



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

JAN 12 2026

**DIVISION LETTER**  
**No. 003, s. 2026**

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

This Office informs all concerned that there will be an **orientation-meeting of all Private School Principals** on January 16, 2026, 8:00am onwards, at the SDO Bataan Bulwagan ng mga Bayani at Banal, Kabukiran, Calaylayan, Abucay, Bataan.

The following topics shall be discussed:

1. Provisions of DepEd Order No. 88, s. 2010, DepEd Order No. 11, s. 20211 and other issuances relative Private School Processes
2. Reiteration of Regional Memorandum No. 085, s. 2025 titled Amended Guidelines on the Submission of Private School Applications for Operational Compliance Schedule
3. Updates on Digitization of Private School Files
4. BAPS/ BAPPREESA Matters
5. LIS Concerns
6. Other Matters

Participants in this meeting are the School Governance and Operations Division Chief; Education Program Supervisor, SGOD; SGOD personnel; and Private School Principals.

A registration fee of four hundred pesos (P 400.00) shall be collected by the Bataan Association of Private Schools (BAPS) and Bataan Association of Private Pre-Elem and Elementary School Administrators (BAPPREESA) for the meals of the participants.

Immediate dissemination and strict compliance of this Letter is enjoined.

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

802/mgr  
January 8, 2026



Kabukiran, Calaylayan, Abucay 2114 Bataan  
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**ORIENTATION- MEETING OF PRIVATE SCHOOLS  
MATRIX**

| Time                | AGENDA   | RESOURCE PERSON   |
|---------------------|--|---|
| 8:00AM-<br>8:30AM   | <b>Preliminaries</b><br><b>Makabayan Song</b><br><b>Opening Prayer</b><br><br><b>Roll Call</b><br><br><b>Message</b> | <b>HERMIE G. DURAN</b><br>SEPS<br><b>RAMON C. PEREZ</b><br>SGOD Chief |
| 8:30AM-<br>9:00AM   | Application for Tuition Government Permit,<br>Government Recognition, SHS Permit, School<br>Branch, Extension        | <b>MAR-ELEN FE G. RENOSA</b><br>EPS, SGOD                             |
| 9:00AM-<br>10:00 AM | Modification of Curriculum, Assessment, Awards<br>and Recognition  | <b>HERMIE G. DURAN</b><br>SEPS  |
| 10:00AM-<br>10:30AM | Special Curricular Programs  | <b>MISTY B. DELA CRUZ</b><br>EPS II                                   |
| 10:30AM-<br>11:00AM | <b>HEALTH BREAK</b>  |   |
| 11:00AM-<br>11:30AM | Special Order<br>Permanent, Temporary Closure  | <b>MAR-ELEN FE G. RENOSA</b><br>EPS, SGOD                             |
| 11:30AM-<br>12:00PM | Modification of School Calendar  | <b>JUDYLYN T. GATDULA</b><br>ADA IV                                   |
| 12:00PM-<br>1:00PM  | <b>LUNCH BREAK</b>   |   |
| 1:00PM-<br>1:30PM   | Alternative Delivery Mode, International School,<br>Home Schooling, Open High School                                 | <b>MAR-ELEN FE G. RENOSA</b><br>EPS, SGOD                             |
| 1:30PM –<br>2:00PM  | Application for Tuition, Miscellaneous and other<br>School Fees (Increase, No Increase)                              | <b>HERMIE G. DURAN</b><br>SEPS  |
| 2:00PM-<br>2:30PM   | Timeline of Submission based on Regional<br>Memorandum No. 085, s. 2025  | <b>MAR-ELEN FE G. RENOSA</b><br>EPS, SGOD                             |
| 2:30PM-<br>3:00PM   | <b>HEALTH BREAK</b>  |   |
| 3:00PM-<br>3:30PM   | LIS Concerns   | <b>NICO M. MANGALIMAN</b><br>Planning Officer III                     |
| 3:30PM-<br>4:30PM   | Updates on:<br>Digitization of Private School Files<br>Other Matters   | <b>MAR-ELEN FE G. RENOSA</b><br>EPS, SGOD                             |
| 4:30PM-<br>5:00PM   | BAPS/ BAPPREESA Matters  |   |



Kabukiran, Calaylayan, Abucay 2114 Bataan

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CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 2001100



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2013