



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 090 s. 2025

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 085, S. 2025 TITLED
AMENDED GUIDELINES ON THE SUBMISSION OF PRIVATE SCHOOL
APPLICATIONS FOR OPERATIONAL COMPLIANCE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Private School Administrators and Principals
All Others Concerned

1. This Office hereby disseminates **Regional Memorandum No. 085, s. 2025** titled **Amended Guidelines on the Submission of Private School Applications for Operational Compliance**.
2. In line with the Quality Management System (QMS) implementation in the Department of Education (DepEd) in standardizing various processes across all governance levels, the DepEd Regional Office III issues the **Updated Timeline** for the **submission of private school applications** relative to their operation.
3. Likewise, this Office also sets the submission of the documents to the Schools Division Office of Bataan for review and evaluation of documents and onsite validation (if applicable) before submission to the Regional Office. This will ensure complete, correct and timely submission of documentary requirements.
4. All private schools must strictly adhere to the prescribed timeline. Applications submitted **beyond the deadline** will not be processed and acted upon.
5. Attached are the copy of RM No. 085, s. 2025 and Timeline for Submission to SDO for reference and guidance.
6. This Memorandum is issued for information and strict compliance.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Encl.: as stated
Reference: RM No. 085, s. 2025

To be included in the Perpetual Index under the following subjects:
QUALITY PRIVATE SCHOOLS TIMELINE OPERATIONS

SO2/mgr
February 19, 2025



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Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF BATAAN

TIMELINE FOR THE SUBMISSION TO SDO

PROCESS	DATE OF SUBMISSION TO SDO
Application for Government Permit Government Recognition Senior High School	<ul style="list-style-type: none">On or before August 31 preceding the start of the school year
Application for Tuition, Miscellaneous and other School Fee Increase	<ul style="list-style-type: none">1st week of April preceding the school year <p>Note: For SY 2025-2026: deadline April 11, 2025</p>
Application for Issuance of Special Order (SO for Graduation)	<ul style="list-style-type: none">Refer to Division Memorandum No. 044, s. 2025
Application for Special Curricular Programs: <ul style="list-style-type: none">SP in Foreign LanguageSP in JournalismSP in SSESSP in STESP in Madaris/ MadrasahSP in SportsSP in ArtsSPED	<ul style="list-style-type: none">On or before February 1 preceding the school yearOn or before February 1 preceding the school yearOn or before April 1 preceding the school yearOn or before April 1 preceding the school yearOn or before August 31 preceding the school yearOn or before August 31 preceding the school yearOn or before August 31 preceding the school yearOn or before February 1 preceding the school year

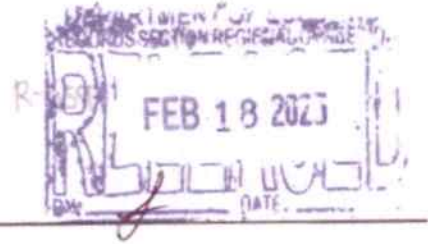


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<p>Alternative Delivery Mode:</p> <ul style="list-style-type: none">• Homeschooling • Open High School	<ul style="list-style-type: none">• 1st week of November preceding the school year • On or before August 31 preceding the school year
<p>Modification of Curriculum:</p> <ul style="list-style-type: none">• School Calendar/ Opening of Classes • Assessment of Student's Performance• Awards and Recognition• Substitution of Learning Area• Enrichment of Curriculum	<ul style="list-style-type: none">• On or before February 1 preceding the school year Note: For SY 2025-2026: deadline February 24, 2025 • On or before February 1 preceding the school year Note: For SY 2025-2026: deadline February 24, 2025



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 085 s. 2025

AMENDED GUIDELINES ON THE SUBMISSION OF PRIVATE SCHOOL APPLICATIONS FOR OPERATIONAL COMPLIANCE

To : Schools Division Superintendents
Education Program Supervisors
Focal Persons in-Charge-of-Private-Schools
All Others Concerned

1. In line with the **Quality Management System (QMS)** implementation of the **Department of Education (DepEd)** in standardizing various processes across all governance levels, this Office hereby issues the **Updated Timeline** for the **submission of private school applications** relative to their operation.
2. This issuance aims to establish a **standard timeline** for the submission of private school applications to **ensure compliance** with DepEd's set standards and regulations.
3. All Schools Division Offices and private schools must strictly adhere to the prescribed timeline. Applications submitted **beyond the deadline** will not be processed or acted upon. For reference, the **Updated Timeline** for private school application submissions is attached to this memorandum.
4. For any inquiries or clarifications, you may contact the **Quality Assurance Division** at **(045) 598-8580** or via email at qad.ro3@deped.gov.ph.
5. This Memorandum is issued for information and compliance.

RONNIE S. MALLARI, PhD, CESO V
Regional Director

Encl.: As stated

References: None

To be indicated in the Perpetual Index
under the following subjects:

QUALITY
TIMELINE

PRIVATE SCHOOLS
OPERATIONS

QAD1/qad8
February 12, 2025



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Republic of the Philippines
Department of Education
 REGION III-CENTRAL LUZON

Inclosure: Regional Memorandum No. _____, s. 2025

To adhere to the standards set by the Central Office, the Regional Office reiterates the Business Processes, Timeline, and Legal Basis as articulated below:

PROCESS	TIMELINE FOR SUBMISSION	LEGAL BASIS
Application for Government Permit Government Recognition Senior High School	<ul style="list-style-type: none"> On or before October 31 preceding the start of the school year 	<ul style="list-style-type: none"> DepEd Order 88, s. 2010: "2010 Revised Manual of Private Schools in Basic Education" DepEd Order 11, s. 2011: "Amendment to DO 88, s. 2010" DepEd Order 51, s. 2015: Guidelines on the Implementation of the SHS Program (Public)
Application for Tuition, Miscellaneous, and other School Fee Increase	<ul style="list-style-type: none"> On or before May 15 preceding the school opening of classes (June - July 14) On or before June 30 preceding the school opening of classes (July 15 - August 31) 	<ul style="list-style-type: none"> RA No. 6139: "An Act to Regulate Tuition and Other School Fees of Private Educational Institution" DepEd Order 11, s. 2011: "Amendment to DO 88, s. 2010" DepEd Memorandum 007, s. 2022 "Adjustment to the period of Consultation and Application of Tuition and other School Fee"
Application for Issuance of Special Order (SO) for Graduation	<ul style="list-style-type: none"> At least 15 calendar days before the end of the current academic year. 	<ul style="list-style-type: none"> DO 10, s. 2018: "Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners"
Application for Special Curricular Programs: <ul style="list-style-type: none"> SP in Foreign Language 	<ul style="list-style-type: none"> On or before March 31 preceding the school year 	<ul style="list-style-type: none"> DO 55, s. 2009-Guidelines on Offering Foreign Languages like Spanish, French, and Nihongo (Japanese) as Elective Subjects in the Third



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<ul style="list-style-type: none"> • SP in Journalism • SP in SSES • SP in STE • SP in Madaris/ Madrasah • SP in Sports • SP in Arts 	<ul style="list-style-type: none"> • On or before March 31 preceding the school year • On or before May 31 preceding the school year • On or before May 31 preceding the school year • On or before October 31, preceding the school year • On or before October 31, preceding the school year • On or before October 31, preceding the school year 	<p>and Fourth Year Levels of High School</p> <ul style="list-style-type: none"> • DO 46, s. 2012 Policy Guidelines on the Implementation of the Special Curricular Programs at the Secondary Level • DO 10, s. 2000 – Implementation of the Journalism Program as an Integral Part Communication Arts (English and Filipino) Effective SY 2000-2001 • DO 57, s. 2011 – Policy Guidelines in the Implementation of the Special Science Elementary Schools (SSES) Project • DO 38, s. 2013 – Guidelines on the Utilization of Support Fund for Schools Implementing the Science, Technology, and Engineering Program • DO 41, s. 2017-Policy Guidelines on Madrasah Education in the K to 12 Basic Education Program; DO 40, s. 2011-Amendment to DepEd Order No. 51, s. 2004 (Standard Curriculum for Elementary Public Schools and Private Madaris) • DECS Order 12, s.1991-Revised Guidelines on Issuance of Government Authority to Operate Educational Programs • DECS Memo 242, s. 2000-Implementing Guidelines For The Pilot Testing Of The
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<ul style="list-style-type: none"> • SPED 	<ul style="list-style-type: none"> • On or before March 31, preceding the school year 	<p>Special Sports Program At The Secondary Level</p> <ul style="list-style-type: none"> • DM 135, s. 2011-Clarificatory Statement In The Procurement Of Textbooks And Other Instructional Materials with Reference to the & quot; Textbook Policy & quot; • DO 44, s. 2021-Policy Guidelines on the Provision of Educational Programs and Services for Learners with Disabilities in the K12 Basic Education Program • DECS Order 26, s. 1997-Institutionalization of SPED Programs in all Schools • DECS Order 117, s. 1987-Policies and Guidelines for Special Education
<p>Alternative Delivery Mode:</p> <ul style="list-style-type: none"> • Homeschooling • Open High School 	<ul style="list-style-type: none"> • 1st week of January proceeding the school year • On or before October 31 proceeding the school year 	<ul style="list-style-type: none"> • DO 1, s. 2022- Revised Policy Guidelines on Home Schooling • DO 35, s. 2012-Policies and Guidelines on the Implementation of the Government Assistance to Students and Teachers in Private Education (GASTPE) • Program Effective School Year 2012-2013; DO 46, s. 2006-Guidelines on the Pilot Implementation of the Open High School Program (OHSP); DO 21, s. 2019-Policy Guidelines on the K to 12 Basic Education Program



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2024-23-01-15

<p>Modification of the Curriculum:</p> <ul style="list-style-type: none"> • School Calendar/ Opening of Classes • Assessment of Student's Performance • Awards and Recognition • Substitution of Learning Area • Enrichment of the Curriculum 	<ul style="list-style-type: none"> • On or before March 31 preceding the school year 	<ul style="list-style-type: none"> • DO 008, S. 2024 - Amendment to DepEd Order No. 003, s. 2024 (Amendment to DepEd Order No. 022, s. 2023, and Start and End of School Year 2024-2025) • DO 55, s. 2016 - Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program • DO 36, s. 2016 - Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program • Clarifications on the Policy Guidelines on the Implementation of the Language Learning Areas and Their Time Allotment in Grades 1 and 2 of the K to 12 Basic Education Program • DO 46, s. 2005-Operational Guidelines for the Implementation of DepEd Order No. 51, s. 2004 Prescribing the Enriched Curriculum for Public Schools and Standard Curriculum for Private Schools
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