



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

DIVISION MEMORANDUM
No. 01 s. 2026

JAN 12 2026

**REITERATION 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 reiterates the provisions of **Regional Memorandum No. 085, s. 2025 titled Amended Guidelines on the Submission of Private School Applications for Operational Compliance.**
2. This Regional Memorandum was issued in line with the implementation of the Quality Management System (QMS) in the Department of Education (DepEd) in standardizing various processes across all governance levels.
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 School Year 2026-2027 for reference and guidance.
6. Immediate dissemination and strict compliance of this Memorandum is enjoined.


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
January 8, 2026



Kabukiran, Calayayan, Abucay 2114 Bataan
www.facebook.com/DepedBataan

www.depedbataan.com
bataan@deped.gov.ph

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TIMELINE FOR THE SUBMISSION TO SDO FOR SCHOOL YEAR 2026-2027

PROCESS	DATE OF SUBMISSION TO SDO For SY 2026-2027	DATE OF SUBMISSION TO RO
Application for Government Permit Government Recognition Senior High School	<ul style="list-style-type: none"> On or before August 28, 2026 	<ul style="list-style-type: none"> On or before October 31 preceding the start of the school year
Application for Tuition, Miscellaneous and other School Fee Increase	<ul style="list-style-type: none"> With Increase: April 6, 2026 No Increase: April 20, 2026 	<ul style="list-style-type: none"> On or before May 15 preceding the school opening of classes (June-July 14) On or June 30 preceding the school opening of classes (July 15- August 31)
Application for Issuance of Special Order (SO for Graduation)	<ul style="list-style-type: none"> <i>Schedule will be given through a separate Division Memorandum</i> 	<ul style="list-style-type: none"> At least 15 calendar days before the end of the current academic year
Application for Special Curricular Programs: <ul style="list-style-type: none"> SP in Foreign Language SP in Journalism SP in SSES SP in STE SP in Madaris/ Madrasah SP in Sports 	<ul style="list-style-type: none"> On or before February 2, 2026 On or before February 2, 2026 On or before April 1, 2026 On or before April, 2026 On or before August 28, 2026 On or before August 28, 2026 	<ul style="list-style-type: none"> On or before March 31 preceding the school year 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



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• SP in Arts • SNED	• On or before August 28, 2026 • On or before February 2, 2026	• On or before October 31 preceding the school year • On or before March 31 preceding the school year
Alternative Delivery Mode: • Homeschooling • Open High School	• On or before November 6, 2026 • On or before August 28, 2026	• 1 st week of January proceeding the school year • On or before October 31 proceeding the school year
Modification of Curriculum: • School Calendar/ Opening of Classes • Assessment of Student's Performance • Awards and Recognition • Substitution of Learning Area • Enrichment of Curriculum	• On or before February 6, 2026	• On or before March 31, preceding the school year