



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

17 Aug 2026

DIVISION MEMORANDUM
No. 398, s. 2026

**CONDUCT OF THE DIVISION JOINT EVALUATION, VALIDATION AND OCULAR
INSPECTION OF PRIVATE SCHOOLS APPLYING FOR NEW, RENEWAL AND
RECOGNITION OF GOVERNMENT PERMITS FOR SY 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
Private Elementary and Secondary School Heads
All Others Concerned
1. In support of the Department of Education's commitment to ensuring quality education, safety, and compliance with existing laws, rules, regulations, and standards governing private schools, and Regional Memorandum No. 522, s. 2026, this Office shall conduct a **Division Joint Evaluation, Validation, and Ocular Inspection of Private Schools** from **August 18 to November 28, 2026**.
 2. The activity aims to:
 - a. validate the authenticity, completeness, and validity of documents submitted by private schools in relation to their applications for a Government Permit and other applicable regulatory requirements;
 - b. assess compliance with curriculum standards, instructional requirements, and personnel qualification standards; and
 - c. inspect school facilities and assess compliance with applicable safety, health, sanitation, and other standards for a safe, conducive, and supportive learning environment.
 3. The SDO Inspectorate Team shall be composed of the following:
 - a. **Mario B. Maramot**, Chief, SGOD or **designated Alternate SGOD Personnel**
 - b. **David M. Nuay**, Chief, CID or **designated Alternate Education Program Supervisor**
 - c. **Marian L. Arias**, Education Program Supervisor
 - d. **Cora V. Samson**, Senior Education Program Specialist (SMME)
 - e. **Jessa S. Guerra**, Education Program Specialist (SMME)
 - f. **Public Schools District Supervisor** of concerned Sub-Office or Principal Coordinator
 4. The school owner, an incorporator, and/or a member of the Board of Trustees is advised to be present during the conduct of the inspection. In the event that none of these authorized officials is available, the school shall present a duly signed Authorization/Certification authorizing the designated school personnel to sign



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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documents and act for and on behalf of the school owner, incorporator, and/or member of the Board of Trustees, and to coordinate with and respond to the requirements of the Inspectorate Team. Failure of the school to comply with these requirements and conditions may result in the deferment of the conduct of the evaluation, validation, and ocular inspection until such requirements are satisfactorily complied with.

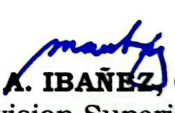
5. Travelling and other expenses of SDO personnel relative to the conduct of this activity shall be charged against Division MOOE funds subject to usual accounting and auditing rules and regulations.

6. This memorandum shall also serve as the **Authority to Travel** of the concerned inspectorate team/alternate.

7. Attached hereto is the List of Private Schools Applying for Government Permit for SY 2027-2028 (New, Renewal, Recognition of Permit and Additional Grade Levels), Regional Memorandum No. 522, s. 2026 and the Regional Standards for the Joint Ocular Inspection.

8. For clarification, please contact Dr. Marian L. Arias, Education Program Supervisor at marian.arias@deped.gov.ph

9. Immediate dissemination of and strict compliance with this Memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Reference: RM No. 522, s. 2026

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

Issuances-Division Memorandum

MLA/ Conduct of the Division Joint Evaluation, Validation and Ocular Inspection of Private Schools Applying for New, Renewal and Recognition of Government Permits For SY 2027-2028/R2-154871/08-17-2026



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LIST OF PRIVATE SCHOOLS FOR OCULAR INSPECTION

Congressional District 1

No.	NAME OF SCHOOL	DISTRICT	APPLICATION
1.	Maranatha Christian Academy of Balayan, Inc.	Balayan	Renewal Grade 1 and 2
2.	Schola Nazaria, Inc.	Balayan	Renewal Kindergarten, Grade 1-6
3.	St. Paul Foundational Learning and Excellence Centre Inc.	Balayan	Renewal Kinder, Grade 1-6
4.	Calatagan Christian Academy	Calatagan	Renewal Kindergarten, Grade 1-6, Grade 7-10
5.	Lycee de San Antonio Montessori of Calatagan, Inc.	Calatagan	Renewal Kinder, Grade 1-6, Grade 7-8
6.	Kaleidoscope Therapy and Learning Center Corporation	Lemery	Renewal Kindergarten, Grade 1-6, and SNED
7.	Maranatha Christian Academy of Lemery Inc.	Lemery	Renewal Grade 1-3
8.	AKAY Learning and Development Center	Lian	Renewal Kinder
9.	Grand Prairie Learning School-GPLS, Inc.	Lian	Renewal Kindergarten, Grade 1-6
10.	Smartkids School Lian Inc.	Lian	Renewal Kinder, Grade 1-6, Grade 7
11.	ACCP-Jeremiah Learning Center	Nasugbu	Renewal Kindergarten, Grade 1-6, Grade 7-10
12.	RBCordero Academy	Nasugbu	Renewal Kindergarten, Grade 1-6
13.	Erudite Multiple Learning Institution (EMLI) of Western Batangas, Inc.	Tuy	Renewal Kindergarten, Grade 1-6
14.	Stanford School of Batangas, Inc.	Taal	Renewal Grade 7-8
15.	AKAY Learning and Development Center	Lian	New Grade 1-2
16.	Kaleidoscope Therapy and Learning Center	Taal	New Kindergarten, Grade 1-6 and SNED

Congressional District 2

No.	NAME OF SCHOOL	DISTRICT	APPLICATION
17.	Blessed Kids Palace Montessori Inc.	Bauan	Renewal Kindergarten
18.	Children of Heaven Learning Center	Bauan	Renewal Kindergarten



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Website: www.depedbatangas.com

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19.	Deafed Dab Training & Development Center, Inc.	Bauan East	Renewal of SNED
20.	Lord Immanuel Institute Foundation, Inc.	Lobo	Renewal Kindergarten, Grade 1-6
21.	Jesus' Flock Academy Anilao Inc.	Mabini	Renewal Kindergarten, Grade 1-6
22.	Brain Molder Academy	San Pascual	Renewal Kinder, Grade 1-3
23.	Gardner School of Multiple Intelligences	San Pascual	Renewal Grade 7-10 and SNED
24.	Khrisholm Hill Christian Academy, Inc.	San Pascual	Renewal Kindergarten, Grade 1-6
25.	Lyceum of Tingloy de San Roque, Inc	Tingloy	Renewal Kindergarten & Grade 7-10
26.	Lyceum of Southern Luzon	San Luis	New Kindergarten, Grade 1-6

Congressional District 3

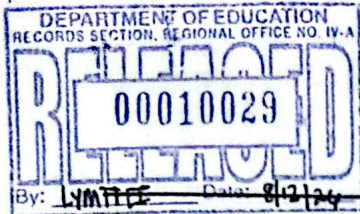
No.	NAME OF SCHOOL	DISTRICT	APPLICATION
27.	Cyber Kids School of Learning, Inc.	Balete	Renewal Grade 1-6
28.	Fieldridge Learning Center	Cuenca	Renewal Grade 7-10
29.	Sparkz Learning Hub	Cuenca	Renewal Kindergarten & Grade 1-3
30.	Dofli School Inc.	Laurel	Renewal Grade 1-6
31.	Wrema Learning Center	Laurel	Renewal Kindergarten, Grade 1-6
32.	The Abba's Orchard, A Maria Montessori School	Malvar	Renewal Kinder, Grade 1-6 & Grade 7-10
33.	Timothy Christian Academy Batangas Inc.	Mataasnakahoy	Renewal Kinder, Grade 1-6 & Grade 7-10
34.	St. Nicholas de Tolentino Preparatory School	San Nicolas	Renewal Kindergarten, Grade 1-6
35.	Dove del Casa Learning School, Inc.	Talisay	Renewal Grade 1-6
36.	Santo Augustino Academy Inc.	Talisay	Renewal Kindergarten, Grade 1-6
37.	St. Charles Borromeo School, Inc.	Talisay	Renewal Kindergarten, Grade 1-6
38.	Gardner School of Multiple Intelligences	Cuenca	New Kindergarten, Grade 1-6



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Congressional District 4

No.	NAME OF SCHOOL	DISTRICT	APPLICATION
39.	Bright Christian Academy of Ibaan Inc.	Ibaan	Renewal Kindergarten, Grade 1-6
40.	Maranatha Christian Academy of Ibaan, Batangas Inc.	Ibaan	Renewal Kindergarten, Grade 1-6
41.	Marfeben Academy	Ibaan	Renewal Kindergarten, Grade 1-6
42.	St. Dominic Savio College	Ibaan	Renewal Grade 7-10
43.	Ages and Stages School of Padre Garcia, Inc.	Padre Garcia	Renewal Kinder, Grade 1-6, Grade 7-10, SNED
44.	Touching Minds Learning Center of Padre Garcia Inc.	Padre Garcia	Renewal Grade 1-6
45.	Havillah Learning School Incorporated	Rosario East	Renewal Kindergarten; Grade 1-3 and SNED
46.	Ages and Stages School of Lipa (San Jose Branch)	San Jose	Renewal Grade 1-6, and SNED
47.	St. Claire School of Lipa Batangas Inc.	San Jose	Renewal Grade 7-10
48.	CCFI Christian Academy	San Juan East	Renewal Grade 1-6
49.	Grounds of Hope Christian Learning School	San Juan West	Renewal Kindergarten, Grade 1-6
50.	Quipot Adventist Elementary School, QAES Inc.	San Juan West	Renewal Kindergarten, Grade 1-6
51.	Ages and Stages School of Lipa (Ibaan Branch)	Ibaan	New Kindergarten, Grade 1-6
52.	South Ridge Asian Integrated Montessori School Inc.	San Juan	New Grade 7



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04 August 2026

Regional Memorandum
No. 522, s. 2026

**SUBMISSION OF DOCUMENTS OF PRIVATE SCHOOLS FOR
RENEWAL OF GOVERNMENT PERMIT, PERMIT TO OPERATE
NEW SCHOOL/COURSE OFFERING, APPLICATION OF
GOVERNMENT RECOGNITION AND CHANGES IN
TUITION AND OTHER SCHOOL FEES FOR
SCHOOL YEAR 2027-2028**

To: **Schools Division Superintendents**

1. In reference to **DepEd Order No. 88, s. 2010**, titled 2010 Revised Manual of Regulations for Private Schools in Basic Education, and **DepEd Order No. 012, s. 2026**, titled Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program, this Office announces the deadlines for submission of documents by private schools for school year 2027-2028, as follows:

Application	Deadline for Submission
Application for Government Permit to Operate a New School, New Course Offering or Additional Grade Level	August 30, 2026
Renewal of Government Permit	January 03, 2027
Application for Government Recognition of Kindergarten, Elementary, Junior High School, and Special Needs Education	February 01, 2027
Application for Changes in Tuition and Other School Fees	May 15, 2027
Application for Government Recognition of the Senior High School Program	December 31, 2026

2. The Regional Office shall assess the completeness of the documentary requirements attached to the subject application. The applicant school shall be informed in writing of deficiencies noted if any, not later than the following month of the same year the said application was filed.

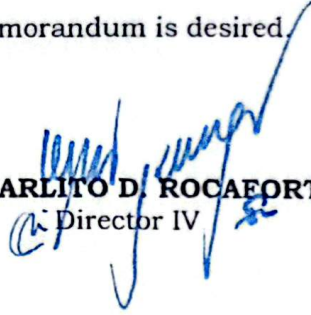


Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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3. Immediate and wide dissemination of this Memorandum is desired.


CARLITO D. ROCAFORT
Director IV

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Annex 1.

REGIONAL STANDARDS FOR THE JOINT OCULAR INSPECTION

(Based from DECS Service Manual as attached in the Regional Memorandum No. 572 s. 2017 entitled Conduct of On-Site Inspection/Validation of Recognized Private Schools issued last October 23, 2017)

- 1. School frontage with a flagpole displaying the Philippine flag.**
 - The school frontage should be clean and free from obstructions.
 - The name of the school should be easily seen by observers.
 - The Philippine flag should not be torn and mutilated.
 - The flagpole should be at least 1 foot higher than the nearby/background one-story building.

- 2. Sufficient number of instructional rooms with at least 1 per grade level.**
 - Instructional rooms must have a pleasant atmosphere, adequately and properly lighted and ventilated and free from noise.
 - Classroom doors should open outwards towards a corridor.
 - In a multi-story building, classrooms should lead to two staircases on opposite sides of the building and ramps should be provided for students with special needs.
 - The Kindergarten room must have a one table: one student ratio facility; must have provision for audio-visual learning (the projection screen/LCD should be placed so that its bottom edge is approximately at the eye level of the seated pupils/students for best vision); must have cubby holes for the personal care kit of the pupils; must have rubber matting for the safety of the pupils; the bottom of the green board/white board should be one foot from the floor and the green board/whiteboard must have alternating red and blue lines (one inch apart from each other) just like the grade one pad paper; there must be a space (gallery) allotted for the display of the pupils' outputs.
 - There must be one instructional room per grade level in the elementary and secondary courses.
 - Sufficient functional and appropriate furniture and fixtures should be present inside the classroom for the general needs of the teacher and students.
 - The size of the classroom should be enough to accommodate the students; an area of 1.4 - 1.5 square meters per student is required.
 - The rooms and the school as such should not be used for private residence or in any way that might directly or indirectly interfere with school operations.



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QUALITY ASSURANCE DIVISION (QAD)

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3. Proper lighting and ventilation.

- The offices, classrooms, laboratory rooms and hallways should be adequately and properly lighted and ventilated. A standard 7m x 9m (63 square meters) classroom must have at least two (2) 40-watt fluorescent lamps.

4. School site for athletics/playground facilities and equipment

- There should be playground equipment like swing, slide and seesaw for Kindergarten/Elementary.
- At least half-court basketball area for secondary is a must
- Athletics/playground site should have equipment for game skills and locomotor skills.
- If the school has no site for athletics/playground, it should have a memorandum of agreement (MOA) with the barangay on which it is situated for the use of the athletics/playground facilities of the barangay (not more than 200 meters walking distance from the school) for the students of the school, according to schedule.

5. Complete and Functional Computer Laboratory

- The Computer Laboratory should be a separate room and should have sufficient equipment and sufficient space for students and equipment.
- There should be sufficient functional computer units with internet connectivity for use by the students.
- "Harmful" websites should be blocked and off-limits to students and faculty alike.
- The computer laboratory should be properly lighted and ventilated.

6. Complete and Functional Science Laboratory

- The Science Laboratory should have sufficient equipment and sufficient space for students and equipment.
- The tools, equipment and chemicals must be kept in a cabinet with a glass door and padlocked and may be opened only by the Science teacher.
- The working/experiment table should be tiled or with formica.
- There should be an emergency shower and comfort room.
- Fire extinguisher and emergency exits should be readily available.

7. Complete and Functional Library

- There must be a separate building or room properly constructed for a school library which is well-lighted, ventilated, free from noise, with modified open-shelf system and centrally accessible to teachers and pupils.

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- There must be a 10-inch diameter globe map, a world map, an adequate number of library books per pupil by educational level, home reading and general reading books, sets of supplementary reading materials appropriate for each grade level and subject, professional books for the faculty, general references, dictionaries and encyclopedia and subscription to current news periodicals and professional magazines or journals.

8. Complete and Functional Home Economics/TLE Laboratory

- The Home Economics laboratory should be designed as a self-contained Filipino home. It must have a sala or living room, furnished with standard sala set, curtains, drapes and appropriate decors. The bedroom should be furnished with standard bedroom furniture, beddings, curtains and lamps. The dining room should be furnished with standard dining room furniture set. There must be a kitchen unit with stove, sink, working table, shelves and cabinets. Toilet and bath should be provided with standard fixtures and furnishings.
- The TLE Laboratory for Industrial Arts should be designed as a self-contained shop. It should contain the following:
 - a) a classroom area with standard classroom facilities,
 - b) a work area with work benches, stools and fixtures,
 - c) a tool room with cabinets, shelves, racks, etc. for systematic safekeeping of shop tools
 - d) a storeroom for supplies, materials, finished projects, etc.,
 - e) a display area for exhibiting selected finished projects, announcements,
 - f) a toilet and bath with standard fixtures and facilities, including lavatory, and
 - g) an office for the shop teacher.

9. Ancillary rooms like guidance, clinic, administrative office and school canteen

- A guidance room should be set aside and located, if possible, adjacent to the administrative area. It should include separate enclosed space for conducting individual counseling, testing and storage of pupils' records. Among the basic facilities that should be provided in the school guidance center are instruments and devices for testing, diagnosing, measuring aptitudes, intelligence and various literature, reference materials and instructions about guidance and counseling are suggested.



- The school health clinic should be furnished with the following basic facilities:
 - a) bed/cot (preferably the reclining type),
 - b) weighing scale,
 - c) apparatus for measuring height,
 - d) thermometer,
 - e) medical supplies,
 - f) cabinet,
 - g) eye-testing apparatus,
 - h) mirror,
 - i) sink or lavatory,
 - j) first aid equipment and supplies and
 - k) standard office equipment (tables, chairs, stool, trash can, etc.)
- The administrative office may contain the following offices:
 - a) office of the administrator,
 - b) office of the department head,
 - c) office of the auditor,
 - d) cashier or disbursing officer's office,
 - e) accounting office,
 - f) supply office,
 - g) clerical staff room,
 - h) faculty room,
 - i) records room,
 - j) guidance, testing and placement room and
 - k) Clinic

These offices should be provided with the necessary equipment such as computers, tables, chairs, typewriters, etc.

- The school lunch counter/canteen should be clean, with adequate lighting, proper ventilation and properly screened. The service counter should be properly located to facilitate systematic serving of food. The kitchen space should include areas for food preparation, cooking, cleaning and storage. Snacks, lunch supplements and school lunch for sale should be limited to food items that can be easily prepared and will best supplement the children's home diet. A potable water supply is a must.



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10. Comfort rooms separated by gender

- Sufficient and satisfactory clean and sanitary comfort rooms/toilet facilities should be provided and conveniently located, separate for students and faculty by gender, complete with signage.
- There must be 1 detached boys' urinal per 50 pupils/students or 1.00m urinal trough per 100 pupils/students and 1 boys' toilet seat per 100 pupils/students.
- There must be 1 girls' toilet seat per 50 pupils/students.
- There must be 1 lavatory to 1 toilet seat.
- Comfort rooms for NKP may be common for both genders as long as there is a separate urinal inside for the boys.

11. Emergency exits

- The school should have emergency exits (as mandated by the National Building Code), fire escapes, fire extinguishers and other safety devices, and ramps for students with special needs.