



Republic of the Philippines
Department of Education
Schools Division Office of Tacurong City

28 July 2026

DIVISION MEMORANDUM

SGOD – 2026 114

**REITERATION OF THE 2025 GUIDELINES ON PRIVATE SCHOOL
VOLUNTARY CLOSURE**

To: School Heads of Private Education Institution
This Division

1. In line with the Department of Education's commitment to ensure the orderly implementation of policies governing private basic education institutions, this Office reiterates the strict observance of DepEd Order 02, s.2022 on the **2025 Guidelines on Private School Voluntary Closure and the Participation in Government Assistance and Subsidies Program in Light of the Covid – Pandemic Effective SY 2021 – 2022.**

2. Anent, private schools intending to voluntarily cease operations shall comply with the prescribed procedures and documentary requirements provided under the said guidelines. Hence, school owners and administrators are reminded that voluntary closure shall not take effect unless duly approved by the appropriate DepEd authority.

3. Schools applying for voluntary closure shall ensure compliance to the following:

- 3.1 Submission of a formal Letter of Intent addressed to the Schools Division Superintendent **three months before the recent school year end;**
- 3.2 Submission of complete documentary requirements as prescribed in the 2025 Guidelines on Private School Voluntary Closure;
- 3.3 Proper notification of learners, parents/guardians, teaching and non-teaching personnel, and other concerned stakeholders;
- 3.4 Settlement of all financial and legal obligations, including salaries and benefits of employees, where applicable;



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Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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- 3.5 Proper turnover, safekeeping, and submission of learner records and other school documents to the Schools Division Office in accordance with existing DepEd policies;
- 3.6 Facilitation of the transfer of learners to receiving schools to ensure uninterrupted access to quality basic education; and
- 3.7 The **letter on Temporary Closure, Endorsement signed by the SDS and SF9** shall be submitted and uploaded via e – **FAST -APP every January of every year.**

4. The Schools Governance and Operations Division (SGOD), through the School Management Monitoring and Evaluation (SMME) Section and the Private Schools Focal Person, shall monitor compliance with these guidelines and provide the necessary technical assistance to concerned private schools throughout the closure process.

5. All concerned are enjoined to strictly comply with this Memorandum to safeguard the welfare of learners and personnel and to ensure the orderly management of school operations.

6. Immediate dissemination of and strict compliance with this Memorandum is desired.

7. For the information, guidance and preferential attention of all concerned.

CARLOS G. SUSARNO PHD., CESO VI
Asst. Schools Division Superintendent
Officer -in - Charge
Office of Schools Division Superintendent

MAP/DM-SGOD2026 REITERATION OF THE 2025 GUIDELINES ON PRIVATE SCHOOL VOLUNTARY CLOSURE



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CHECKLIST FOR SCHOOL CLOSURE

Name of School		
Date	Yes	No
1. Endorsement by the Schools Division Superintendent		
Notarized Letter of Intent indicating the following: a. Program to close b. Date of Effectivity c. Reason/s for closure d. Undertaking of the school to facilitate the transfer of learners and the issuance of transfer credentials		
3. School Documents (SF 9)		
4. Parent's Acknowledgement of Letter of Notification (Virtual (picture)/ Email)		
5. Plan of Action (for affected learners)		
6. DOLE and SEC Notification		

Checked by:

SEPS-SMME



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