



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

8 Jul 2026

DIVISION MEMORANDUM

No. 331, s. 2026

**DIVISION GUIDELINES ON THE PROCESSING OF APPLICATIONS FOR
RENEWAL OF GOVERNMENT PERMIT, PERMIT TO OPERATE A NEW
SCHOOL, GOVERNMENT RECOGNITION, AND CHANGES IN TUITION
AND OTHER SCHOOL FEES OF PRIVATE SCHOOLS
FOR SCHOOL YEAR 2027-2028**

TO: Assistant Schools Division Superintendents
Chief Education Supervisors, SGOD and CID
Education Program Supervisor in-charge of Private Schools
Public Schools District Supervisors/ OIC PSDS
Private Elementary and Secondary School Heads
All Others Concerned

1. Please be informed of the following application periods for the issuance of New Permit, Renewal of Government Permit, Government Recognition, and approval of Changes in Tuition and Other School Fees for School Year (SY) 2027-2028:

PARTICULARS	DIVISION DUE DATE
ONLINE and HARD COPY - Application for NEW Government Permit – <i>Kinder, Elementary, Junior High School, Additional Grade Level (Grade 1, Grade 7), Homeschooling, and schools with change or new location</i>	July 31, 2026
ONLINE and HARD COPY - Application for RENEWAL of Government Permit	October 30, 2026
ONLINE and HARD COPY - Application for Government RECOGNITION	November 6, 2026
HARD COPY - Application for Changes in Tuition Fee and Other School Fees (3 copies)	March 15, 2027

2. This Memorandum aims to facilitate the efficient, transparent, and timely processing of applications to support the delivery of quality basic education services by private schools.

3. All documentary requirements shall be scanned in PDF format and submitted through the following email address **sdobatangas.privateschool@depd.gov.ph**

4. For identification and verification purposes, all applicants are required to use their school's official email address when submitting their documentary requirements.



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5. For related concerns, please contact Dr. Marian L. Arias, Education Program Supervisor, at marian.arias@deped.gov.ph or at telephone number **(043) 722-1840**.
6. Enclosed are the checklist of documentary requirements for each application category and the Regional Standards. All applicants are likewise advised to prepare the corresponding hard copies of these documents for validation and other official purposes, as may be required.
7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Enc. As Stated

Reference: DepEd Order No. 88 s. 2010

To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

MLA/Division Guidelines for Processing Private Schools' Application for Renewal of Government Permit, Permit to Operate New School, Government Recognition and Changes in Tuition and Other School Fees for SY 2027-2028/R2-153603/7/08/2026