



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON

### SEC Indorsement (New School) Checklist

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

- Cover Sheet;
- Reservation Notice
- Recently Notarized and duly filed Articles of Incorporation
- By-Laws
- List of Contributions as attested by the Treasurer (Treasurer's Certificate) or Bank Certificate
- Affidavit of Attestation to be executed by the members of the Board of Trustees. The members must attest that they were never involved in the illegal/unauthorized operation of private School;
- Favorable indorsement from the Schools Division Office which has jurisdiction over the place where the school will operate.

**NOTE:** Please bring one (1) set of photocopy of all the requirements together with the original

Evaluated by: \_\_\_\_\_



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



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