



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF AKLAN

July 31, 2025

DIVISION MEMORANDUM
No. 382, s. 2025

**PRIVATE SCHOOL TIMELINES IN PROCESSING OF PERMITS AND OTHER
REQUESTS FOR SCHOOL YEAR 2026-2027**

To: OIC- Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals/Head Teacher In-charge of the District
Senior/Education Program Specialists
Private Elementary, Secondary and Integrated School Heads
All Others Concerned

1. To provide enough time for the evaluation of the application and ensure a systematic process in processing of documents, this office announces the timelines in submission of requests and documents.

No.	Areas of Concerns	Division Office Deadline
1.	Private School Application for New School/Additional Grade Offering	August 15, 2025
2.	Private School Renewal of Permits	December 5, 2025
3.	Private School Application for the Government Recognition	December 5, 2025
4.	Private School Tuition and Other School Fees (with increase and without increase)	March 30, 2026

2. Private schools that fail to secure a permit shall not be allowed to operate until such time that the authority is obtained.
3. Attached are the following:
 - a. Regional Memorandum No. 431, s. 2025 – Private School Timelines in Processing of Permits and other Requests for School Year 2026-2027



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <https://depedaklan.online>
Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
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SCHOOLS DIVISION OF AKLAN

- b. Regional Memorandum No. 634, s. 2025 – Corrigendum to Regional memorandum No. 431, s. 2025.
4. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ

Chief Education Supervisor
School Governance and Operations Division
In-charge of the Division

Enclosure: As stated

Reference: Regional Memorandum No. 431, s. 2025
and Regional Memorandum No. 634, s. 2025

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

POLICY

PROGRAM

RULES AND REGULATIONS

SCHOOLS

SUPERVISION



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM

No. 431 s. 2025

MAY 09 2025

**PRIVATE SCHOOL TIMELINES IN PROCESSING OF PERMITS AND
OTHER REQUESTS FOR SCHOOL YEAR 2026- 2027**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. To provide enough time for the evaluation of the application and ensure a systematic process in processing and issuance of documents, this Office, through the Quality Assurance Division announces the timelines in submission of requests and documents based on **DepEd Order No. 16, s. 1992, Guidelines on Tuition and Other School Fees in Private Schools** and **DepEd Order No. 88, s. 2010 Revised Manual of Regulations for Private Schools in Basic Education**.

No.	Areas of Concern	Regional Office Deadline
1.	Private School Application for New School/ Additional Grade Offering	August 30, 2025
2.	Private School Renewal of Permits	January 2, 2026
3.	Private School Application for the Government Recognition	February 1, 2026
4.	Private School Tuition and Other School Fees (with increase and without increase)	June 30, 2025

2. Private schools that fail to secure a permit shall not be allowed to operate until such time that authority is obtained.
3. Immediate dissemination of and compliance with this Memorandum are desired

CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Encl: 0
Reference: DO 16, S. 1992; DO 88, S. 2010
To be indicated in the Perpetual Index
under the following subjects:

APPLICATIONS

GUIDELINES

PRIVATE SCHOOLS

TIMELINES

QAD/npm/Timelines/05072025



Address: Duran Street, Iloilo City, 5000
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Certificate No
Certificate No. PHP QMS



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

JUL 09 2025

REGIONAL MEMORANDUM

No. 634 s. 2025

CORRIGENDUM TO REGIONAL MEMORANDUM NO. 431, S. 2025

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. In relation to the issued Regional Memorandum No. 431, s. 2025, titled **Private School Timelines in Processing of Permits and Other Requests for School Year 2026 – 2027**, this Office provides corrected date for the Tuition and Other School Fees (TOSF) applications:

Area	From	To
Tuition and Other School Fees (TOSF)	June 30, 2025	April 30, 2026

2. All other provisions stipulated in the said Memorandum remain in effect.
3. For information, guidance, and compliance.

CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Encl: 0
Reference: DO 16, S. 1992; RM 431, s. 2025
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APPLICATIONS

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TIMELINES

NPM/RM- CORRIGENDUM TO REGIONAL MEMORANDUM NO. 431, S. 2025...
00___/July 9, 2025



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