



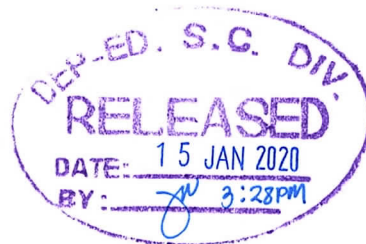
Republic of the Philippines
Department of Education
Region XIII - CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

January 14, 2020

DIVISION MEMORANDUM

No. 13 s. 2020

TO : Assistant Schools Division Superintendent
Chiefs- SGOD and CID
Private Schools Coordinators
M & E SEPS/ EPSp II
Private School Administrators
This Division



FROM : *For:* **KAREN L. GALANIDA, PhD., CESO VI**
Superintendent
Schools Division Superintendent

SUBJECT : **ADDITIONAL GUIDELINES IN THE PROCESSING OF
GOVERNMENT PERMIT TO OPERATE/ GOVERNMENT
RECOGNITION/ ESTABLISHMENT OF PRIVATE SCHOOLS**

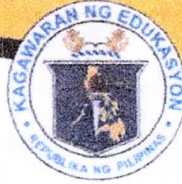
Please find attached Regional Order No. 001, s. 2020 dated January 2, 2020 entitled Additional Guidelines in the Processing of Government Permit to Operate (GPTO)/ Government Recognition (GR) and Establishment of New Private Schools.

It is to be noted that starting this year, payments for such processes shall now be received and collected by the Schools Division Office (SDO). A transaction slip shall be first secured from the School Management Monitoring and Evaluation (SMME) Section of the SGOD before proceeding with the payment at the Cashier Office. The official receipt shall be part of the documents that will be submitted at the regional office.

Immediate and widest dissemination of this memorandum is highly desired.



Address : M. Ortiz St., Brgy. Washington, Surigao City
Telephone No. : (086) 826-3075
Email : surigao.city@deped.gov.ph



January 2, 2020



REGIONAL ORDER
No. 001 s. 2020.

**ADDITIONAL GUIDELINES IN THE PROCESSING OF GOVERNMENT PERMIT
TO OPERATE/GOVERNMENT RECOGNITION/ESTABLISHMENT
OF PRIVATE SCHOOLS**

To: **SCHOOLS DIVISION SUPERINTENDENTS
SGOD/CID CHIEFS
PRIVATE SCHOOL COORDINATORS
M&E SEPS/EPS
ALL OTHERS CONCERNED**
This Region

1. The field is hereby informed of the additional guidelines in the processing of Government Permit to Operate (GPTO)/Government Recognition (GR) and establishment of private school.
2. The following shall be the payment for the application GPTO/ GR/Establishment of school.

Permit	Application & Research Inspection Fee Fund	School Bond	Total	
1. Establishment	P 2,000.00	P 20.00	P1,000.00	P3,020.00
2. Renewal GPTO/GR	P 2,000.00	P 20.00		P2,020.00

The payment shall be received and collected by the School Division Office (SDO). The official receipt shall be part of the documents in submitting at the regional office.

3. The official receipt shall be included in the scanned documentary requirements which shall be emailed to caragaprivateschools@gmail.com
4. Once the GPTO/GR/establishment is approved and issued, it shall be sent directly to the school through a mail courier. The school administrators are advised not to claim their permits at the Regional Office, instead wait the delivery of their permits. However, they may contact/follow-up thru email the SDO on the status of their permits.
5. This office shall inform the field once the GPTO/GR/establishment is approved / issued through Regional Memorandum.
6. Immediate and widest dissemination of this Regional Order is highly desired.

FRANCIS CESAR B. BRINGAS, CESO IV
OIC – Regional Director

QAD/mcs
1/2/20

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DepEdRO13-F-REC-013/R2/9-4-2019

