



Republic of the Philippines

Department of Education

REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

GOVERNMENT REQUIREMENTS FOR PRIVATE SCHOOLS APPLYING FOR

RENEWAL OF GOVERNMENT PERMIT TO OPERATE

(Non-updated Government Permit)

School: _____

Address/Division: _____

Private Schools applying for renewal of Government Permit to operate will comply the following:

	Complied	Not Complied	Remarks
1. Photocopy of the latest government permit issued to the school (3 yrs. Back)			
2. Report on the school enrollment, dropout, participation and cohort-survival rate.			
3. Report on NAT, RAT, and DAT performance of the year			
4. SEC registration with BIR Cert. of Registration			
5. Pictures of school building(s), classrooms, laboratories, libraries, medical and dental health facilities, canteens etc.			
.adequate			
.clean			
6.Certificate of Occupancy for new building signed by proper authorities.(if any)			
8. Promissory and Justification Letters of non-compliance of Reg'l. Memo No. 23, s. 2016 Submission and Processing of Gov't. Permit for Private Schools			
9. Renewal fee of Two Thousand Pesos only (Kindergarten- P2,000.00, Elementary- P2,000.00, Junior High School- P2,000.00 to be paid at the DepEd Regional Office).			
10. Penalty of Two Hundred Pesos (P200.00) per month of overdue to be paid to the Regional Office			
11. Report of the Division Inspectorate Team			
12. Endorsement from Schools Division Superintendent			

Date: _____

Evaluated and Processed by: _____

Noted : _____

ActionTaken: _____



region9@deped.gov.ph
 (062) 945-3329 | 09482076710 | 09152475207
www.depedro9.info | www.ro9-deped.com
www.facebook.com/DEPEDREGION9
 Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

Doc. Ref. Code	RO-QAD-F006	Rev	00
Effectivity	12.13.2023	Page	1 of 1

