**Processing Sheet for Application for Renewal of Government Permit/Recognition**

**Name of School**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Application**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Year**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of online submission**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DOCUMENTARY REQUIREMENTS**

Private Kindergarten/Elementary/Secondary Schools

(Pursuant to Regional Memorandum dated July10, 2013)

\_\_\_\_\_1) Application letter stating nature of Government Permit being applied for

\_\_\_\_\_2) Indorsement from the Schools Division Superintendent

\_\_\_\_\_3) Ocular Inspection/Progress Monitoring Report by the EPS-in-Charge of Private Schools for New and Renewal of Government Permit or Joint Ocular Inspection Report for Government Recognition

\_\_\_\_\_4) Copy of Transfer Certificate of Title (TCT) of the school site in the name of school or incorporator. If the Transfer Certificate of Title (TCT) is not in the name of the school:

**For Renewal:**

\_\_\_\_\_ Deed of Donation or Lease Contract/Deed of Use or Usufruct

(minimum of 10 years)

**For Recognition:**

\_\_\_\_\_ Deed of Donation or Deed of Use or Usufruct

(Perpetual Use for minimum of 50 years)

\_\_\_\_\_5) Certificate of Occupancy (Institutional/Educational)

\_\_\_\_\_6) Latest Government Permit (for Renewal and Recognition)

\_\_\_\_\_8) LIS and BEIS Compliance Form for the previous School Year

\_\_\_\_\_7) Inspection and Application Fees, Legal Research Fee (P2,000.00)(+P20.00)

**A. Kindergarten B. Elementary**

O.R. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ O.R. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of issuance \_\_\_\_\_\_\_\_\_\_\_\_ Date of issuance \_\_\_\_\_\_\_\_\_\_\_

**C. Junior High School D. SPED**

O.R. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ O.R. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of issuance \_\_\_\_\_\_\_\_\_\_\_\_ Date of issuance \_\_\_\_\_\_\_\_\_\_\_

**List of Needed Documents from Previous Year’s Validation :**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Findings/Recommendations :**

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**Processed/Reviewed by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Processor/Reviewer**

(signature over printed name and designation)

**Validated by :**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chief Education Supervisor**

(signature over printed name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date