



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	Private Schools D.O. 11, s. 2011 D.M. 004, s. 2014
	Public Schools – July – Aug. 31, of the same year	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 school graduation	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

