



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

April 2, 2025

**DIVISION MEMORANDUM**

No. 184, s. 2025

**ITERATION OF TIMELINES OF SUBMISSION OF THE APPLICATION DOCUMENTS FOR PUBLIC AND PRIVATE SCHOOLS OFFERING BASIC EDUCATION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Public Schools District Supervisors  
Division Private School Supervisor  
School Administrators of Public and Private Schools  
All Others Concerned

1. In reference with **RM # 216, s. 2025** dubbed **REMINDER OF THE TIMELINES OF SUBMISSION OF THE APPLICATION DOCUMENTS FOR PUBLIC AND PRIVATE SCHOOLS OFFERING BASIC EDUCATION**, this Office through the School Governance and Operations Division – School Management Monitoring and Evaluation Section hereby informs the field on the **timeline of submission of the Application Documents for Public and Private Schools Offering Basic Education**.

2. The following are the identified Application Documents for Public and Private Schools Offering Basic Education:

Type of Application	Deadline of Submission to the Division Office	Deadline of Submission to the Regional Office
1. Establishment of Schools (Public), Merging, Conversion, Naming & Renaming of Public Schools, Separation of Public-School Annexes	April 30, of the year preceding the school year of operation	June 30, of the year preceding the school year of operation
2. Senior High School Program Application for Opening/ Additional Track/ Specialization/s and Stand-Alone of Public Schools	April 30, of the year preceding the school year of operation	June 30, of the year preceding the school year of operation



DEPARTMENT OF EDUCATION  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

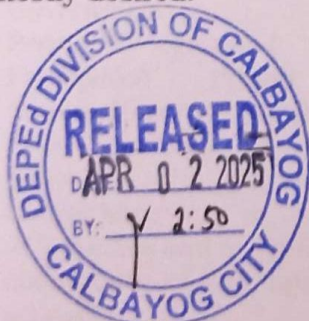
3. Government Permit/ Recognition/ Provisional Permit for Establishments/ Additional SHS Offerings in Private Schools	June 30, of the year preceding the school year of operation	August 30, of the year preceding the school year of operation
4. Compliance to the deficiencies and other lacking documents of the applicant schools	Private Schools- September 30, 2025 Public Schools- June 30, 2025	Private Schools- not later than Oct. 31 of the same year of operation Public Schools- July- August 31 of the same year.
5. School Fees	Last week of Feb. of the current year	3 <sup>rd</sup> week of January until May 15 of the current year
6. Special Order for Graduation	4 weeks before the scheduled school graduation	3 weeks before the scheduled school graduation

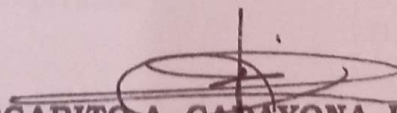
3. All application documents are expected to be submitted to the Division Office through the School Management, Monitoring and Evaluation (SMME) Section on the aforementioned deadlines. Further, no application documents shall be forwarded to the Regional Office after the division scheduled deadline. The School Division Office through the Division Review and Evaluation Committee (DREC) shall conduct the following:

- Process and evaluate the documents.
- Conduct on-site inspection.
- Provide technical assistance if necessary.
- Decide whether the application is compliant with the standards. However, if found non-compliant, the Division Office with the recommendation of the DREC shall immediately DISAPPROVE the said application.

4. Application school shall submit only one set of original/ authenticated copy of complete required documents.

13. Immediate dissemination and strict compliance with this Memorandum are earnestly desired.



  
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
OIC-Schools Division Superintendent

Enclosure: None

To be indicated in the **Perpetual Index Under** the following subjects:

**SGOD                      SMM&E                      TIMELINE OF SUBMISSION OF APPLICATION DOCUMENTS**







Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

February 27, 2025

**REGIONAL MEMORANDUM**

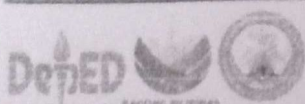
No. **216** s. 2025

**REMINDER ON THE TIMELINES OF SUBMISSION OF THE APPLICATION DOCUMENTS FOR PUBLIC AND PRIVATE SCHOOLS OFFERING BASIC EDUCATION**

To: Schools Division Superintendents  
 Regional Office Division Chiefs  
 All Others Concerned

1. In compliance with the standards set forth by the Department of Education relative to the schools' operation on basic education, this Office, reminds the field on the Timelines of Submission of the Application Documents for Public and Private Schools Offering Basic Education identified as follows:

Type of Application	Deadline of Submission to the Regional Office	Legal Bases
1) Establishment of Schools (Public), Merging, Conversion, Naming & Renaming of Public Schools, Separation of Public-School Annexes	June 30 of the year preceding the school year of operation	D.O. 40, s. 2014 D.O. 29, s. 2011
2) Senior High School Program Application for Opening/Additional Track/Specialization/s and Stand-Alone of Public Schools	June 30 of the year preceding the school year of operation	D.O. 51, s. 2015 D.O. 45, s. 2017
3) Government Permit/Recognition/ Provisional Permit for Establishments/ Additional SHS Offerings in Private Schools	August 30 of the year preceding the school year of operation	D.O. 88, s. 2010 D.O. 11, s. 2011 D.O. 45, s. 2017 D.M. 004, s. 2014
4) Compliance to the deficiencies and other lacking documents of the applicant schools	Private Schools – not later than Oct. 31, of the same year  Public Schools – July – Aug. 31, of the same year	Private Schools D.O. 11, s. 2011 D.M. 004, s. 2014  Public Schools D.O. 40, s. 2014 D.O. 51, s. 2015



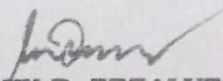
5) School Fees	3 <sup>rd</sup> week of January until May 15 of the current year	D.O. 11, s. 2011 D.O. 88, s. 2010 D.O. 75, s. 2010 D.O. 18 s. 2009
6) Special Order for Graduation	3 weeks before the scheduled graduation school	R.M. No. 394, s. 2023

2. The Schools Division Office shall process and evaluate the documents, conduct on-site inspection, provide technical assistance if necessary and decide whether the application is compliant with the standards. Thus, if found to be non-compliant, the Division Office through the recommendation by the Division Review and Evaluation Committee (DREC) shall immediately **DISAPPROVE** the said application.

3. Furthermore, there shall be no application documents to be forwarded to the Regional Office after the deadline.

4. Applicant school shall submit only one set of original/ authenticated copies of complete required documents duly endorsed by the Schools Division Superintendent and marked "RELEASED" prior to the submission to the this Office.

5. Immediate dissemination and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director

BAC RRC

