



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

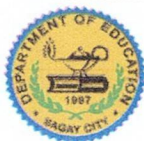
Reference: Regional Memorandum No. 768, s. 3

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
Telephone Nos. 488-02-15; 722-0597 / sagaycity001@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

DIVISION OF SAGAY CITY
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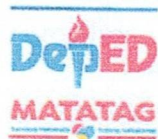
REGIONAL MEMORANDUM
No. 768 s. 2024

**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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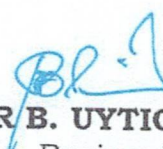




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	Senior High Schools	-	closing of classes
10.	Public School Applications (D.O. 40, s. 2014)	July 31, 2024	August 15, 2024
11.	Senior High School Applications	June 30, 2024	August 31, 2024

- 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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