



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

DIVISION MEMORANDUM

No. 060, s. 2026

JAN 29 2026

SUBMISSION OF APPLICATIONS, REQUESTS, AND OTHER RELATED TRANSACTIONS FOR PRIVATE SCHOOLS, SCHOOL YEARS 2025-2026 TO 2027-2028

To: Assistant Schools Division Superintendent
 Chiefs of CID and SGOD
 Private Elementary and Secondary School Heads
 All others concerned

1. In line with the mandate of the Department of Education to ensure timely, orderly, and quality-assured processing of private school applications, requests, and other related transactions, this Office, through the School Management Monitoring and Evaluation section, hereby announces the following schedules of submission.

Type of Application/ Request	Deadline for Submission to the Division Office	School Year Applied
Government Temporary Permit (GTP) –for new establishments	On or before August 30	SY 2027-2028
Government Recognition –Preschool (GRP)	On or before January 2	SY 2026-2027
Government Recognition Certificate (GRC)	On or before February 2	SY 2026-2027
Government Provisionary Permit (GPP) - SHS	On or before August 30	SY 2027-2028
Certificate of Tuition and Other School Fees (CTOSF)	On or before April 15	SY 2026-2027
Special Orders (SOs) of SHS Graduates	On or before February 2	SY 2025-2026
School Calendar	On or before April 30	SY 2026-2027

2. Only complete, authenticated, and compliant applications received by the Division Office on or before the prescribed deadlines shall be processed and endorsed to the Regional Office. Applications submitted beyond the stated cut-off dates shall not be accepted.

3. It is understood that in the conduct of this activity, there shall be no discrimination of participants on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

4. Immediate and widest dissemination of, and strict compliance with, this Memorandum are highly enjoined.

DANNIE CLARK M. UGUIL, CESE
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent



Number of pages including this document: 1
 Encl: None
 References: None
 To be indicated in the perpetual index under the following subjects:
 PRIVATE SCHOOLS



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