



Republic of the Philippines
Department of Education
 NEGROS ISLAND REGION
DIVISION OF SAGAY CITY

MAY 30 2025

DIVISION MEMORANDUM

No. 328 s., 2025

**SUBMISSION OF THE APPLICATION DOCUMENTS FOR
 PRIVATE SCHOOLS OFFERING BASIC EDUCATION
 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. Attached is Regional Memorandum No. 026, s. 2025 titled, "Submission of the Application Documents for Private Schools Offering Basic Education for School Year 2025-2026."
2. Immediate and widest dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL
 OIC-Schools Division Superintendent
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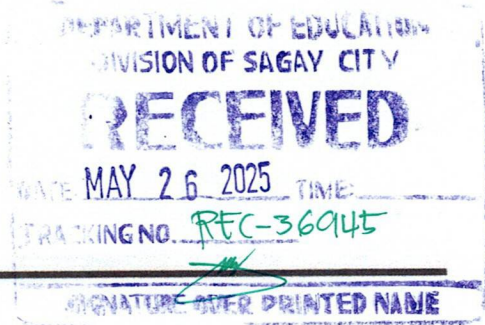
Enclosure : as stated
 Reference : as stated
 Allotment : N/A
 No. of Pages :
 To be indicate in the **Perpetual Index** under the following subjects:

PRIVATE SCHOOLS PERMIT APPLICATIONS

SGOD/nbzamora/M&E



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION



REGIONAL MEMORANDUM
No. 026 s. 2025

**SUBMISSION OF THE APPLICATION DOCUMENTS FOR
PRIVATE SCHOOLS OFFERING BASIC EDUCATION FOR
SCHOOL YEAR 2025-2026**

To: Schools Division Superintendents
All Others Concerned

1. In line with the establishment of the Negros Island Region as mandated by RA 12000, this Office, through the Quality Assurance Division, announces the Submission of Application Documents for Private Schools Offering Basic Education for the School Year 2025-2026 to wit:

Type of Application	Deadline for Submission to the Regional Office
Renewal of Government/Temporary Permits	On or before June 16, 2025
Government Recognition	On or before June 16, 2025
Increase and Non-Increase of Tuition and Other School Fees	On or before June 16, 2025
Temporary/Permanent Closure	On or before June 16, 2025
Change of Name/Reissuance of Permit	On or before June 16, 2025
Deviation from the School Calendar issued by the Secretary of Education for SY 2025-2026	On or before June 10, 2025
Special Order for Graduation	On or before June 10, 2025

2. The Schools Division Offices (SDOs) shall ensure that the documents are properly evaluated for their authenticity and accuracy before they are endorsed to the Regional Office.

3. The SDOs must submit a complete set of evaluated documents along with the attached checklist and endorsement via nir@deped.gov.ph or directly to the Regional Office.



Address: Batinguel, Dumaguete City
Email Address: nir@deped.gov.ph



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4. The timeline applies only to SY 2025-2026. A separate memo will be issued regarding the timeline for submission of application documents for SY 2026-2027.
5. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None
Reference: DO 88 s. 2010
To be indicated in the Perpetual Index
under the following subjects:

PERMIT
PROCEDURES
SCHOOLS

LFS/QAD-RM/SubmissionofApplicationDocuments...
002/May 22, 2025



Address: Batinguel, Dumaguete City
Email Address: nir@depd.gov.ph