

Republic of the Philippines
Department of Education
Region VII, Central Visayas

DIVISION OF CEBU PROVINCE



Sudlon, Lahug, Cebu City

SEP 0 8 2016

DIVISION MEMORANDUM No. 529, S. 2016

WORK-FLOW IN THE EVALUATION OF REQUIREMENTS FOR APPLICATION FOR AUTHORITY TO OPEN NEW SCHOOL OR OPERATE NEW COURSE / YEAR LEVEL BY PRE-ELEMENTARY, ELEMENTARY AND SECONDARY AND RENEWAL OF TEMPORARY PERMIT

To: Assistant Superintendents
Education Program Supervisors/Coordinators
Public Schools District Supervisors/OIC's/Caretakers
Public Elementary and Secondary School Heads

- 1. Attached is the work-flow in the evaluation of requirements for application for authority to open new school, or operate new course/year level by pre-elementary, elementary and secondary and renewal of temporary permit, for the information of all concerned.
- 2. Immediate and wide dissemination of this Memorandum is directed.

RHEA MAR A. ANGTUD, ED.D., CESO VI Schools Division Superintendent

PROPOSED WORK-FLOW IN THE EVALUATION OF REQUIREMENTS FOR APPLICATION FOR AUTHORITY TO OPEN NEW SCHOOL, OR OPERATE NEW COURSE/YEAR LEVEL BY PRE-ELEMENTARY, ELEMENTARY AND SECONDARY AND RENEWAL OF TEMPORARY PERMIT

Representative of Schools' applying for permit to open/renew schools shall proceed to the Records Section for Tracking Number.

Ms. Malou Aguilar received and assignatracking number to the application.

One copy of the Tracking Number shall be attached to the application while the second copy will be given to the school.

Applicant may hand-carry the documents and submits them to Mr. Kent Medallo, EPS

Division Evaluators will assess the completeness of the documentary requirements attached to the application. (Mr. Glen Tajanlangit, Mr. Kent Medallo and Mrs. Hermogina Miranda for the North; Mrs. Ma. Elena Paras, Dr. Victor Ybanez and Mrs. Evelyn Balang for the South)

- 1. If deficiencies were noted, the applicant school will be informed in writing.
- 2. Applications with complete documentary requirements will be scheduled for ocular inspection upon payment of non-refundable fee in the amount of Php 2,000 to the Division Cashier. The Division Inspectorate Team shall be composed of the following: a. Head of Division Engineering Unit / EPS for Private Schools b. PSDS of the district where the school belongs c. rep. from the Office of the ASDS in-charge of private schools

Deficiencies noted during the ocular inspection shall be complied not later than January 31 of the following year.

Application for permit to open/renew school/grade/level that has complied with all the requirements shall be endorsed to the Regional Office by the Office of the Schools Division Superintendent not later than February 5 of the following year. Approved permit will be endorsed to school concerned by the Office of the SDS.

Prepared by:

ROSELLER N. GELIG ASDS

Approved:

DUEA BARD A ANCTIO TO D. TOTAL