



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

DIVISION MEMORANDUM

MAR 03 2025

No. 165 s., 2025

**SUBMISSION OF APPLICATIONS FOR GOVERNMENT PERMIT AND
RECOGNITION FOR SCHOOL YEAR 2025 - 2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisor-CID & SGOD
Public Schools District Supervisors
Private Elementary and Secondary School Heads
All others concerned

1. This office hereby informs the field of the Submission of Applications for Government Permit and Recognition for School Year 2025- 2026 **on or before March 15, 2025.**
2. A Google Drive link is provided for easier access of the checklist and forms. You may access it through:
<https://tinyurl.com/PSapplicationchecklists>
3. For inquiries and concerns, send a direct message to the School Management Monitoring Unit through her messenger.
4. Immediate and widest dissemination of this Memorandum is desired.


DANNIE CLARK M. UGUIL, CESE

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Enclosure : as stated
Reference : RM No. 768, s. 2024
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To be indicate in the **Perpetual Index** under the following subjects:

**PRIVATE SCHOOLS
REGULATIONS**

GUIDELINES

APPLICATIONS

SGOD/nbzamora/M&E