



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

August 4, 2025

DIVISION MEMORANDUM
No. 397, s. 2025

**PROCEDURE IN VOLUNTARY CLOSURE OF SCHOOLS
IN BASIC EDUCATION**

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

1. Attached is **Regional Memorandum No. 521, s. 2025**, "Procedure in Voluntary Closure of Schools in Basic Education."
2. Immediate dissemination of this Memorandum is 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. 521, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

POLICY	PUPILS	PROGRAM
RULES AND REGULATIONS	SCHOOLS	
STUDENTS	SUPERVISION	



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

JUN 11 2025

REGIONAL MEMORANDUM

No. 521 s. 2025

**PROCEDURE IN VOLUNTARY CLOSURE OF SCHOOLS
IN BASIC EDUCATION**

To: OIC-Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. In accordance with Sections 43(a) and 154 of **DepEd Order No. 88, s. 2010** titled *Revised Manual of Regulations for Private Schools in Basic Education*, this Office, through the Quality Assurance Division, provides a procedure for closure of schools, to guide all private schools in basic education intending to voluntarily close its programs and operations. They shall comply with the following procedure and requirements:

- a. Notify in advance (at least 2 months) the parents, learners, and school personnel of its intention to close;
- b. Inform the Schools Division Office (SDO) of its intent to cease its programs and operations;
 - Submit notarized letter of intent stating the following:
 1. program/s to close;
 2. the effectivity of closure;
 3. reason for closure
 4. undertaking that the school will facilitate the smooth transfer of learners including the issuance of transfer of credentials; and
 5. that parents and school personnel will be notified of the closure.

At the end of the school year:

- c. Provide the learners with the necessary transfer credentials;
- d. Turn-over learners' records/ credentials to the concerned Schools Division Office where the school is located; and
- e. Effect the closure at the end of the school year.

2. Upon receipt of the intention to close, the **Division Office** shall acknowledge the letter and ensure compliance of the school to the above-listed requirements. After the compliance on items (c-e), the Schools



Address: Duran Street, Iloilo City, 5000
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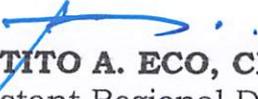


Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

Division Office shall forward a **Certificate of Compliance** to the Regional Office.

3. This Office, through the **Quality Assurance Division**, shall issue a confirmation of the voluntary closure and deactivate the said school from the list of authorized schools. The **Policy Planning and Research Division (PPRD)** shall be informed to cause the deactivation of the LIS of the closing school.

4. 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: 5
Reference: DO 88, S. 2010
To be indicated in the Perpetual Index
under the following subjects:

APPLICATIONS CLOSURE GUIDELINES PRIVATE SCHOOLS

*QAD/npm/RM-Procedure Voluntary Closure...
021/May 30, 2025*



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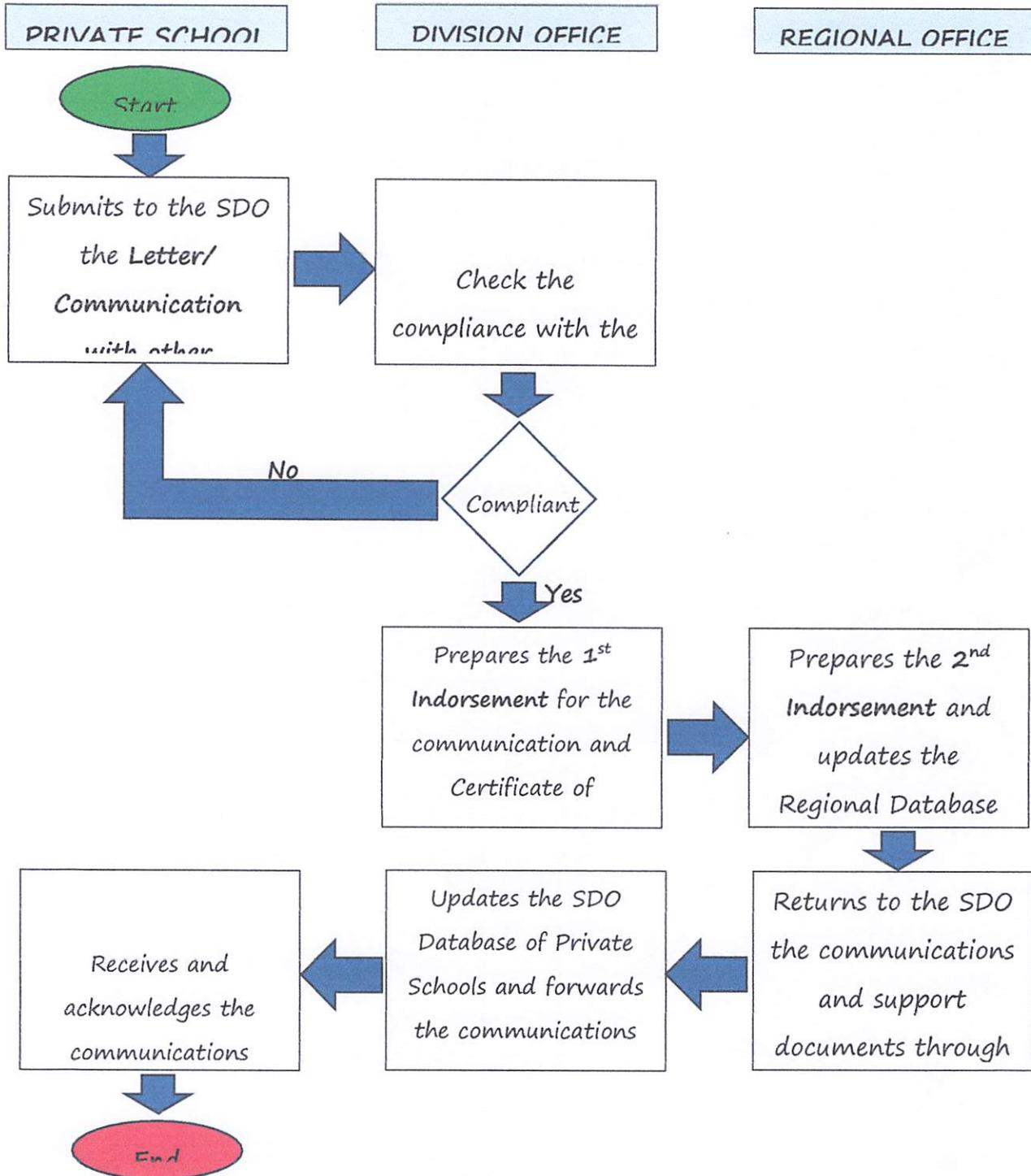
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Republic of the Philippines
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REGION VI – WESTERN VISAYAS

Enclosure No. 1 to Regional Memorandum No. ____, 2025

PROCESS FLOW





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

Enclosure No. 2 to Regional Memorandum No. ____, 2025

(SDO Heading)

CERTIFICATE OF COMPLIANCE

This certifies the **COMPLIANCE** of the below-named private school with Section 43(a) of DO No. 88, s. 2010, relative to the Voluntary Closure of Operation beginning School Year _____.

Name of School: _____

Address: _____

Course/s: _____

(Specify the Grade Levels if not all in the Elementary, Junior and Senior HS are offered)

Latest Government Permit No.:

Date of Filing of Closure: _____

Date of Effectivity of Closure: _____

Documents Submitted for each Grade Level:

Documents	Total Number of Forms Submitted				Remarks <i>(Complete/Incomplete)</i>
	Kindergarten	Elementary	JHS	SHS	
Form 137 <i>(Permanent Record)</i>					
Other Transfer of Credential/s, please specify					

Date of Full Compliance: _____

Issued this ____ day of _____, 20__ for reference purpose.

 Schools Division Superintendent



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

Enclosure No. 3 to Regional Memorandum No. ____, 2025

(SDO Heading)

1st Indorsement
(date)

Respectfully forwarded to the Office of the Regional Director, Attention: Chief, Quality Assurance Division, DepEd Region VI, Duran St., Iloilo City, the communication from _____ *(Name of School and Address)* relative to the decision for Voluntary Closure of Operation, details of Compliance are in the attached Certificate, for your appropriate actions.

Schools Division Superintendent



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

Enclosure No. 4 to Regional Memorandum No. ____, 2025

(RO Heading)

CERTIFICATION

Name of School: _____
Address: _____

This is to certify that the abovenamed school has ceased its operation effective **SY** _____ and has submitted all the requirements provided under DepEd Order No. 88, s. 2010 for the approval of its application for **Voluntary Permanent Closure.**

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



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REGION VI – WESTERN VISAYAS

Enclosure No. 5 to Regional Memorandum No. ____, 2025

(RO Heading)

2nd Indorsement
(date)

Respectfully returned to the Schools Division Superintendent, Division of _____, *(SDO Address)*, Attention: EPS – In-Charge of Private Schools, the **approved Permanent Closure** of *(Grade Level/s)* of *(Name and Address of School)*, for SY 2025-2026.

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



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