



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

**REQUIREMENTS FOR PRIVATE SCHOOLS APPLYING FOR ADDITIONAL CURRICULUM
 GRADE /YEAR LEVEL TO OPERATE**

School : _____
 Division : _____
 Address : _____

Documents	Complied	Not Complied	Remarks
1. Photocopy of the latest government permit issued to the school (3 years back)			
2. Notarized Feasibility study indicating the need or demand for additional Curriculum level. It should also indicate viability of the course particularly in terms of prospective pupils/students			
3. Report on NAT, RAT, and DAT performance of the year.			
4. Updated SEC registration			
5. Registration fee of Two Thousand Pesos only (Php 2,000.00)			
6. Pictures of school building(s), classroom, laboratories, libraries, medical and dental health facilities, canteens etc.			
a. Adequate			
b. Clean			
7. Certificate of Occupancy for new building signed by proper authorities. (if any)			
8. Report of the Division Inspectorate Team			
9. Endorsement from Schools Division Superintendent			

Date: _____

Evaluated and Processed by:

Checked by:

EDWIN I. DELA LUNA
 EPS-QAD

MARIO SHOJI N. ROMARATE
 EPS-CLMD

Concurred by : **LUCMAN L. MANUPAC, Ed.D**
 Chief , QAD

EUGENIO B. PENALES, Ed.D
 Chief , CLMD

Date : _____

Date: _____

Action Taken: For Issuance of Government Permit :
 Grade Level/s : _____
 Government Permit Number : GP No. _____,s.202__
 School Year : _____



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-F009	Rev	00
Effectivity	12.13.2023	Page	1 of 1

