of Academic and Non- Academic personnel a. Contained the following information: <ul style="list-style-type: none"> • Names • Educational qualifications and field of specialization • Transcript of Records 			



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

<ul style="list-style-type: none"> • Notarized Employment Contract indicating the job description, salaries and benefits and nature of appointment 			
19. Retirement Plan a. SSS b. PAG-IBIG c. Other retirement institutions			
20. School Policy on Anti-Bullying and Child Protection a. Anchored on the DEPED Order No. 55, s. 2013 b. Duly signed by the school administrator			
21. Facilities and equipment a. Enumerated by category: <ul style="list-style-type: none"> • Athletic • Laboratory • Furniture and fixtures • Educational Games • Certified by the school head/administrator 			
22. School Site a. Copy/ies of Transfer Certificate/s of title of the school site (if owned by school) <ul style="list-style-type: none"> • In the name of the school • Total area adequate (state total area) b. Copy/ies of Contract of Lease of School Site/Building (if not owned by school or Usufruct) <ul style="list-style-type: none"> • Indicating the number of contract years. c. Location of school in relation to this environment <ul style="list-style-type: none"> • Far from recreation places • Free from noise/unpleasant odor and dust d. Campus development and landscaping plans e. Certificate of occupancy of school building/s (if change/addition has been made) <ul style="list-style-type: none"> • Signed by proper city/municipal authorities 			
23. Disaster Risk Reduction Management <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) 			
24. Pictures <ul style="list-style-type: none"> • school building/s, • classrooms • laboratories • library/ies • medical and dental health facilities • canteen/s 			



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

* Non-negotiable requirements – RO will not take action in your application if these three requirements are not complete.

Evaluated by:

SEPS-SMM&E

Division Private School In-Charge/EPS, CID

Counterchecked by:

SGOD Chief

Validated by:

EPS, QAD

Date: _____

Remarks: All requirements complied

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

With deficiencies (marked X)

Notify Division of Deficiencies

Noted:

KATHRINE H. LOTILLA

OIC-ARD/Concurrent Chief, Quality Assurance Division

Privacy Notice:

The information included in this document should only be used for the purpose of the inspection. Any personal information included herein may not be used for other purposes aside from those stated above.