



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

REQUIREMENTS FOR THE VOLUNTARY CLOSURE OF PRIVATE SCHOOL OPERATION

Division : _____ SY: _____
 School : _____
 Address : _____

Documents	Complied	Not Complied	Remarks
1. Letter of Intent addressed to SDS			
2. Learners record and transfer credentials of the pupils/students			
3. Minutes of the Meeting of the School Board			
4. Minutes of the Meetings pertaining to a proposed school and school closure containing the name of the attendees and signature, date, time, place and purpose of the meeting			
5. Minutes of the School Staff Meeting on-site regarding the transition plan			
6. Proof of declining enrollment figures, financial difficulties, reduced class sizes, financial solvency and academic performance			
7. Endorsement signed by the Schools Division Superintendent			
8. Approval of the Regional Director			

Evaluated by _____ Date: _____

LEONILA A. NUNEZA
 EPS, QAD

Noted by
 DR. LUCMAN L. MANUPAC
 Chief, Quality Assurance Division



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