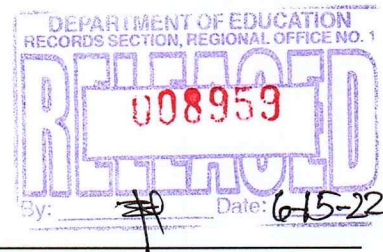




Republic of the Philippines
Department of Education
REGION I



Office of the Regional Director

REGIONAL MEMORANDUM

No. 653 s. 2022

JUN 15 2022

**POLICY GUIDELINES ON THE IMPLEMENTATION OF E-APPLICATION
FOR PRIVATE SCHOOLS IN DEPED REGION I**

TO: Assistant Regional Director
Schools Division Superintendents
School Heads of Private Schools
All Others Concerned

1. This Office, through the Quality Assurance Division (QAD) issues the enclosed Policy Guidelines on the Implementation of E-Application for Private Schools (E-APS) in DepEd Region I. The system was developed to ensure timely and efficient delivery of regulatory and developmental services to private schools.
2. The system shall serve as an official platform for the different applications of private school. It aims to:
 - a. facilitate processing of private schools' application;
 - b. provide effective, efficient and systematic records management;
 - c. provide real-time and updated information to track application and processing of documents; and
 - d. provide information for monitoring and evaluation.
3. These private schools' applications shall focus on the following:
 - a. Government Permit to Operate (New and Renewal);
 - b. Government Recognition;
 - c. Senior High School Application;
 - d. Tuition and Other School Fees Application; and
 - e. Special Order.
4. This Memorandum provides guidelines on the processes, timelines, and accountability on the use of the E-APS in the Region.
6. The E-APS can be accessed through the web address <https://deped.rolapps.com>

DepEd Region 1: Built on character; empowered by competence.



Flores St., Catbangan, City of San Fernando, La Union
(072) 607-8137 / 682-2324
region1@deped.gov.ph | www.depedro1.com



7. This Memorandum shall take effect immediately upon its approval, issuance, and publication online at www.depedrol.com

8. Immediate dissemination of and strict compliance with this Memorandum is directed.


TOLENTINO G. AQUINO
✓ Director IV 

Incl.: As Stated
Reference:

DepEd Order No. 88, s. 2010
DepEd Memo No. 4, s.2014
DepEd Order No. 10, s. 2018
Republic Act No. 10173
Republic Act No. 11032
Regional Basic Education Plan (RBEP), Fiscal Year 2021 - 2023

To be included in the Perpetual Index:
Under the following subjects:

SCHOOLS	SYSTEMS	PROCESSES
STANDARDS	PROCEDURE	POLICY

QAD/lpm/RM_EAPSPolicyGuidelines
June 9, 2022





Republic of the Philippines
Department of Education
REGION I

**POLICY GUIDELINES ON THE IMPLEMENTATION OF E-APPLICATION
FOR PRIVATE SCHOOLS IN DEPED REGION 1**

I. GENERAL PROVISIONS

SECTION 1. STATEMENT OF THE POLICY

In support to the key strategic priorities of the department on “Modernization of Education Management and Governance,” the Electronic-Application for Private Schools (E-APS) was designed for private schools, whereby, core systems and processes are automated and streamlined for effective and efficient service delivery.

This information system helps the private schools to submit and track their applications online. At the same time, it facilitates processing, validation and verification, and monitoring and evaluation at the Regional Office (RO) and Schools Division Offices (SDOs).

These guidelines cover the operationalization of the following processes:

- a. School Registration;
- b. School Application on Government Recognition/Permit, Tuition & Other School Fees, Senior High School, and Special Order;
- c. Verification of Requirements from Applications;
- d. Verification of Reuploaded Requirements from Returned Applications;
- e. Viewing/Monitoring on the Status of Applications;
- f. Viewing and Generating Reports; and
- g. Activation/De-activation of Schools and maintenance of use accounts

SECTION 2. REFERENCES

- a.) DepEd Order No. 88, s. 2010¹
- b.) DepEd Memo No. 4, s.2014²
- c.) DepEd Order No. 10, s. 2018³
- d.) Republic Act No. 10173⁴

¹Provisions of the Revised Manual of Regulation for Private Schools in Basic Education ensuring the private schools' operation compliant to basic education quality and standards

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e.) Republic Act No. 11032⁵

f.) Regional Basic Education Plan (RBEP), Fiscal Year 2021 - 2023⁶

SECTION 3. DEFINITION OF TERMS

For the purpose of this policy, the following terms are defined as follows:

1. **Application Processing** refers to the different requests of private schools relative to school operations and services such as Government Permit/Recognition to Operate, Tuition and Other School Fees, Special Order and other private school matters that are submitted to DepEd for evaluation and approval.
2. **Basic Processes** are the expected tasks in the system to be performed by the different system users across governance level. These include the different application of private schools and validation of documents performed by the SDO and RO level respectively.
3. **DepEd Region 1** refers to the Regional Office Proper, Schools Division Offices and Private Schools (Kindergarten, Elementary, Junior High School, and Senior High School levels)
4. **E-Application for Private Schools (E-APS)** is a developed system whereby private schools can submit their applications online. Through this system, it will facilitate the processing of private schools' application and can track the status of their application real-time. This system also provides data for records management.
5. **Essential Requirements** are the necessary and important documents stipulated in DepEd Order No. 88, s. 2010 that private schools are required to submit online. These documents are streamlined and condensed for submission in the E-APS.
6. **Monitoring and Evaluation** is a continuous process of assessment, analysis and checking of progress of the implementation of the system as basis for corrective action and continuous improvement.
7. **Private Schools** refers to all established school institutions that are privately owned or managed offering basic education programs from Kindergarten to Senior High School and are authorized by the Department of Education to operate certain educational programs in accordance with laws and policies per DepEd Order No. 88, s. 2010.

² Provision of documentary requirements that need to be complied for the SHS implementation in Non-DepEd Schools

³ The Regional Office is authorized in the issuance of Special Orders for the approval of the eligibility for Graduation from Senior High School of Grade 12 learners enrolled in the private schools

⁴ Provision of policy recognizing the vital role of information and communications technology in nation building and it is responsibility of the state to ensure that information and communication systems in the government and private sectors are protected and secured.

⁵ An Act that aims to streamline the current systems and procedures of government services, thus, improving the competitiveness of and ease of doing business in the Philippines

⁶ Automation of processes is one of the priority concerns of the DepEd Region 1 for efficient and effective delivery of office operations

8. **System Users** are individuals who are granted official access to the system. These include the school heads or Information Technology Officers of the private schools, SGOD Chiefs, SDO Personnel-in-Charge of Private Schools, Chief of the Quality Assurance Division, Education Program Supervisors of the Quality Assurance Division, Schools Division Superintendents, Assistant Regional Director and Regional Director.
9. **Technical Assistance** is the process of providing support to all System Users who have encountered problems while using the system. It also includes providing guidance to all private schools on the preparation and submission of essential requirements of the different applications.
10. **Technical Assistance Team** is a group of members who are responsible in providing technical support and assistance to all system users. These members include the Quality Assurance Division, Regional Office and Schools Division Office Information Technology Officer (RO and SDO ITO), Schools Division Office Personnel-in-Charge of Private Schools, and System Developers.
11. **User Manuals** are also known as user guides that contain specific system function, instructions, and step-by-step procedures on how to perform specific processes of application or activity in the system.

II. OPERATIONAL GUIDELINES

SECTION 4. RULES AND REGULATIONS

4.1. On Accessing the E-APS

1. The E-APS is accessed through the web address <https://deped.ro1apps.com>. All assigned units of the RO and SDOs are given their respective user accounts in consideration of their authorized access rights and privileges in conformance to Republic Act No. 10173 or known as *the "Data Privacy Act of 2012."*
2. The assigned unit account shall have access to the following:
 - a. facility to download submitted documents for verification and validation;
 - b. facility to upload and endorse verified applications;
 - c. facility to return applications;
 - d. facility to view, monitor and track real-time applications;
 - e. facility to view statistics of application through graphs;
 - f. facility to generate reports from different applications; and
 - g. facility to view and download messages such as Memoranda and Advisories.
3. The Quality Assurance Division and Schools Division Office through the School Governance and Operations Division (SGOD) and SDO Personnel In-Charge of Private schools are provided with access to dashboards and reports facilities such as the status of schools' submitted, indorsed, and approved applications.

4. The SDO shall have access to the system and process private schools' applications only within their bound of jurisdiction.
5. The private schools shall have access to submit/upload applications to SDO and shall have access to dashboard to view the status and progress of their applications.
6. User accounts in the system are created and maintained by the designated User Account Administrator. The QAD shall serve as the Administrator of the System whose responsibility is to issue user accounts to only official designated system user upon the recommendation of the SGOD Chief and approval of the Schools Division Superintendent at the SDO level. Furthermore, issuance of user accounts to private schools shall be based upon the verification and approval of Schools' Registration.
7. The user accounts and tentative passwords of the designated personnel, specifically at the Regional Office and SDO levels shall be privately communicated in adherence to Data Privacy Act of 2012.
8. User Manuals (Refer to Annex E-G) are provided to RO, SDOs, and Private Schools and these can be readily accessed and downloaded through the system.

4.2. Roles and Responsibilities

- a. The **Regional Director** shall provide policy directions on the implementation, utilization, and institutionalization of the E-APS in DepEd Region 1.
- b. The **Chief of the Quality Assurance Division** shall serve as the overall system administrator of the E-APS and shall be responsible in the overall management of the said system. Specifically, the Chief shall:
 - i. manage the overall supervision to ensure that the implementation and utilization of the different processes in the system are efficiently and effectively carried out across governance levels;
 - ii. report plan, progress implementation, and issues and concerns to the Regional Director for management decision and direction;
 - iii. coordinate with the ICTU for technical assistance as needed; and
 - iv. plan and manage the institutionalization of the system in DepEd Region 1.
- c. The **Schools Division Superintendent** shall oversee the implementation and utilization of the System. As Head of the Office, he/she ensures that the different processes in the system are

operationally carried out by the assigned unit and endorses recommendation to the Regional Office, if there is any, for continuous improvement.

- d. The **Chief of the School Governance and Operations Division** shall:
 - i. conduct monitoring on the implementation of the system if the different processes are in place and efficiently utilized by the private schools and the designated personnel-in-charge of private schools.
 - ii. review and evaluate the implementation of the system and recommend necessary actions to management for continuous improvement, in coordination with the ICTU and SDO Personnel-in-charge of Private Schools.
- e. The **ICT Unit of the Regional Office and Schools Division Office** shall serve as member of the technical assistance team that will provide technical support relative to the application processes and other system requirements.
- f. The **SDO Personnel-in-Charge of Private School** shall serve as the validator of school applicants. He/she shall:
 - i. process and evaluate essential requirements submitted to the E-APS for the application being applied for
 - ii. submit/upload a statistical-narrative report as well as endorsement duly signed by the SDS and officially released by the Records Section
 - iii. conduct progress monitoring on online applications of private schools and the status of applications that are endorsed to the Regional Office.
 - iv. provide technical assistance to private schools in the submission of essential requirements in compliance to standards and guidelines per DepEd Order No. 88, s. 2010 and shall coordinate with the ICTU in cases of technical supports.
- g. The **Education Program Supervisors of the Quality Assurance Division** shall promptly process and review online applications of private schools that are endorsed by the Schools Division Office. Specifically, they shall:
 - i. carefully validate all submitted essential requirements for online submission and provide feedback, when needed, to facilitate processing of applications;

- ii. verify the veracity and completeness of the submitted essential requirements through the conduct of online or onsite validation whichever is appropriate adherence to standards and guidelines on health protocols;
 - iii. serve as member of the Technical Assistance Team to provide technical support to SDOs and private schools, when needed, relative to the different processes in the system; and
 - iv. provide orientations and trainings to all users for effective and efficient implementation and utilization of the system.
- h. The **Private School Heads** are enjoined to use the system for efficient and effective implementation of the system. As end users of the system, they shall:
- i. review, prepare and upload the necessary essential documents to the system compliant to DepEd Order No. 88, s. 2010 and DepEd Memorandum No. 4, s. 2014 and other relative orders pertaining private school matters;
 - ii. regularly monitor and check updates status of application and comply with deficiencies, if there is any, to facilitate processing of applications;
 - iii. report and coordinate with the Personnel-in-Charge of Private Schools or the Technical Assistance Team for any problems encountered for immediate provision of technical support; and
 - iv. participate in orientations and trainings on the use of system for updates and enhancements.

4.3. ESSENTIAL REQUIREMENTS FOR ONLINE SUBMISSION

The essential requirements and description of these documents for online submission specified hereunder per type of application must be satisfied and complied with by the requesting school (*Refer to Annexes A-D for the sample documents*)

4.3.1 On Government Permit to Operate (New Application/Additional Grade Level)

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
GP1	Board Resolution Certified by the Corporate Secretary	Philosophy and goals of the course Viability of the course Indicate the intent of the application

		(Narrative form)
GP2	Articles of Incorporation and By-Laws	Approved SEC (name, address, seal or logo), and the page containing the purpose - notarized (Annex A)
GP3	Notarized Feasibility Study	Purpose and objectives of the proposed school or course;
		___ Availability of the school site and building, including the document of ownership thereof, the location plans, pictures, and the architects plan of the building if the same is still to be constructed;
		___ Itemized cost of the project covering the entire course in terms of site, site development, classrooms, equipment and facilities, library, laboratory, monthly or annual salaries of faculty and other personnel, other essential equipment and maintenance;
		___ Financial capacity of applicant school, including its resources, to provide the requirements for the entire course and support its operation from year to year without depending solely on student fees;
		___ Need or demand for the establishment of the school or operation of the course in the locality. If the course is already being offered in the same locality, there must be evidence of the following factors: ___ distance of the applicant school to the existing school; ___ enrolment in existing school; ___ number of students in the same locality enrolled in schools other than in the existing school (for new application only)
GP4	Application/ Inspection Fee	Scanned copy of Official Receipt
GP5	School Bond	Scanned copy of Official Receipt
GP6	Certificate of Occupancy	Signed by Municipal/City Engineer
GP7	Proposed budget	Duly approved and signed by the Board of Trustees/Directors
GP8	List of School Administrators	Profile (Educational qualification, salary and status of appointment) (Tabular form)
GP9	List of Teaching & Non-Teaching personnel	Profile (Educational Qualification, Eligibility)

	(registrar, librarian, guidance counselor, researcher)	(Tabular form)
GP10	Proposed Tuition and other school fees	Duly approved and signed by the Board of Trustees/Directors
GP11	List of Laboratory facilities	Science – Physics, Chemistry, Biology
		TLE laboratory facilities/equipment (HE, Agriculture, Industrial Arts shop/equipment/tools)
GP12	Library Furniture & Equipment	List of Library holdings contains the title, date of publication, date of purchased duly certified by the school head/school librarian
		List of available materials/furniture/equipment
GP13	Copy of Retirement Plan registered with the SEC/ Mandatory Benefits (SSS, PhilHealth, Pag-ibig, etc)	Generated contributions reflecting the names of the employees (up-to-date payment)
*GP14	Indorsement and Narrative Statistical Report	Division Level Duly signed by the SDS and officially released by the Records Section

**To be accomplished by the SDO*

4.3.2. On Renewal of Government Permit to Operate

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
RGP1	Board Resolution Certified by the Corporate Secretary	Philosophy and goals of the course Indicate the intent of the application (Narrative form)
RGP2	Articles of Incorporation and By-Laws	Approved SEC (name, address, seal or logo), and the page containing the purpose – notarized (Annex A)
RGP3	Certificate of Occupancy	Signed by Municipal/City Engineer
RGP4	Application Fee	Scanned copy of Official Receipt
RGP5	Proposed budget	Duly approved and signed by the Board of Trustees/Directors
RGP6	List of School Administrator	Profile (Educational qualification, status of appointment, and salary) (Tabular form)
RGP7	List of teaching & Nonteaching	Profile (Educational Qualification, Eligibility) (Tabular form)

RGP8	Copy of Latest Financial Statement	Cover page and signature of CPA, page containing the date of the financial statement (Annex B)
RGP9	Copy of Retirement Plan registered with SEC / Mandatory Benefits/ Certified photocopy of receipt of up-to-date payment of: Retirement premiums Pag-IBIG PhilHealth and others	Copy of the Retirement Plan / Generated contributions reflecting the names of the employees (up-to-date payment)
*RGP10	Indorsement and Narrative Statistical Report	Division Level

**To be accomplished by the SDO*

4.3.3. On Recognition to Operate

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
GR1	Updated Board Resolution Certified and Signed by the Corporate Secretary	Philosophy and goals of the course Indicate the intent of the application (Narrative form)
GR2	Articles of Incorporation duly registered with the SEC	Approved SEC (name, address, seal or logo), and the page containing the purpose – notarized
GR3	Documents of ownership/Transfer Certificate of Title of Site and Building	School site/additional site; School building/additional school building;
GR4	Updated Certificate of Occupancy	Signed by Municipal/City Engineer
GR5	Proposed budget for the succeeding school year	Duly approved and signed by the Board of Trustees/Directors
GR6	Copy of Latest Financial Statement of the School certified by the independent CPA	Cover page and signature of CPA, page containing the date of the financial statement (Annex B)
GR7	Certified photocopy of receipt of up-to-date payment of: Retirement premiums Pag-IBIG PhilHealth and others	Generated contributions reflecting the names of the employees (up-to-date payment)
GR8	List of basic Science laboratory equipment/instruments/facilities	Chemistry Equipment

GR9	List of basic Biology laboratory equipment/instruments/facilities	Biology Equipment/Instruments
GR10	List of basic Physics laboratory equipment/instruments/facilities	Physics Equipment/Instruments
GR11	List of basic consumables/chemical substances	Science – Physics, Chemistry, Biology List of basic consumables/chemical substances
GR12	Library furniture	List of library furniture (tables, chairs, shelves, bulletin board, etc.)
GR13	Collection Management	List of Library holdings contains the title, date of publication, date of purchased duly certified by the school head/school librarian
GR14	Selection, Organization, Preservation & Security, Services & Utilization	Narrative Form
GR15	TLE laboratory facilities/equipment (Home Economics, Agriculture, Industrial Arts)	List of laboratory / shop equipment / tools, Agriculture lot / equipment / tools
GR16	Sports & Athletic facilities/equipment	List of facilities/equipment
GR17	Computer Laboratory and Audio-Visual Facilities	List of functional units, facilities/equipment
GR18	*Indorsement and Narrative Statistical Report	Division Level Duly signed by the SDS and officially released by the Records Section

**To be accomplished by the SDO*

4.3.4. On Application for Opening/Additional/Change Offering of SHS Program

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
SHS1	Board Resolution Certified by the Secretary and Approved by the Board of Directors/Board of Trustees	Purpose School Year of Intended Operation SHS Curriculum for the Track/s and Strand/s to be offered
SHS2	Certificate of Recognition	Scanned copy of certification

SHS3	Proposed Tuition and Other School Fees	Duly signed by the BOT/BOD
SHS4	Proposed School Calendar	Duly signed by the school head
SHS5	Proposed List of Academic and Non-Academic Personnel	Tabular Form - Qualifications - Job Descriptions - Teaching Load - Number of Working Hours per Week - Certification from Recognized National/International Agencies (TESDA, ABA, and others)
SHS6	Minimum Program Requirements for The SHS Tracks / Strands	Narrative (Discussion on the ff. - Instructional Rooms - Laboratories (Computer, Science, workshop Room/studios) - Athletic Facilities - Learners' Resource Center or Library - Internet Facilities Ancillary Services
SHS7	Memorandum/Memoranda of Agreement/Memorandum of Understanding for Partnership Arrangements relative to the SHS Program Implementations.	- Notarized - Signed by both parties - Terms & Conditions Work Immersion Plan
SHS8	Articles of Incorporation and by-laws	Approved SEC (name, address, seal or logo), and the page containing the purpose – notarized (Annex A)
SHS9	Documents ownership of school sites under the name of the school, or deed of usufruct	School site/additional site; School building/additional school building;
SHS10	Proposed annual budget and annual expenditures	Duly approved by the Board of Trustees/Directors
*SHS11	Curriculum Offering	To be checked by the SDO Personnel-in-Charge
*SHS12	Narrative Statistical Report and Indorsement Letter	Division Level

**To be accomplished by the SDO*

4.3.5. On Application for Special Order

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION/ITEMS
SO1	Letter of Request	Request for the approval of the SO
SO2	List of qualified SHS candidates	List in pdf file by strand
SO3	List of qualified SHS candidates	List in excel file arranged alphabetically regardless of sex and track following the prescribed format
*SO4	SF 10 (Permanent Record)	Division level To be checked and verified by the SDO Personnel-in-Charge of Private Schools
*SO5	Indorsement	Division level

**To be accomplished by the SDO*

4.3.6. On Application for Increase in Tuition and Other School Fees

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
TFI1	Letter of Intent	Letter indicating the intent of the application for an increase in tuition and other school fees
TFI2	Original notarized application using the official format	Refer to Annex C
TFI3	Certification under oath signed by the school head relative to the Distribution of Salary Increase/allocation of the incremental proceeds or other fees (70%, 20% & 10%)	Refer to Annex D
TFI4	Record proceedings, agreements made during the consultations conducted including signatures of parents who conform to the agreement (notarized) & indorsed by the PTA/PTCA officers.	Scanned copy of the Record proceedings, agreements made during the consultations conducted including signatures of parents duly signed, indorsed, and notarized
TFI5	Audited Financial Statement of the school certified by an independent	Scanned copy of the Financial Statement of the school duly audited and certified by an

	Certified Public Accountant	independent CPA. Refer to Annex B for the sample FS
TFI6	Copy of latest approved fees	Scanned copy of the latest approved fees
TFI7	Copy of latest Government Permit/Recognition	Scanned copy of the latest Government Permit/Recognition
*TFI8	Indorsement from the Schools Division Office	Division Level

**To be accomplished by the SDO*

4.3.7. On Application for Proposed School Fees

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
PF1	Letter of Intent	Letter indicating the intent of the application for a proposed new fee/s
PF2	Original notarized application using the official format	Refer to Annex C
PF3	Certification under oath signed by the school head relative to the Distribution of Salary Increase/allocation of the incremental proceeds or other fees (70%, 20% & 10%)	Refer to Annex D
PF4	Record proceedings, agreements made during the consultations conducted including signatures of parents who conform to the agreement (notarized) & indorsed by the PTA/PTCA officers.	Scanned copy of the Record proceedings, agreements made during the consultations conducted including signatures of parents duly signed, indorsed, and notarized
PF5	Audited Financial Statement of the school certified by an independent Certified Public Accountant	Scanned copy of the Financial Statement of the school duly audited and certified by an independent CPA. Refer to Annex B
PF6	Copy of latest approved fees	Scanned copy of the latest approved fees
PF7	Copy of latest Government Permit/Recognition	Scanned copy of the latest Government Permit/Recognition
*PF8	Indorsement from the Schools Division Office	Division Level Duly signed by the SDS and officially released by the Records Section

**To be accomplished by the SDO*

4.3.8. On Application for No Tuition Fee Increase and Other School Fees

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
NTFI1	Letter of Intent	Letter indicating the intent of the application for no tuition fee increase
NTFI2	Copy of latest approved fees	Scanned copy of the latest approved fees
*NTFI3	Indorsement from the Schools Division Office	Duly signed by the SDS and officially released by the Records Section

**To be accomplished by the SDO*

4.4. BASIC PROCESSES ON THE USE OF E-APS PER GOVERNANCE LEVEL

The Table hereunder shows the expected tasks in each process to be performed per governance level in relation to the use of the system. The specific steps and procedures on the use of the system are discussed in the User Manual (*Refer to Annexes E-G*).

Process	Governance Level		
	School	SDO	RO
Registration	Register Reset Password		Verify and Activate
Applications for Government Recognition, Government Permit (New and Renewal), Tuition Fee Increase, No Tuition Fee Inc., Propose Fee, SHS Applications, Special Order	Upload required Documents	Review/Validate submitted application/s	Review/Validate/ Endorse submitted documents
	Track in the dashboard the status of applications	Notify schools for deficiency/ies	Notify schools for deficiencies
	Submit/upload deficiency/ies when required	Submit/upload Statistical Narrative Report and endorse application/s	Print and endorse approved application to SDOs
	Track/monitor status of applications	Track/monitor status of endorsed applications to RO	Conduct onsite/online validation Track/monitor status of endorsed applications from SDOs Submit Monitoring Report and Recommendation

Deficiencies	Re-upload documents	Notify schools for deficiency/ies when needed Monitor/track compliance of deficiency/ies submitted to RO	Review/validate submitted documents Processed submitted deficiency/ies
Issuance of Government Recognition, Government Permit (New and Renewal), Tuition Fee Increase, No Tuition Fee Increase, Proposed Fee, SHS application, and Special Order	Track and view in the dashboard status of applications	Track and view in the dashboard status of private schools' applications Generate Reports	Recommend processed application for the Regional Directors' approval Endorsed approved/disapproved application of private schools to SDOs Track and view in the dashboard status of processed and approved endorsed private schools' applications Generate Reports
Notifications/ Communications	View/download Communications	View/download communication	Upload communications
Assigning of SDOs to the EPSs (QAD Chief)			QAD Chief assigns Monitoring SDOs to EPSs

4.5. Data /Report Generation

The system can generate the following reports in electronic spreadsheet format:

- i. Summary of status of private schools' applications;
- ii. list of processed school applications;
- iii. list of issued schools' permit and recognition to operate; and
- iv. master list of private schools.

It can also provide information through dashboard for different purposes.

4.6. On Payment

The Regional Office shall devise a mechanism to facilitate this process. In the absence of online payment, the Quality Assurance Division shall coordinate with the SDO Personnel-in-Charge of Private Schools to find possible means to accommodate schools' application while the Office processes the online payment.

III. FUNDING

The Regional Office shall allocate funds to cover system maintenance costs as well as activities for the orientation-trainings for all the users, and this shall be reflected in its Annual Work and Financial Plan

IV. MISCELLANEOUS PROVISIONS

SECTION 5. SEPARABILITY CLAUSE

If any clause, sentence, provision, or section of this policy is declared illegal or rendered invalid by competent authority, those provisions not affected by such declaration shall remain valid and effective.

SECTION 6. REPEALING CLAUSE

Any other guidelines, administrative order, office order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of these Guidelines is hereby repealed, modified, or amended accordingly.

SECTION 7. EFFECTIVITY

These guidelines shall take effect immediately upon issuance.

SECTION 8. MONITORING AND EVALUATION

The Quality Assurance Division, together with the ICT Team shall conduct monitoring and evaluation of the implementation of the system for continual improvement. The team shall conduct review of this policy to identify area of improvements and to further enhance its processes and effectiveness.

Annex A

Articles of Incorporation and By-Laws

ARTICLES OF INCORPORATION

OF

[REDACTED]

SAC BAGUIO EXTENSION OFFICE
File: 186-
CR. No. 186-
Date: 9/11/13

KNOW ALL MEN BY THESE PRESENTS:

The undersigned incorporators, all of legal age and majority of whom are residents of the Philippines, have this day voluntarily agreed to form a non-stock and non-profit association under the laws of the Republic of the Philippines.

THAT WE HEREBY CERTIFY:

FIRST: The name of the said association shall be:

[REDACTED]

SECOND: A. That the purposes for which such association is incorporated are:

(1.) That the primary purpose of the association is to establish, manage and operate an educational institution which include but not limited to the following: Pre-school, Elementary and Secondary Education ;


(2.) That the secondary purposes of the association are as follows:

(a) To acquire, purchase own, hold, operate, develop, lease, mortgage, pledge, exchange, sell, transfer or otherwise invest trade or deal in, in any manner permitted by law, real and personal property of every kinds and description or any interest therein;

(b) In furtherance of its purpose, to enter into, make, perform and carry out, or cancel and rescind contracts of every kind and for any lawful purpose with any person, firm, association, corporation, syndicate, domestic or foreign or others;

(c) to enter into partnerships and/or joint ventures with other educational institutions and/or other corporation

[REDACTED]


REPUBLIC OF THE PHILIPPINES
Department of Finance
SECURITIES AND EXCHANGE COMMISSION
 License Extension Office
 1001 EDSA, Alabang, Muntinlupa City 1550
 COMPANY REG. NO. **CN201332629**


CERTIFICATE OF INCORPORATION

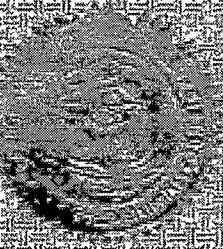
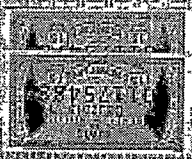
KNOW ALL MEN BY THESE PRESENTS

That I, **[REDACTED]**, of legal age, single, Filipino citizen, and resident in the Philippines, do hereby certify that I am the sole owner and shareholder of the company known as **[REDACTED]**, which was duly organized and incorporated under the laws of the Philippines, and that the company is duly licensed to do business in the Philippines.

The Certificate of Incorporation of the company, together with the Certificate of License to do business in the Philippines, and the Certificate of Registration of the company, are all on file in the office of the Commission, and are available for public inspection.

In witness whereof, I have hereunto set my hand and seal at the City of Manila, Philippines, this 14th day of September, 2013.

FOR THE COMMISSION:

ARMIN GONZALES TESORO
 Director

Annex B

Copy of Latest Financial Statement
Audited by Certified Public Accountant

**STATEMENT OF MANAGEMENT'S RESPONSIBILITY
FOR ANNUAL INCOME TAX RETURN**

The management of _____ is responsible for all information and representations contained in the Annual Income Tax Return for the year ended December 31, 2019. Management is likewise responsible for all information and representations contained in the financial statements accompanying the (Annual Income Tax Return or Annual Information Return) covering the same reporting period. Furthermore, the Management is responsible for all information and representations contained in all the other tax returns filed for the reporting period, including, but not limited, to the value added tax and/or percentage tax returns, and any and all other tax returns.

In this regard, Management affirms that the attached audited financial statements for the year ended December 31, 2019 and the accompanying Annual Income Tax Return are in accordance with the books and records of _____ complete and correct in all material respects. Management likewise affirms that:

- a) The Annual Income Tax Return has been prepared in accordance with the provisions of the National Internal Revenue Code, as amended and pertinent tax regulations and other issuances of the Department of Finance and the Bureau of Internal Revenue.
- b) Any disparity of figures in the submitted reports arising from the preparation of financial statements pursuant to financial accounting standards and the preparation of the income tax return pursuant to tax accounting rules, has been reported as reconciling items and maintained in the company's books and records in accordance with the requirements of Revenue Regulations No. 8 2007 and other relevant issuances;
- c) _____ has filed all applicable tax returns, reports and statements required to be filed under Philippine tax laws for the reporting period and all taxes and other impositions shown thereon to be due and payable have been paid for the reporting period, except those contested in good faith.

President / Chairman of the Board

Chief Financial Officer

RECEIVED

06/04/20

FOR ASSESSMENT

SECTION

Brpy.

STATEMENT OF FINANCIAL POSITION
As of December 31, 2019

		ASSETS	
	Notes	2019	2018
Current Assets			
Cash	5	483,819	476,125
Non-Current Assets			
Property & Equipment	6	6,596,811	6,158,600
TOTAL ASSETS	F	7,382,649	6,634,725

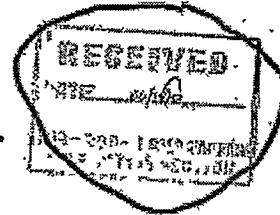
Should be a latest copy of Financial Statement

LIABILITIES AND FUND BALANCES

Current Liabilities			
Accounts Payable and other current liabilities	7	7,508,758	6,751,198
Fund balances			
Contributed capital	8	100,000	100,000
Cumulative Excess of revenues over expenses		(126,108)	(117,073)
TOTAL LIABILITIES AND EQUITY	F	7,382,649	6,634,125

See Accompanying Notes to Financial Statements

clear

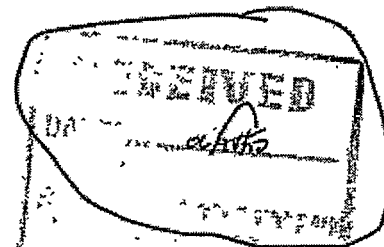


Brgy. _____

STATEMENT OF CASH FLOWS
For the year ended, December 31, 2019

	Notes	2019	2018
Cash Flows From Operating Activities			
Excess of Income Over Expenses		(9,036)	(86,638)
Adjustments			
Depreciation	12	60,365	28,000
Increase (Decrease) in Current Liabilities		757,560	321,486
Income tax expense		0	0
		817,925	349,486
Net Cash Provided by Operating Activities		808,889	262,848
Cash Flows from Investing Activities			
Acquisition of property & equipment		(323,646)	0
Contributed capital		0	0
		(323,646)	0
Cash Flows from Financing Activities			
Construction in Progress		(477,539)	0
Net Increase (Decrease) in Cash		7,703	262,848
Cash beg. Of the year		476,125	213,277
CASH, END OF THE YEAR		483,829	476,125

See Accompanying Notes to Financial Statements



Annex C

Original notarized application using the official format

FORM I.

CONTENTS OF APPLICATION

A. ITEM	current rate (SY)	% & amount of increase	proposed rate	approved rate (SY)

B. ALLOCATION	PROGRAM OF EXPENDITURES	APPROXIMATE COSTING
70%	<ul style="list-style-type: none"> For equitable basic salary/salary increase for all school personnel concerned For retirement benefits For allowance and other fringe benefits For faculty development 	
20%	<ul style="list-style-type: none"> For improvement of instructional, library and research or laboratory facilities For student services For extension services 	
10%	<ul style="list-style-type: none"> For return of investment 	

C. PURPOSE AND JUSTIFICATION OF EACH ITEM IN THE PROPOSAL

D. EFFECTIVITY IN POINT OF SCHOOL YEAR OR ITEM

REPUBLIC OF THE PHILIPPINES)

_____) s.s.
_____)

SUBSCRIBED AND SWORN to before me this ____ day of _____ 20____, affiant exhibiting to me his/her Residence Certificate No. _____ issued at _____ on _____, 20_____.

School Head

Administering Officer

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Annex D

Certification under oath signed by the school head relative to the Distribution of Salary Increase/allocation of the incremental proceeds or other fees (70%, 20% & 10%)

Form 2 **DISTRIBUTION/ALLOCATION OF THE INCREMENTAL PROCEEDS
DURING THE PREVIOUS SCHOOL YEAR _____**

I. Computed Income from Tuition Fee Increase:

Enrolment	Current rate	% Increase	Amount of Increase	Approved Rate	Computed Tuition Fee Increase
TOTAL					

Computed Income from Tuition Fee Increase P _____

Computed Income from Other School Fees Increase P _____

II. Allocation of the % Increase

70% - For equitable basic salary/salary increase
for all school personnel concerned P _____
 - For retirement benefits _____
 - For allowance and other fringe benefits ... _____
 - For faculty development _____
 TOTAL P _____

20% - For improvement of instructional, library
and research or laboratory facilities P _____
 - For student services _____
 - For extension services _____
 TOTAL P _____

10% - For Return of Investments P _____

III. Distribution of Salary Increase

School Personnel	Designation	Present Salary	Salary Increase	Actual Salary
TOTAL				

Annex E

User Manual-School Account

Annex F

User Manual – Division User

Annex G

User Manual-CES Manual