



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 SCHOOLS DIVISION OFFICE OF ABRA

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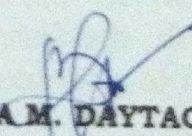
June 30, 2021

DIVISION MEMORANDUM  
 NO. 216 s. 2021

**RECONSTITUTION OF DIVISION ASSESSMENT INSPECTORATE TEAM (DAIT) AND GUIDELINES ON THE ISSUANCE OF GOVERNMENT PERMIT TO OPERATE, RECOGNITION, ESTABLISHMENT OF SCHOOL, OPENING OF GRADE LEVEL OF PRIVATE SCHOOLS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor (CID and SGOD)  
 Private Schools Superintendent  
 Private Schools Supervisor  
 Members of the Division Assessment Inspectorate Team (DAIT)  
 All Private Schools Principal/Administrators  
 All Others Concerned

1. In view of the submission, assessment of documents of private schools requesting a permit to operate, requesting for recognition, the establishment of schools, and requesting additional grade level, this Office now reconstitutes the Division Assessment Inspectorate Team (DAIT) and establish guidelines to ensure that private school applications are appropriately acted upon and shall not be prejudiced due to timeline and process lapses.
2. All existing memoranda inconsistent with this issuance are rescinded. These guidelines shall be implemented upon its approval unless sooner repealed, amended, or rescinded.
3. Immediate dissemination of and compliance with this Memorandum is directed.

  
**BENILDA M. DAYTACA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC- Schools Division Superintendent

SGOD/srme/DM-Reconstitution of DAIT and Guideline



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Enclosure to DM 216 s. 2021

**Guidelines on the Issuance of Government Permit to Operate,  
Recognition, Establishment of School, Opening of Grade Level of Private  
Schools**

**A. Rationale**

In conformity with DepEd Order No.88,s.2010, Revised Manual of Regulations for Private Schools in Basic Education and DepEd Order No.11, s.2011, Amendments to the 2010 Revised Manual of Regulation for Private Schools in Basic Education, SDO Abra adheres to the thrust of promoting and recognizing the complexity of issues brought about by the passage of laws and issuance of government permits; thus, it is expected that these policy guidelines shall ensure an efficient and synchronized process of requesting a permit to operate of private schools.

**B. SCOPE**

These guidelines shall apply to all private schools applying for a government permit to operate, establish, or open a new school, request additional grade level/s, and recognize existing private elementary and secondary schools.

**C. Policy Statement**

To facilitate the issuance of government permits in DepEd CAR, these guidelines are issued to implement the provision of DO 88, s.2010 and DepEd Order No.11, s.2011. This policy aligns with the principle that systems of accountability of public officials directly or indirectly involved in the processing and issuance of government permits are held responsible and accountable. This policy also intends to establish the assessment and monitoring, which will be performed strictly according to these guidelines.

**D. Procedures and Processes**

The procedures and processes to be followed are as follows:



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1. All documents for application must be submitted to the SDO on or before August 30, preceding the start of the school year when the school is supposed to operate, establish or open a new school, request additional grade levels, and recognize existing private elementary and secondary schools. Documents will be received by the Records Section to be forwarded to the SMME unit for preliminary assessment and verification of documents based on the checklist.
2. The Schools Division Office, through the Division Assessment and Inspection Team (DAIT), assesses the completeness, appropriateness, and quality of the documents.
3. DAIT notifies the applicants of the deficiency/is for compliance and submission on or before September 30.
4. The Division Assessment and Inspectorate Team conduct ocular inspection to establish compliance to standards. Applications not found compliant shall be returned immediately for completion and submission. Division assessment & ocular inspection may be done earlier than the scheduled time provided documents are submitted earlier.
5. The SDS endorses compliant application to the Regional Office on or before October 30.
6. SDO will wait for the schedule of ocular inspection to be conducted by the RO through the Quality Assurance Division.

### **E. Composition of the Division Assessment and Inspectorate Team**

Chairman: Assistant Schools Division Superintendent

Members: Lorna B. Llaneza - Division Focal Person for Private Schools

Pedro B. Talingdan Jr - EPS- Filipino

Ronilo P. Garcia - EPS- SGOD

Fernando Semanero - Engineer III

Atty. Janneliza Taloma - Division Legal Officer

EPS II-SMME

*Note: PSDSs in charge of the concerned private school to join the team*



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**F. Roles and Responsibilities of DAIT**

The Chairman :

- a. Convenes the DAIT for meetings and assessment of documents.
- b. Ensures the completeness, appropriateness of documents before forwarded to the Office of the Schools Division Superintendent

The DAIT :

- a. Assess the completeness vis-à-vis the checklist, appropriateness of data, authenticity of documents submitted.
- b. Notify the applicant/s for any deficiency/is after the assessment.
- c. Conduct Ocular Inspection.
- d. Extend technical assistance to the applicant on the preparation of required documents.
- e. Recommend compliant applications to the Schools Division Superintendent for endorsement to the Regional Office.
- f. Ensure that all applications are appropriately acted upon following the timeline.

**G. Monitoring and Evaluation**

The SGOD Monitoring and Evaluation Unit regularly monitors the implementation of related DepEd Orders, Regional Memos for dissemination to private schools for implementation and gives feedback during the conduct of DMEA.

Furthermore, SEPS-SMME acts as Secretariat, completes staff work, and sets meeting consultation with the Chairperson.

**REFERENCES**

- DepEd order no.88 s.2010, Revised Manual of Regulations for Private Schools in Basic Education.*  
*DepEd order no.11 s.2011, Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education*  
*Regional Order 002, s.2018 Regional Guidelines on the Issuance of Government Permit to Operate, Establish or Open a new School and Open Grade Level/s in Existing Private Elementary and Secondary Schools*



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