



Republic of the Philippines
Department of Education
Cordillera Administrative Region



September 15, 2022

REGIONAL MEMORANDUM

NO. 465.2022

**PILOT IMPLEMENTATION OF THE INNOVATION ON ENHANCED
MECHANISM ON REGULATORY SERVICES FOR
PRIVATE SCHOOLS**

To: Assistant Regional Director
Schools Division Superintendents
School Heads of Private Schools
All Others Concerned

1. The Quality Assurance Division (QAD) implements the process of operation based on the DepEd CITIZEN'S CHARTER 2021 (1st Edition) in adherence to Section 2 of the **Republic Act (RA) 11032** otherwise known as the ***Ease of Doing Business and Efficient Government Service Delivery (EODB-EGSD) Act of 2018***.

2. This office will pilot the innovation on "**Enhanced Mechanism on Regulatory Services for Private Schools**." This is a paperless transaction in the process and procedure of responding to clients in providing assistance on regulatory services to private schools through Multi Media platforms.

3. Google form Templates with enclosed guide and link will be provided for Private Schools through the Schools Division Offices for the submission of application and request on the Renewal/ recognition, special order, certifications, tuition fee increase and online validation of Kinder Garten to Grade 12.

4. Enclosed are the process flow and guide in the submission and processing of applications.

5. For information and guidance.


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Director IV/ Regional Director

QAD/CDBJr./abc



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Enclosure Number 1

Process Flow on the piloting of the innovation on “Enhanced Mechanism on Regulatory Services for Private Schools”

PROCESSING REQUEST AND APPLICATION

A. Step 1: Preparation of Required Documents

Process Flow	Required Action	Responsible Office/ Person	Expected Output
 START	Preparation of templates	RO EPS	Soft copy of Templates, link and guide
↓			
Private Prepares the required documents	➤ School will package the required documents based on Assessment Checklist	➤ School Head/Personnel	Packaged Hard copies
↓			
Private Schools Forward letter of request to SDO with attached required documents/papers	➤ Submission of hard copies to SDO for validation / monitoring/ checking of lacking documents	➤ School heads of Private schools who are applying / requesting for issuances	For renewal of permit/ recognition/provisionary permits, Special Order, Certification, Tuition Fee Increase and Documents during online validations
↓			
SDO Receives the hard copies and endorse application to RO	➤ SDO SMME / Focal Receives the hard copies and assess the validity and completeness of required documents based on the checklist ➤ SDS endorse the application when attachment are complete.	➤ SDS and SMME ➤ School head/ personnel	Complete

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	<p>➤ Folders/ Documents/ Application will be returned to the School for compliance of lacking documents then resubmit to SDO for endorsement when all required documents are being complied.</p>		
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B. Step 2: Uploading to the Link/ Sending Soft Copies

Process Flow	Required Action	Responsible Office/ Person	Expected Output
	Preparation of templates	RO EPS	Soft copy of Templates, link and guide
			
Preparation of the checklist, Templates and Link	<p>➤ Innovation Focal Prepares the checklist, Templates and Link</p> <p>➤</p>	<p>➤ QAD EPS Focal</p>	Hard and Soft copies of checklist, Templates and Link
			
Access	<p>➤ Orientation on the guidelines and Sharing of Soft copy of Requirement / assessment Checklist, Templates, link and guide</p>	<p>➤ RO EPS and SMME</p>	<p>Shared online soft copies of the Templates, link and guide shared to private schools</p> <ul style="list-style-type: none"> - Other platforms may be used which ever is accessible to the area. - Schools where internet signals are poor may save the templates from SDO in hard

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			disk/ USBs as long as the soft copies/ format will be saved for editing of entries
↓			
Uploading of files/documents	<ul style="list-style-type: none"> ➤ The assessed hard copies of supporting documents/papers will be scanned including signed request communications and endorsement from the Regional Office. ➤ Templates will be filled in properly ➤ Upload on the link provided according to request following the guide provided 	<ul style="list-style-type: none"> ➤ School heads of Private schools who are applying / requesting for issuances 	Uploaded renewal of permit/ recognition/provisionary permits, Special Order, Certification, Tuition Fee Increase and Documents during online validations
↓			
RO and QAD Receives the files online and assess required document	RO EPS receives / opens the uploaded files and process the documents by downloading only the necessary files. Required supporting documents maybe viewed only as reference in checking the entries.	<ul style="list-style-type: none"> ➤ QAD RO EPS 	Downloaded and assessed the application as requested.
↓			
Endorsement/ Approval	<ul style="list-style-type: none"> ➤ Endorsement papers and issuance of approval by the Regional Director will be processed when the data and information in the entries are correct, 	QAD Personnel, ARD and RD	Approved Endorsement of Applications and Request will be released through the RO Administrative Division Record Section for claiming of SDOs concerned.

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	complete and accurate ➤ Endorsement of without favorable action are issued for uploading non compliant document/ files/papers and Lacking information/ data.		
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Enclosure No 2. GUIDE IN PROCESSING REQUEST AND APPLICATION

A. ASSESSMENT CHECKLIST FOR PRIVATE SCHOOL'S APPLICATION FOR SPECIAL ORDER

Name of School	
Address of School	
School Year	
Contact Person	
Contact Number	
Track/Strands	Academic Track: Humanities and Social Sciences (HUMSS)

Part 1 - Checklist of Documentary Requirements

DOCUMENT/S	C	INC	N	REMARKS
1. Endorsement from the Schools Division Office	/			Name of SDS and date endorsed
2. Photocopy of SEC Corporate Filing of Information	/			SEC Registration number and date issued
3. Photocopy of Approved Government Permit/Recognition	/			Permit number and codes and date issued
4. List of Graduates (arranged per track/strands; alphabetically)	/			SO-TEMPLAE 1 TO BE UPLOADED HERE FOR 2022 ONLY (Copy and paste this link in your server for you to upload the template): https://tinyurl.com/SO2022CAR
5. Certification from the School Head that the students have graduated from the school (specifying the date of graduation)	/			Name of person who issued Certification and date of graduation
6. Student's Credentials (arranged accordingly)				
▪ Form 9 (reviewed by the SDO)	/			
▪ Checklist of Subjects Taken (Core, Applied, Specialized, Elective, Institutional)	/			
▪ Certification from the Partner Agency on the Work Immersion (indicate no. of hours completed)	/			
▪ Birth Certificate (PSA)	/			
▪ Certified True Copy of JHS Form 137	/			

Legend:

- C - Complete (available)
- INC - Incomplete (need more info)
- N - None (no attachment)
- R - Remarks (findings): for approval of Special Order

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B. GUIDE IN UPLOADING THE SOFT COPY OF THE LIST OF SENIOR HIGH SCHOOL GRADUATES FOR SPECIAL ORDER

- I. List of Required attachment to the Documents for SO numbering to be assessed and evaluated by SDO personnel.

7. Endorsement from the Schools Division Office
8. Photocopy of SEC Corporate Filing of Information
9. Photocopy of Approved Government Permit/Recognition
10. List of Graduates (arranged per track/ strands; alphabetically) send to the link for your SDO and a copy https://tinyurl.com/SO2022CAR
11. Certification from the School Head that the students have graduated from the school (specifying the date of graduation)
12. Student's Credentials (arranged accordingly)
▪ SF 10-SHS (reviewed by the SDO)
▪ Checklist of Subjects Taken (Core, Applied, Specialized, Elective, Institutional)
▪ Certification from the Partner Agency on the Work Immersion (indicate no. of hours completed)
▪ Birth Certificate (PSA) must be checked with SF 10-SHS and list.
▪ Certified True Copy of JHS Form 137

2. Filling in the Student's Permanent Record

- A. Preparation of Grade 12 Senior High School Learners Permanent Record using the form indicated in DepEd Order No. 58 s. 2017. School Form 10 for Senior High School (SF 10-SHS).
- The form should be used in accordance with the guidelines indicated in the DepEd Order.
 - a. Header logo to maintain the DepEd logo and header and all parts of the School Form 10-SHS.
 - b. School name and Logo of the school maybe added at the footer right side of the form on the front page.
 - c. Indicate the Graduating Student's grade covering Grade 11 to Grade 12 requires subjects for the track/ strand enrolled by the learner.
 - d. Any subject incomplete or failure should be completed by the learner with passing mark to be indicated at the Remedial Classes portion.
 - e. The name of the graduating senior High School Student should be based on the learners' birth certificate from Philippine Statistic Authority (PSA).
 - f. The name of the school to be filled in should be based on the Securities and Exchange Commission (SEC) latest registrations which is 50 years or less from the date of registration.

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- B. Listing the names of Graduating Students for SO
 - a. Arrange the name alphabetically (names based on Students' PSA) Family name, Given Name, Middle Name and name extensions like Jr. Sr. ect.
 - b. If no middle name indicated in PSA put in open and close parenthesis Not indicated (NI)
 - c. Separate Male and Female
 - d. List by Track/ strand
 - e. Per track and Strand list 40 name per page by balancing male and female.
 - f. If more than 40 list the names in another page
- II. List to be filled in in the soft copy SO-1 SO numbering

A. Instructions:

- a. Download the template form
- b. Use A4 size coupon
- c. Margins: .2 inches upper part; .2 inches lower part; .5 inches left and right side
- d. Use Tahoma font with size 11
- e. List 40 names per page, numbered continuously from male to female per page.
- f. If certain track/strand has more than 40 graduates listed, group the names by 40 . Start numbers 1-40 in every page.
- g. Balance the list by listing alphabetically for male in column 1 and female in column 2
- h. In cases that there are more male or female list the name consecutively indicating if male or female not to exceed 40 names per page.

B. Forms to be used: Do not alter the soft copy. Please fill in as instructed: See attached Template SO-1

- 1.Fill in all information required as indicated in color blue
 - a. Name of School
 - b. Address of School
 - c. Date of Graduation per track
 - d. Numbers of names of learners listed in the page only.
- 2. List the names alphabetically. Separate boys and girls and numbers are continuous.
- 3. If there are more than 20 male or female. List next set in another page.





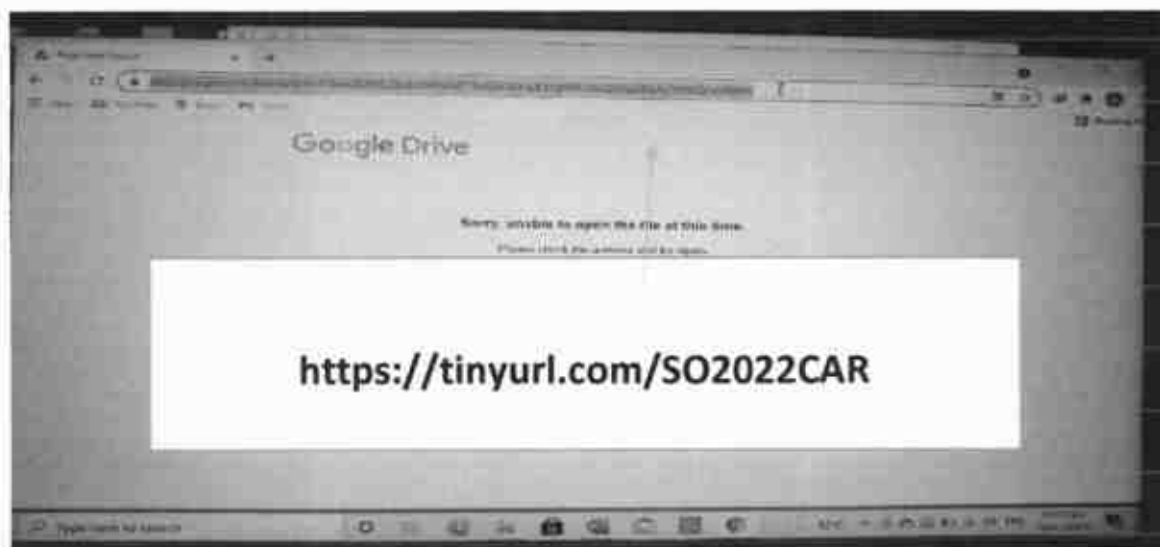
Note: Do not change any format in the page all information filled in will be color black, Tahoma font, size 11. Fill in only spaces provided.



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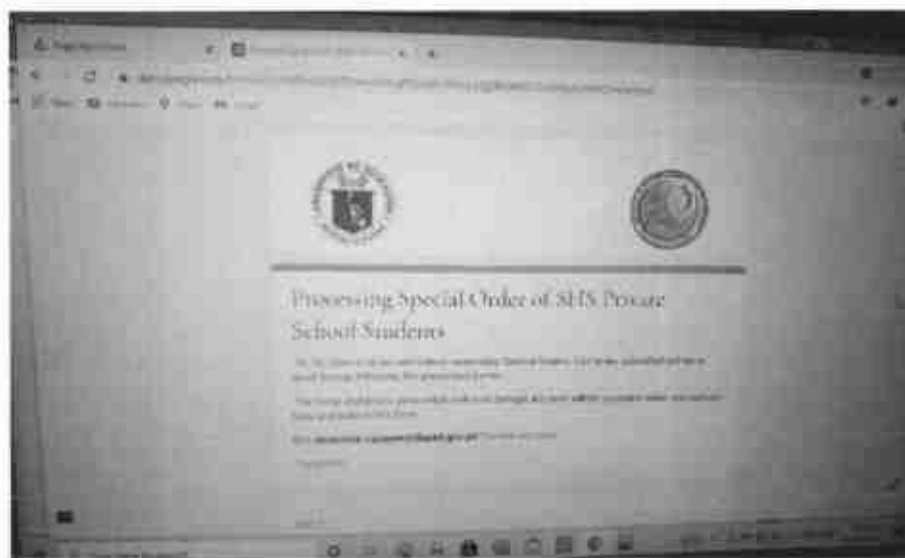
C. Uploading the filled in form

1. WHEN THE TEMPLATE FORM IS COMPLETELY FILLED UPLOAD IN THE LINK. Be sure that all names of learners are listed.
2. How to upload; Copy the link and in your computer, browser paste the link and click enter or using your cellphone use the QR Code. Once the content appears. Fill in the information and then upload the Template SO-1 soft copy in word format, Pages 1-10 can be sent per upload.



Filing up the link

1. You are successful in opening the link when the following is shown. Please fill in as instructed in the link



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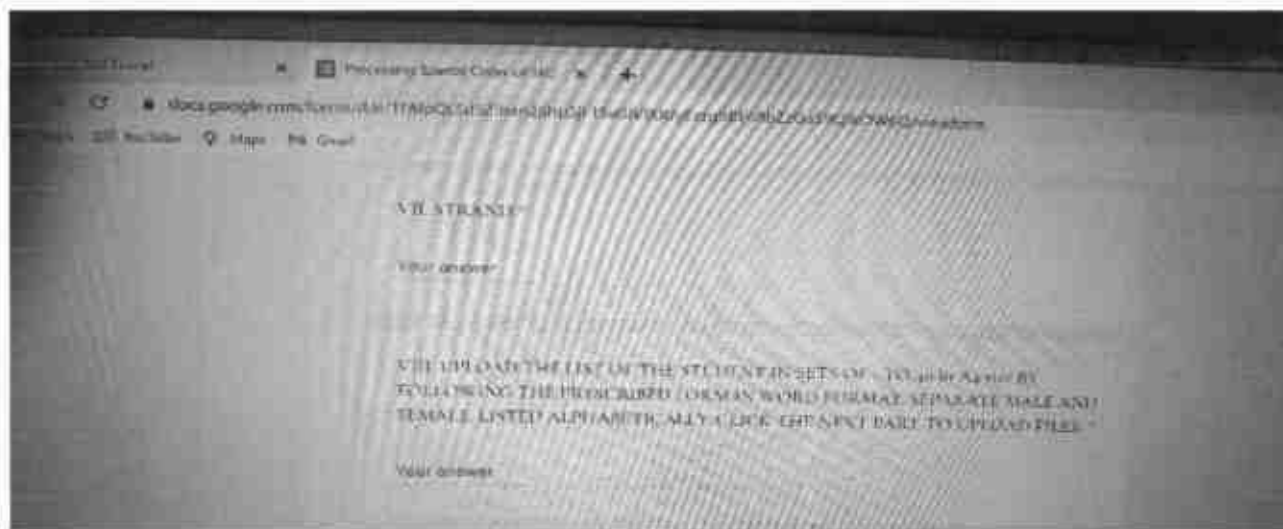
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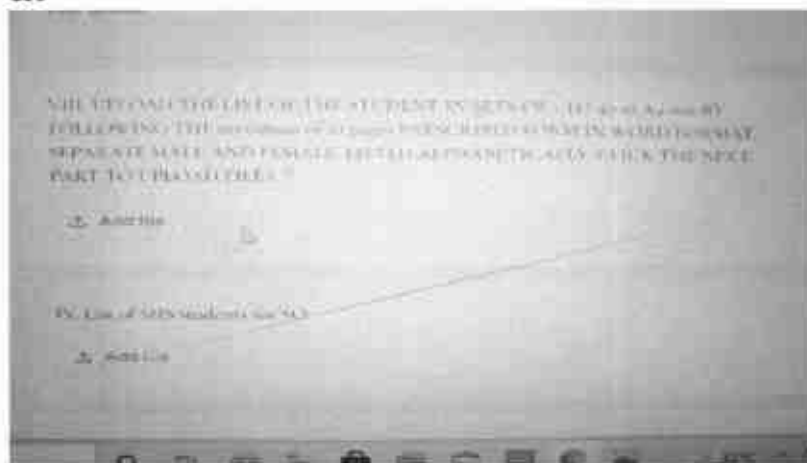
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2. **UPLOAD THE LIST OF THE STUDENT IN SETS OF 1 TO 40 in A4 size. FOLLOW THE maximum of 10 pages using the Template SO-1 IN WORD FORMAT. SEPARATE MALE AND FEMALE. LIST ALPHABETICALLY. CLICK THE NEXT PART TO UPLOAD other FILES if there are more than 10 pages. Part VIII to XIII.**



3. **Upload your Template SO-1 which was completely filled in with name of school, address of the school, Date of graduation, Alphabetically arranged list of names of graduates (Family name, Given name Middle Name added name). Number of names listed in the page.**

a.



a. Click add file.

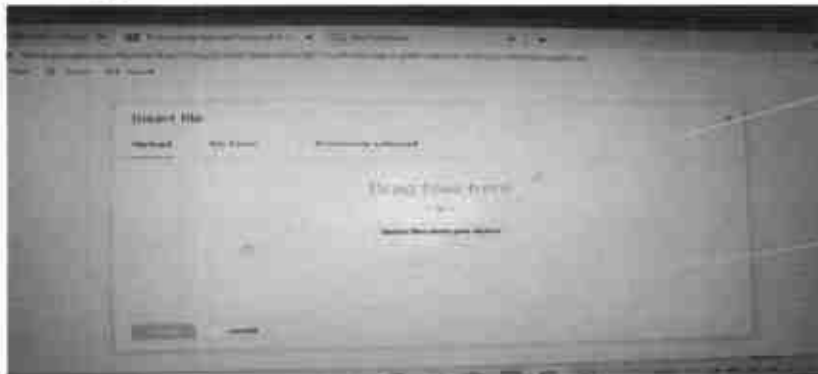
b. open windows where your template SO-1 is located





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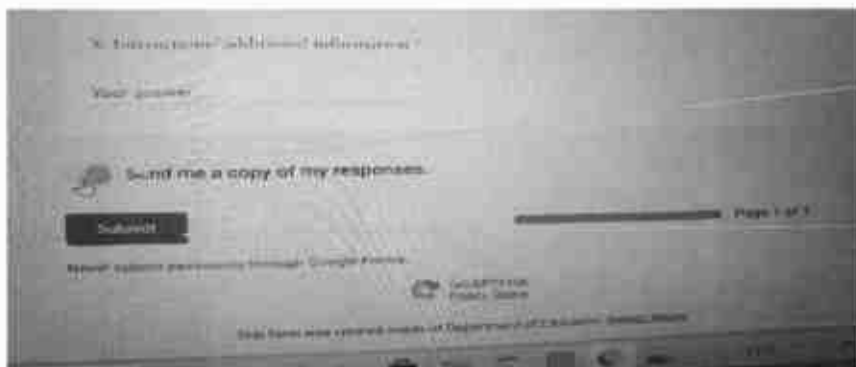
b.



a. Using your cursor drag the Template in this part 1-10 pages only.

b. Click upload when done

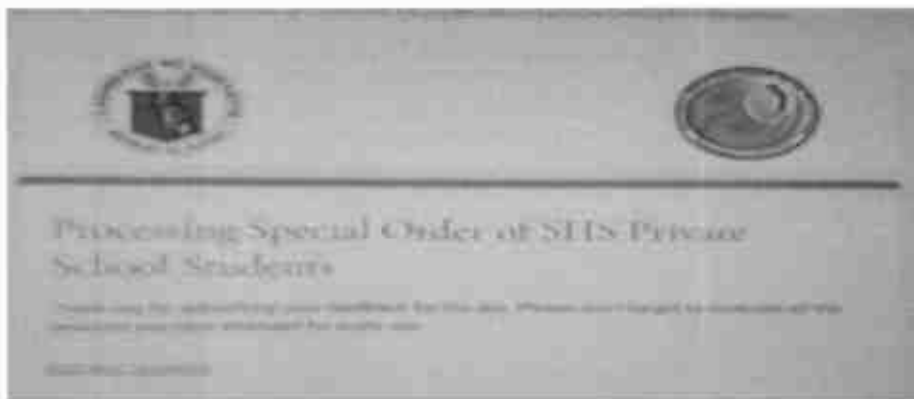
- 4. When the link form is filled in and all your files containing the list of all the learners were uploaded send your answers.**



a. Click send me a copy until it is color blue.

b. Click submit.

- 5. Successfully submitted if the following appears.**





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Enclosure No. 3

Tuition Fee Increase

Instructions in the submission of application for Tuition Fee Increase

- A. Prepare and package the required document/ files/ folders, information and data based on the checklist below:

PROCESSING CHECKLIST FOR INCREASE IN TUITION AND OTHER FEES (TFOF)

Name of School (based on SEC certification) : _____
Address of School : _____
For School Year : _____
Contact Person : _____
Contact Number : _____

REQUIREMENTS	C	INC	N	REMARKS
1. Endorsement from the Schools Division Office (SDO)				
2. Document Assessment Review on Tuition and Other Fees (TFOF) Increase signed by the SDO Focal Person				
3. Letter of Request (received at the Division Office)				
4. Board Resolution on the proposed increase on TFOF				
5. Comparative Schedule of Fees				
▪ Itemized current rates of tuition and other fees/charges and the proposed changes thereon duly accomplished under oath by the proper officials of the concerned school				
6. Financial Statement showing the financial status of the school duly certified by a Certified Public Accountant (CPA)				
7. Copy of the last tax return filed with the Bureau of Internal Revenue (BIR)				
8. Copy of SEC Certification of Corporate Filing/Information				
9. Photocopy of the latest issued Government Permit or Recognition				
10. Photocopy of the latest Tuition Fee/TF Increase approved by the Department of Education				
11. Proof that the latest increase in tuition fee went to employees' salary, wages, and other benefits duly signed by the School Principal or Administrator, PTA President and the Employees' President/Representative				
12. Proof of consultation conducted by the school administration with the duly organized student government and with the parents of the students				
▪ Accomplished confirmation letter to the concerned re: TFOF Consultation Meeting				

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<ul style="list-style-type: none"> Minutes of the meeting indicating the agenda, discussions, and agreed itemized increase in tuition and other fees duly signed by the: <ul style="list-style-type: none"> - School Principal/Administrator - SGO President for the Student Organization - PTA President for the Parents' Association Attendance sheet arranged per grade level Pictures during the consultation meeting 				
13. Certification under oath by the proper officials of the concerned school that the Tuition Fee Increase are allocated as follows:				

<ul style="list-style-type: none"> 70% (of the tuition fee increase shall be allocated for payment of salaries, wages, allowances and other benefits of the members of the faculty and all other employees of the school) – DO 11, s. 2011 18% (of the tuition fee increase shall be allocated for institutional development) 12% (of the tuition fee increase may be allocated for return of investment) 				
14. Comparative Teacher's and Employees Salary, Wages and Other Benefits signed by the School Principal or Administrator, PTA President and the Employees' President/Representative (for the 70%)				
15. Proposed Institutional Development Plan signed by the School Principal or Administrator, PTA President and the Employees' President/Representative (for the 18%)				
16. Proof of latest remittances for teachers' and employees (summary of names) re:				
<ul style="list-style-type: none"> PagIBIG SSS PhilHealth 				
17. List of Enrolment per Grade Level				

B. Uploading the needed document

1. Fill in the Form TFI-1 and Assessment Form then upload the soft copy to any of the link below.

- a. Original Link:** Copy the link in your computer server then click enter and the form will be seen. Fill in the information and upload what is requested.

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https://docs.google.com/forms/d/e/1FAIpQLSeklIKjIrTW7G9_-BKCK2-rmdmAqr6JZiPa8L8Sg5Bwf5NBJA/viewform

- b. **Shorten Link:** If the original link cannot be accessed then you may use the shortcut by Copying the link in your computer server then click enter and the form will be seen. Fill in the information and upload what is requested.

<https://tinyurl.com/TFI2022-2023>

- c. **QR Code:** The link can also be answered using the QR Code. Download QR Code in your cellphone then open and scan the code below.



2. **Tuition Fee** should be computed per grade level. Add sheets in the excel based on grades covered by the tuition fee increase being applied for. Sample is provided.

C. Template TFI-1

SCHEDULE OF TUITION AND OTHER FEES

Name of School based on SFC: _____

Address of the School: _____

(For indicate the Grade level: Note: prepare tuition for one grade level being applied for)

PARTICULARS	CURRENT RATE (2021-2022)	PERCENTAGE OF INCREASE	AMOUNT OF INCREASE	NEW RATE (2022-2023)
A. Tuition Fee				
INDICATE THE GRADE LEVEL HERE			0	0.00
		0%		
B. Miscellaneous Fees/ Other fees (Note: Arrange the enumerated information alphabetically)				
1		0%	0	0.00
2		0%	0	0.00
3		0%	0	0.00
4		0%	0	0.00
5		0%	0	0.00
6		0%	0	0.00
7		0%	0	0.00
8		0%	0	0.00
9		0%	0	0.00
10		0%	0	0.00
11		0%	0	0.00
12		0%	0	0.00
13		0%	0	0.00
14		0%	0	0.00
Total Miscellaneous Fee	0.00	0%	0	0.00
GRAND TOTAL	0.00		0.00	0.00

Note: Copies of this TGF shall be posted in conspicuous places within school campus for the information of all concerned

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