



Republic of the Philippines
Department of Education

Region XII
Schools Division Office of Tacurong City

7 August 2026

DIVISION MEMORANDUM

SGOD - 2026- 126

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR PRIVATE SCHOOL
REGULATORY APPLICATIONS FOR SCHOOL YEAR 2026-2027**

TO: **Assistant Schools Division Superintendent**
Chiefs, CID and SGOD
Private School Supervisor/Focal Person
All Concerned Private School Heads
All Others Concerned
This Division

1. Pursuant to Republic Act No. 9155, otherwise known as the Governance of Basic Education Act of 2001, Department of Education (DepEd) Order No. 88, s. 2010, DepEd Order No. 40, s. 2014, and related issuances, this Office disseminates the Regional Memorandum QAD-2026-014 on the Submission of Documentary Requirements for Private School Regulatory Applications.
2. The issuance aims to ensure the timely processing, evaluation, and approval of applications for government permit, government recognition, new school/course offerings, additional grade levels, and changes in tuition and other school fees.
3. All concerned private schools are hereby directed to submit complete documentary requirements for the following regulatory applications:
 - a. Permit to Operate New School;
 - b. Permit to Offer New Course/Program;
 - c. Permit to Open Additional Grade Level;
 - d. Renewal of Government Permit;
 - e. Application for Government Recognition; and
 - f. Application for Changes in Tuition and Other School Fees.
4. All applications shall be submitted through the Schools Division Office (SDO) for initial evaluation and subsequent endorsement to the Regional Office through the Quality Assurance Division (QAD) E-Fast App, on or before the following deadlines:

Regulatory Application	Deadline of Submission
Permit to Operate New School / New Course Offering / Additional Grade Level	August 30, 2026
Renewal of Government Permit	January 15, 2027
Application for Government Recognition	February 15, 2027
Application for Changes in Tuition and Other School Fees	May 15, 2027

5. All submitted documentary requirements shall be:
 - a. complete and accurate;



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education

Region XII
Schools Division Office of Tacurong City

- b. authentic;
- c. duly certified by authorized school officials; and
- d. compliant with existing DepEd policies, rules, and regulatory standards.

Applications with incomplete, inaccurate, or non-compliant documentary requirements shall not be processed until the identified deficiencies have been fully addressed.

6. All concerned private school heads shall:

- a. ensure the timely preparation and submission of complete documentary requirements;
- b. observe the prescribed deadlines for each type of regulatory application;
- c. ensure the authenticity, accuracy, and completeness of all submitted documents; and
- d. immediately address any deficiencies or compliance issues identified during the evaluation.

7. The Quality Assurance Division (QAD) shall review and evaluate endorsed applications to ensure full compliance with applicable regulatory requirements.

All concerned private schools are advised to strictly observe the prescribed timelines to facilitate the efficient processing and approval of their applications.

8. For queries, clarifications, contact **ERNIE P. PAMA**, *Private Schools Area Coordinator, EPS-SGOD*.

9. For strict compliance of all concerned.

10. For information, guidance, and appropriate action.

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

EPP/SGOD/DM-SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR PRIVATE SCHOOL REGULATORY APPLICATIONS FOR SCHOOL YEAR 2026-2027/August 7, 2026



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org