**Processing Sheet for Application for**

**New Government Permit**

**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 July 10, 2013

\_\_\_\_\_1) Letter of Intent

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

\_\_\_\_\_3) Notarized Comprehensive Feasibility Study

\_\_\_\_\_4) Board Resolution

\_\_\_\_\_ Certified by the Corporate Secretary

\_\_\_\_\_ Course and Curriculum Offering

\_\_\_\_\_5) SEC Registration and Articles of Incorporation

\_\_\_\_\_6) Copy of TCT and/or Tax Declaration of the school site

\_\_\_\_\_ Lease Contract Agreement (minimum of 15 years)

\_\_\_\_\_ Deed of Use/Donation (if TCT is not in the name of school)

\_\_\_\_\_7) Certificate of Occupancy (Institutional/Educational/School)

8) Latest Government Permit (for new additional level application)

\_\_\_\_\_9) LIS and BEIS Compliance Form for the previous School Year (for new additional grade/year level)

\_\_\_\_\_10) Proposed tuition fee and other school fees with 70%-30% allotment, notarized and signed by authorized school official

\_\_\_\_\_11) Certificate of Membership (SSS, Philhealth, Pag-ibig, etc…)

\_\_\_\_\_12) Class Program (with administrator and faculty credentials)

\_\_\_\_\_13) Proposed Budget approved by BOT/BOD

\_\_\_\_\_14) School Bond Receipt (P1,000.00 + P10.00 Legal Research Fee)

O. R. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Issuance\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_15) Inspection Fee Receipt (P2,000.00) + P20.00 Legal Research Fee)

**Kindergarten** O.R. No.\_\_\_\_\_\_\_\_\_\_\_\_ Date of Issuance\_\_\_\_\_\_\_\_\_\_\_\_

**Elementary** O.R. No.\_\_\_\_\_\_\_\_\_\_\_\_ Date of Issuance\_\_\_\_\_\_\_\_\_\_\_\_

**Junior High School** O. R. No.\_\_\_\_\_\_\_\_\_\_\_ Date of Issuance\_\_\_\_\_\_\_\_\_\_\_\_

**SPED** O. R. No.\_\_\_\_\_\_\_\_\_\_\_ Date of Issuance\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_16) Joint Ocular Inspection Report for New Government Permit

\_\_\_\_\_17) Child Protection/Anti-Bullying Committee Members and Child Protection Policy and Anti-Bullying Policy

**Findings/Recommendations:**

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

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**Processed/Reviewed by:**

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

**Processor/Reviewer**

(signature over printed name and designation)

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

Date

**Validated by :**

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

**Chief Education Supervisor**

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

Date