



Republic of the Philippines  
**Department of Education**  
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

School : \_\_\_\_\_  
Address/Div : \_\_\_\_\_

**REQUIREMENTS FOR PRIVATE SCHOOLS APPLYING FOR GOVERNMENT RECOGNITION**

A. BASIC REQUIREMENTS:	Complied	Not Complied	Remarks
1. Board Resolution: Must be certified by the Corporate Secretary.			
2. Notarized Feasibility study indicating the need or demand for the establishment of the school and its relevance to the development of the community and the capability of the school and its relevance to the development of the community and the capability of the school to achieve/implement its objectives. It should also indicate viability of the course particularly in terms of:			
a. Demand for graduates			
b. Prospective pupils/students			
c. Existing schools offering the same course with the province/city			
3. Articles of Incorporation and By-Laws duly registered with the Security and Exchange Commission (SEC)			
4. Photocopy of the latest government permit issued to the school (3 yrs back)			
<b>B. SCHOOL SITES, BUILDINGS AND FACILITIES</b>			
A. Copy/ies of transfer of Certificate of the title of school site.			
• In the name of the School (indicate ownership)			
• Adequate total land area (indicate area) _____			
5. Location of the school in relation to its environment			
a. Far from recreational places			
b. Free from noise/unpleasant odor and dust			
6. Campus development and landscaping plans			
7. Document(s) of ownership of school building(s)			
a. In the name of the school (indicate ownership)			
b. total floor area adequate (state total area) _____			
8. Certificate of occupancy of school building(s) signed by proper authorities. (City/Municipality)			
9. Pictures of school building(s), classrooms, laboratories, libraries, medical and dental health facilities, canteens etc.			
a. Adequate			
b. Clean			
10. List of equipment, furniture, athletic facilities, laboratory facilities, supply and materials, Pre-school, library holdings, certified by the school head.			
<b>C. SCHOOL FACULTY LINE-UP , ADMINISTRATORS AND SUPERVISORY STAFF:</b>			
School Administrators, Assistant Administrators, Department Head			



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a. Teaching/Academic staff (full time & part time)			
b. Non-teaching personnel			
<b>Each has to include the following data</b>			
1. Educational qualification, what and when obtained			
2. Position/designation			
3. Fields of specialization by degree			
4. Subject assignments in accordance with the qualification			
5. Number of teaching/contact per week			
6. Rate of salary per hour/month			
7. Valid contracts			
8. Other Employee benefits			
12. Transcript of records of all personnel			
<b>D. CURRICULUM:</b>			
13. Description of proposed curriculum			
14. Sample class program for the course to be offered			
<b>E. FINANCIAL</b>			
B 15. Statement of the financial capacity of the applicant including his resources to provide the requirements for the entire course and to support its operation from year without depending solely on students' fees			
16. Statement of the itemized cost of the project covering the entire course in terms of:			
a. Site			
b. Site Development			
c. School building and quarters			
d. Library			
e. Salaries of faculty and staff			
f. Maintenance			
17. Proposes budget/annual expenditure for the succeeding school year approved by the Board of Trustees/Directors			
18. Proposed schedule of tuition and other school fees.			
a. Approved by the DepEd in Accordance w/ the guideline.			
19. Inspection and application fees (Kindergarten-Php 4,000.00, Elem. – P4,000, Junior High School- P4,000) to be paid at the DepEd Regional Office).			
20. Ocular Inspection report from the Division Office.			
21. Endorsement from the Schools Division Superintendent.			

Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Grade Level: \_\_\_\_\_ SY \_\_\_\_\_ GR No. \_\_\_\_\_, s.202  
 Grade Level: \_\_\_\_\_ SY \_\_\_\_\_ GR No. \_\_\_\_\_, s.202  
 Grade Level: \_\_\_\_\_ SY \_\_\_\_\_ GR No. \_\_\_\_\_, s.202

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