



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

DIVISION MEMORANDUM

SEP 24 2024

No. 605 s., 2024

UTILIZATION OF PRIVATE SCHOOL FORMS

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

1. Attached is Regional Memorandum No. 859, s. 2024 titled, "Utilization of Private School Forms."
2. A Google Drive link is provided for easier access of the school forms. You may access it through:
<https://tinyurl.com/PSapplicationchecklists>
3. Immediate and widest dissemination of this Memorandum is desired.

MARSETTE D. SABBALUCA, CESO VI
 Schools Division Superintendent

MARK ANTHONY J. TAN, PhD

Chief Education Supervisor

OIC - Assistant Schools Division Superintendent

In-charge of the Division



Enclosure : as stated
 Reference : NA
 Allotment : N/A
 No. of Pages : 17

To be indicated in the **Perpetual Index** under the following subjects:

PRIVATE SCHOOLS

UTILIZATION

SCHOOL FORMS

FN: nbzamora/SGOD

SGOD/nbzamora/M&E
 September 24, 2024



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
 Telephone Nos. 488-02-15; 722-0597 / sagaycity001@deped.gov.ph



DEPARTMENT OF EDUCATION
DIVISION OF SAGAY CITY

RECEIVED

DATE: SEP 23 2024 TIME:

TRACKING NO. REC-27120

Republic of the Philippines
Department of Education

REGION VI - WESTERN VISAYAS

SIGNATURE OVER PRINTED NAME

REGIONAL MEMORANDUM

No. 859 s. 2024

SEP 20 2024

TO: Schools Division Superintendents
All Others Concerned

UTILIZATION OF PRIVATE SCHOOL FORMS

1. Pursuant to DepEd Order No. 88, s. 2010 re: *Revised Manual of Regulations for Private Schools in Basic Education* and DepEd Order No. 11 re: *Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education*, this Office hereby reiterates the **Submission of the Regulatory Requirements of Private Schools and Utilization of the Updated Checklists for Private School Applications**.
2. This aims to achieve 100% compliance with the regulatory requirements for the operation of private schools. Attached are the Checklists for the said purpose.
3. To ensure the completeness of the documents to be submitted to the Office, SDOs shall utilize the tools in assessing the applications starting School Year 2025-2026.
4. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: 7

Reference: DO 88, s. 2014; DO 11, S. 2011

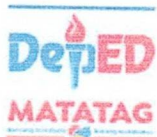
To be indicated in the Perpetual Index
under the following subjects:

PRIVATE EDUCATION

FORMS

RULES AND REGULATIONS

QAD/RM/PrivateSchoolForms/npm



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@depd.gov.ph
Website: region6.depd.gov.ph



Certificate No. PHP QMS
24 93 0184



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

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CHECKLIST FOR APPLICATION FOR CHANGE OF NAME/REISSUANCE

SDO: _____
Name of School: _____
Address of School: _____
Course /s Offered: _____ School Year: _____
Contact Person: _____ Contact No. _____
Email Address: _____

No.	Documentary Requirements	Remarks	
		SDO	RO
1.	Indorsement <ul style="list-style-type: none"> Duly signed by SDS or OIC SDS Consistent with the intended course/ grade level as stated in the Letter of Request of Request or Board Resolution 		
2.	SDO Inspection Report/ Checklist for Application <ul style="list-style-type: none"> Template is filled out. 		
3.	Letter of Advice/Intent/Request addressed to DepEd Regional Director or Board Resolution <ul style="list-style-type: none"> Includes the request or intention Duly signed by the school principal/director/president. 		
4.	Copy of the latest certificate/ permit		
5.	Security and Exchange Commission (SEC) Certificate <ul style="list-style-type: none"> Clear name of the school appears on the certificate 		

Evaluated by:

_____ (Signature above printed name) SDO Private School Focal Person _____ Date	_____ (Signature above printed name) Chief, CID _____ Date	_____ (Signature above printed name) Chief, SGOD _____ Date
Recommended Action		

Validated by:

_____ (Signature above printed name) QAD EPS _____ Date	_____ (Signature above printed name) QAD EPS _____ Date	_____ (Signature above printed name) QAD, Chief ES _____ Date
Recommended Action		



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509 7653; (033)336 2816
Email Address: region6@depd.gov.ph
Website: region6.depd.gov.ph



Certificate No. PHP QMS
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CHECKLIST FOR APPLICATION OF GOVERNMENT RECOGNITION

SDO: _____

Name of School: _____

Address of School: _____

Course/s Offered: _____

Contact Person: _____

Email Address: _____

School Year: _____

Contact No. _____

No.	Documentary Requirements	Remarks	
		SDO	RO
1.	Indorsement <ul style="list-style-type: none"> Duly signed by SDS or OIC SDS Consistent with the intended course/grade level as stated in the Letter of Request of Request or Board Resolution 		
2.	SDO Inspection Report/ Checklist for Application <ul style="list-style-type: none"> Template is filled out. Contains information corresponding to the actual inspection conducted. Duly signed by the SDO Private School Focal Person, CID and SGOD Chiefs. 		
3.	Letter of Intent/Request addressed to DepEd Regional Director or Board Resolution <ul style="list-style-type: none"> Includes the intended course/grade level to be offered. Duly signed by the school principal/director/president. 		
4.	Certificate of Registration <ul style="list-style-type: none"> SEC Registered <ul style="list-style-type: none"> Stock Non-stock Articles of incorporation and By-Laws (Original or Certified Xerox Copy) In the name of the school 		
5.	School Site <ul style="list-style-type: none"> 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 (Pre-Elem. (min.) – 500 sq.m, Elem./HS (min.) – 1,000 sq.m.) 		



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	<ul style="list-style-type: none"> • Copy/ies of Contract of Lease of School Site/Building (if not owned by school) <ul style="list-style-type: none"> - Indicate the number of contract years – at least 15 years of lease • Location of School in relation to environment <ul style="list-style-type: none"> - Far from recreation places - Free from noise/unpleasant odor and dust • Campus development and landscaping plans <ul style="list-style-type: none"> - Fully implemented - Partially implemented - Not implemented • Document/s of Ownership of school building/s <ul style="list-style-type: none"> - In the name of the school - Total floor area adequate (<i>state total area</i>) 		
6	Certificate of occupancy of school building/s (Fire Inspection and Sanitation Permit/Mayor's Permit included)		
7.	Proposed Annual Budget and Annual Expenditures <ul style="list-style-type: none"> • Annual expenditures are itemized in terms of salaries, misc., and capital expenditures (building, property, equipment) • Annual Budget is adequate to cover Annual expenditures. • Duly signed by the school owner 		
8.	Financial Report <ul style="list-style-type: none"> • Latest Financial Report • Duly signed and certified by the private certified CPA 		
9.	Proposed Tuition and Other School Fees (TOSF) <ul style="list-style-type: none"> • Itemized for each course/grade level • Follows miscellaneous approved by DepEd • Signed by the school owner. 		
10.	Proposed Curriculum <ul style="list-style-type: none"> • Duly checked by the CID. 		
11.	Proposed Enrolment <ul style="list-style-type: none"> • Gender segregation by course/grade/year level 		
12.	School Calendar <ul style="list-style-type: none"> • Formulated in accordance to the provisions of the corresponding DepEd Memorandum • Indicates the total number of school days, holidays, and other school activities. • Duly signed by the school administrator. 		
13.	Class Programs		



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	<ul style="list-style-type: none"> Observes the DepEd's minimum requirements on subjects offered and their corresponding time allotments. Supported by the CID Evaluation. 		
14.	Instructional and Learning Materials		
15.	Pictures of school building/s, classrooms, laboratories, libraries, medical and dental health facilities, canteen, etc.		
16.	List of Administrators, Teaching, and non-teaching personnel <ul style="list-style-type: none"> Education Qualification Experience in their present positions (in terms of years) Status (indicate if part-time or full-time) Salary Eligibility 		
17.	List of laboratory facilities and equipment classified by subject area		
18.	Child Protection Policy/ Anti-bullying Policy		
19.	Disaster Risk Reduction Management		
20.	Fees <ul style="list-style-type: none"> School Bond P 1,000.00 (new) Inspection Fee 1,000.00 + 20.00 (legal fee) Preschool 500.00 + 15.00 (research fee) Elementary 500.00 + 15.00 (research fee) JHS 500.00 + 15.00 (research fee) 		

Assessed by:

_____ (Signature above printed name) SDO Private School Focal Person _____ Date	_____ (Signature above printed name) Chief, CID _____ Date	_____ (Signature above printed name) Chief, SGOD _____ Date
Date of Ocular Inspection		
Recommended Action		

Validated by:



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509 7553; (033)336 2816
Email Address: region6@depd.gov.ph
Website: region6.dep.d.gov.ph





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<hr/> <i>(Signature above printed name)</i> QAD EPS <hr/> Date	<hr/> <i>(Signature above printed name)</i> CLMD EPS <hr/> Date	<hr/> <i>(Signature above printed name)</i> QAD, Chief ES <hr/> Date
Date of Ocular Inspection		
Recommended Action		



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CHECKLIST FOR APPLICATION FOR RENEWAL OF GOVERNMENT PERMIT

SDO:

Name of School: _____

Address of School: _____

Course /s Offered: _____

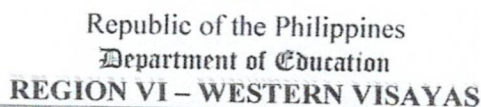
Contact Person: _____

Email Address: _____

School Year: _____

Contact No. _____

No.	Documentary Requirements	Remarks	
		SDO	RO
1.	Indorsement <ul style="list-style-type: none"> Duly signed by SDS or OIC SDS Consistent with the intended course/ grade level as stated in the Letter of Request or Board Resolution 		
2.	SDO Inspection Report/ Checklist for Application <ul style="list-style-type: none"> Template is filled out. Contains information corresponding to the actual inspection conducted. Duly signed by the SDO Private School Focal Person, CID and SGOD Chiefs. 		
3.	Letter of Intent/Request addressed to DepEd Regional Director or Board Resolution <ul style="list-style-type: none"> Includes the intended course/grade level to be offered. Duly signed by the school principal/director/president. 		
4.	Certificate of Registration <ul style="list-style-type: none"> DTI Registered SEC Registered <ul style="list-style-type: none"> Stock Non-stock Articles of incorporation and By-Laws (Original or Certified Xerox Copy) In the name of the school 		
5.	School Calendar <ul style="list-style-type: none"> Formulated in accordance to the provisions of the corresponding DepEd Memorandum Indicates the total number of school days, holidays, and other school activities. Duly signed by the school administrator. 		
6.	Class Programs <ul style="list-style-type: none"> Observes the DepEd's minimum requirements on subjects offered and their corresponding time allotments Supported by the CID Evaluation. 		
7.	Administrator, Teachers, and Staff		



Evaluated by:

Validated by: _____

Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509 7553; (033)336 2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



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**CHECKLIST FOR APPLICATION TO OPERATE
NEW SCHOOL/COURSE OFFERING**

SDO: _____

Name of School: _____

Address of School: _____

Course /s Offered: _____

Contact Person: _____

Email Address: _____

School Year: _____

Contact No. _____

No.	Documentary Requirements	Remarks	
		SDO	RO
1.	Indorsement <ul style="list-style-type: none"> Duly signed by SDS or OIC SDS Consistent with the intended course/ grade level as stated in the Letter of Request of Request or Board Resolution 		
2.	SDO Inspection Report/ Checklist for Application <ul style="list-style-type: none"> Template is filled out. Contains information corresponding to the actual inspection conducted. Duly signed by the SDO Private School Focal Person, CID and SGOD Chiefs. 		
3.	Letter of Intent/Request addressed to DepEd Regional Director or Board Resolution <ul style="list-style-type: none"> Includes the intended course/grade level to be offered. Duly signed by the school principal/director/president. 		
4.	Feasibility Study <ul style="list-style-type: none"> Follows the prescribed format. Duly signed by the school owner 		
5.	Certificate of Registration <ul style="list-style-type: none"> DTI Registered SEC Registered <ul style="list-style-type: none"> Stock Non-stock Articles of incorporation and By-Laws (Original or Certified Xerox Copy) In the name of the school 		
6.	School Site <ul style="list-style-type: none"> 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 (Pre-Elem. (min.) – 500 sq.m, 		



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	<p><i>Elem./HS (min.) – 1,000 sq.m.)</i></p> <ul style="list-style-type: none"> • Copy/ies of Contract of Lease of School Site/Building (if not owned by school) <ul style="list-style-type: none"> - Indicate the number of contract years • Certificate of occupancy of school building/s (If none, Fire Inspection and Sanitation Permit/Mayor's Permit suffice) • Signed by proper city/municipal authorities. • Location of School in relation to environment <ul style="list-style-type: none"> - Far from recreation places - Free from noise/unpleasant odor and dust • Campus development and landscaping plans <ul style="list-style-type: none"> - Fully implemented - Partially implemented - Not implemented 		
7.	<p>Document/s of Ownership of school building/s</p> <ul style="list-style-type: none"> • In the name of the school • Total floor area adequate (state total area _____) 		
8.	<p>Certificate of occupancy of school building/s (If none, Fire Inspection and Sanitation Permit/Mayor's Permit suffice)</p> <ul style="list-style-type: none"> • Signed by proper city/municipal authorities. 		
9.	<p>Proposed Annual Budget and Annual Expenditures</p> <ul style="list-style-type: none"> • Annual expenditures are itemized in terms of salaries, misc., and capital expenditures (building, property, equipment) • Annual Budget is adequate to cover Annual expenditures. • Duly signed by the school owner. 		
10.	<p>Proposed Tuition and Other School Fees (TOSF) – for new applicant</p> <ul style="list-style-type: none"> • Itemized for each course/ grade level • Follows miscellaneous approved by DepEd • Signed by the school owner. 		
11.	<p>Proposed Curriculum</p> <ul style="list-style-type: none"> • Duly checked by the CID. 		
12.	<p>Proposed Enrolment</p> <ul style="list-style-type: none"> • Gender segregation by course/ grade/ year level 		
13.	<p>School Calendar</p> <ul style="list-style-type: none"> • Formulated in accordance to the provisions of the corresponding DepEd Memorandum • Indicates the total number of school days, holidays, and other school activities. • Duly signed by the school administrator. 		



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14.	Class Programs <ul style="list-style-type: none"> Observes the DepEd's minimum requirements on subjects offered and their corresponding time allotments. Supported by the CID Evaluation. 		
15.	Instructional and Learning Materials		
16.	Pictures of school building/s, classrooms, laboratories, libraries, medical and dental health facilities, canteen, etc.		
17.	List of Administrators, Teaching, and non-teaching personnel <ul style="list-style-type: none"> Education Qualification Experience in their present positions (in terms of years) Status (indicate if part-time or full-time) Salary Eligibility 		
18.	List of laboratory facilities and equipment classified by subject area		
19.	Child Protection Policy/ Anti-bullying Policy		
20.	Disaster Risk Reduction Management		
21.	Fees <ul style="list-style-type: none"> School Bond P 1,000.00 Inspection Fee 1,000.00 + 20.00 (legal fee) Preschool 500.00 + 15.00 (research fee) Elementary 500.00 + 15.00 (research fee) JHS 500.00 + 15.00 (research fee) 		

Assessed by:

<p>_____ (Signature above printed name) SDO Private School Focal Person</p> <p>_____ Date</p>	<p>_____ (Signature above printed name) Chief, CID</p> <p>_____ Date</p>	<p>_____ (Signature above printed name) Chief, SGOD</p> <p>_____ Date</p>
Date of Ocular Inspection		
Recommended Action		

Validated by:



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<div><div>(Signature above printed name)</div><div>QAD EPS</div><div>Date</div></div>	<div><div>(Signature above printed name)</div><div>QAD EPS</div><div>Date</div></div>	<div><div>(Signature above printed name)</div><div>QAD, Chief ES</div><div>Date</div></div>
Date of Ocular Inspection		
Recommended Action		



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CHECKLIST FOR APPLICATION FOR PERMANENT CLOSURE

SDO:

Name of School: _____

Address of School: _____

Course /s Offered: _____

Contact Person: _____

Email Address: _____

School Year: _____

Contact No. _____

No.	Documentary Requirements	Remarks	
		SDO	RO
1.	Indorsement <ul style="list-style-type: none"> Duly signed by SDS or OIC SDS Consistent with the intended course/ grade level as stated in the Letter of Request 		
2.	SDO Inspection Report/ Checklist for Application <ul style="list-style-type: none"> Template is filled out. Contains information corresponding to the actual inspection conducted. Duly signed by the SDO Private School Focal Person, CID and SGOD Chiefs. 		
3.	Letter of Intent/Request addressed to DepEd Regional Director or Board Resolution <ul style="list-style-type: none"> Includes the intended course/grade level to be closed. Duly signed by the school principal/ director/ president. 		
4.	Form 137 <ul style="list-style-type: none"> Complete and intact, to be turned over to the SDO 		

Evaluated by:

_____ (Signature above printed name) SDO Private School Focal Person _____ Date	_____ (Signature above printed name) Chief, CID _____ Date	_____ (Signature above printed name) Chief, SGOD _____ Date
Recommended Action		

Validated by:

_____ (Signature above printed name) QAD EPS _____ Date	_____ (Signature above printed name) QAD EPS _____ Date	_____ (Signature above printed name) QAD, Chief ES _____ Date
Recommended Action		



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CHECKLIST FOR APPLICATION FOR TEMPORARY CLOSURE

SDO:

Name of School: _____

I: _____

Address of School: _____

Course/s Offered: _____

Contact Person: _____

Email Address: _____

School Year: _____

Contact No. _____

No.	Documentary Requirements	Remarks	
		SDO	RO
1.	Indorsement <ul style="list-style-type: none"> Duly signed by SDS or OIC SDS Consistent with the intended course/ grade level as stated in the Letter of Request 		
2.	SDO Inspection Report/ Checklist for Application <ul style="list-style-type: none"> Template is filled out. Contains information corresponding to the actual inspection conducted. Duly signed by the SDO Private School Focal Person, CID and SGOD Chiefs. 		
3.	Letter of Intent/Request addressed to DepEd Regional Director or Board Resolution <ul style="list-style-type: none"> Includes the intended course/grade level to be closed. Duly signed by the school principal/director/president. 		

Evaluated by:

_____ (Signature above printed name) SDO Private School Focal Person _____ Date	_____ (Signature above printed name) Chief, CID _____ Date	_____ (Signature above printed name) Chief, SGOD _____ Date
Recommended Action		

Validated by:

_____ (Signature above printed name) QAD EPS _____ Date	_____ (Signature above printed name) QAD EPS _____ Date	_____ (Signature above printed name) QAD, Chief ES _____ Date
Recommended Action		



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CHECKLIST FOR APPLICATION FOR TUITION AND

OTHER SCHOOL FEES (TOSF) INCREASE

SDO:

Name of School: _____

Address of School: _____

Course /s Offered: _____

Contact Person: _____

Email Address: _____

School Year: _____

Contact No. _____

No.	Documentary Requirements	Remarks	
		SDO	RO
1.	Indorsement <ul style="list-style-type: none"> Duly signed by SDS or OIC SDS Consistent with the intended course/ grade level as stated in the Letter of Request of Request or Board Resolution 		
2.	SDO Inspection Report/ Checklist for Application <ul style="list-style-type: none"> Template is filled out. Contains information corresponding to the actual inspection conducted. Duly signed by the SDO Private School Focal Person, CID and SGOD Chiefs. 		
3.	Letter of Advice/Intent/Request addressed to DepEd Regional Director or Board Resolution <ul style="list-style-type: none"> .Include the intended amount/percentage to be increased Duly signed by the school principal/director/president. 		
4.	CONSULTATION PROCESS <ul style="list-style-type: none"> actual meetings or discussion on the advantages and disadvantages of the proposed increase in tuition fees must be initiated by the Presidents/Heads of the School or their representatives Notice – at least 15 days before the dates of consultation, notices must be sent to all parties involved and be posted on the bulletin board. The Consultation Period must have been completed not later than 28 February of the SY preceding the SY that the intended increase shall take effect. Copy of the Minutes of the Meeting. 		
5.	CERTIFICATE OF INTENDED COMPLIANCE (COIC) <ul style="list-style-type: none"> Seventy percent (70%) of the proceeds to be derived from the TFI shall be used for the payment of increase in salaries, wages, allowances and other benefits of its teaching and on-teaching personnel and other staff except those who are principal stockholders of the school A comparative schedule of tuition fees for the current school year and the proposed increases for the 		



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	incoming SY with the difference(s) expressed in both peso and percentage terms duly notarized.		
6.	CERTIFICATE OF COMPLIANCE (COC) <ul style="list-style-type: none"> seventy percent (70%) - payment of increase in salaries, wages, allowances and other benefits of its teaching and on-teaching personnel and other staff twenty percent (20%) - improvement of the school facilities ten percent (10%) will be the Return of Investment (ROI) of the school. 		
7.	A COMPARATIVE SCHEDULE OF TUITION FEES <ul style="list-style-type: none"> for the current school year and the proposed increases for the incoming SY with the difference(s) expressed in both peso and percentage terms duly notarized. 		
	A CERTIFICATION SIGNED BY THE SCHOOL HEAD <ul style="list-style-type: none"> that the appropriate consultation(s) as herein provided for, has been made accordingly. The certification shall include information on the conduct and results of such consultation, including objectives raised by the PTA/faculty association/student government, etc. 		
8.	ATTENDANCE DURING THE CONSULTATION PROPER		

Evaluated by:

_____ (signature above printed name) SDO Private School Focal Person _____ Date	_____ (signature above printed name) Chief, CID _____ Date	_____ (signature above printed name) Chief, SGOD _____ Date
Recommended Action		

Validated by:

_____ (signature above printed name) QAD EPS _____ Date	_____ (signature above printed name) QAD EPS _____ Date	_____ (signature above printed name) QAD, Chief ES _____ Date
Recommended Action		