



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
DIVISION OF SAGAY CITY

**DIVISION MEMORANDUM**

No. 548 s., 2024

SEP 05 2024

**TIMELINES IN PROCESSING OF PERMITS AND OTHER REQUESTS FOR  
SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent  
Chiefs of CID & SGOD  
Public Schools District Supervisors  
Private School Heads  
All others concerned

1. Enclosed is Regional Memorandum No. 768, s. 2024 titled, "Timelines in Processing of Permits and Other Requests for School Year 2025-2026."
2. Immediate and widest dissemination of this Memorandum is desired.

  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent

*No. of pages including this document: 3*

*Encl: None*

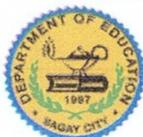
*Reference: Regional Memorandum No. 768, s. 3*

*To be indicated in the perpetual index*

*Under the following subjects:*

**PRIVATE SCHOOLS    GUIDELINES    APPLICATIONS    REGULATIONS**

SGOD/nbzamora/M&E  
September 5, 2024



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
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Republic of the Philippines  
**Department of Education**  
 REGION VI – WESTERN VISAYAS

DEPARTMENT OF EDUCATION  
 DIVISION OF SAGAY CITY  
**RECEIVED**  
 DATE: AUG 28 2024  
 TRACKING NO. REC-2024  
 TIME:  
 SIGNATURE OVER  
 PRINTED NAME  
 AUG 28 2024

**REGIONAL MEMORANDUM**

No. 768 s. 2024

**TIMELINES IN PROCESSING OF PERMITS AND OTHER REQUESTS  
 FOR SCHOOL YEAR 2025 - 2026**

To: Assistant Regional Director  
 Schools Division Superintendents  
 All Others Concerned

1. To provide enough time for the evaluation of the application and ensure a systematic process in processing and issuance of documents, this Office, through the Quality Assurance Division announces the timelines in submission of requests and documents.

No.	Areas of Concern	SDO Deadline	Regional Office Deadline
1.	Private School Application for New School/ Additional Grade Offering	September 30, 2024	October 31, 2024
2.	Private School Renewal of Permits	March 15, 2025	April 15, 2025
3.	Private School Application for the Government Recognition	March 15, 2025	April 15, 2025
4.	Private School Tuition and Other School Fees (with increase and without increase)	May 30, 2025	June 30, 2025
5.	Private School Closure (Temporary/Permanent)	April 1, 2025	May 2, 2025
6.	Private School Change of Name/ Permit Reissuance	May 15, 2025	June 15, 2025
7.	Early Opening of Classes	3 weeks before the school opening	2 weeks before the school opening
8.	Early Closing of Classes	2 weeks before the actual closing	1 weeks before the actual closing
9.	Special Orders (SO) for		14 days before



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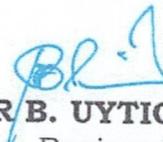




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	Senior High Schools	-	closing of classes
10.	Public School Applications (D.O. 40, s. 2014)	July 31, 2024	August 15, 2024
11.	Senior High School Applications	June 30, 2024	August 31, 2024

- Private schools that fail to secure a permit shall not be allowed to operate until such time that authority is obtained.
- Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl: 1  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

PRIVATE SCHOOLS      GUIDELINES      APPLICATIONS      REGULATIONS



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