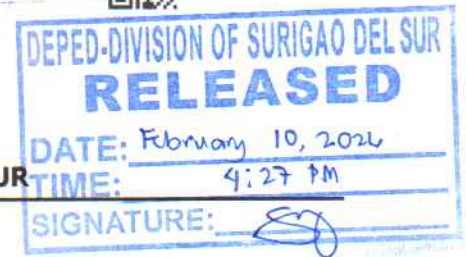




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR



Office of the Schools Division Superintendent

January 29, 2026

Division MEMORANDUM
No. 059, s. 2026

**REQUEST FOR REISSUANCE AND CORRECTION IN GOVERNMENT
RECOGNITION CERTIFICATES OF PRIVATE SCHOOLS**

To: All School Administrators
All School Heads
All Representatives
Private Schools
This Division

1. Pursuant to **Regional Memorandum No. 0080, s. 2026**, issued by the Department of Education – Caraga Region through the Quality Assurance Division (QAD), this Division issues this Memorandum to provide guidance to **private basic education schools within the division** whose Government Recognition Certificates have been **lost, damaged, or require correction or amendment**.
2. In this regard, concerned private schools are hereby informed of the following **requirements**, which shall be submitted **through the Schools Division Office** for appropriate endorsement to the Regional Office:

A. Request for the Reissuance of DepEd Recognition due to Loss or Damage

- a. Notarized Request Letter (as petition) addressed to the Regional Director **through the Schools Division Superintendent**, stating the request and circumstances surrounding the loss or damage of the certificate. The letter must be signed by the **President/Administrator of the School**.
- b. Notarized Affidavit of Loss;
- b. Photocopy or scanned copy of the Government Recognition Certificate(s), if available;
- c. Certified true copy of the latest/amended **SEC Certificate of Registration and Articles of Incorporation**; and
- d. Scanned copy of the original SEC Certificate of Registration and Articles of Incorporation.

B. Change/Correction of DepEd Recognition





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Change or correction in the DepEd Recognition Certificate due to **change of school name or typographical errors**, without any change in ownership, shall be applied for, subject to submission of the following:

- a. Notarized Request Letter signed by the President/Administrator of the school, stating the requested correction and explaining the reason for the change or correction, including a statement attesting that there is no change of ownership or incorporators/contributors in the school;
 - b. Certified true copy of the latest/amended SEC Certificate of Registration and Articles of Incorporation;
 - c. Scanned copy of the original SEC Certificate of Registration and Articles of Incorporation; and
 - d. Scanned copy of the DepEd Recognition Certificate(s).
3. Schools are further advised that **reissuance or correction of Government Recognition Certificates shall NOT apply** under the following circumstances:
- a. There is a change of ownership, even if partial. In such case, the school shall apply for new Government Recognition/Permit as it constitutes a new institution;
 - b. There is a change of school address or relocation. The school shall instead apply for retention of recognition pursuant to Section 37 of DepEd Order No. 88, s. 2010; and
 - c. There is expiration of corporate life as reflected in the SEC Articles of Incorporation. If the corporate life has expired, the school shall apply for new recognition. Extension of corporate life prior to expiration does not require reissuance.
4. All concerned private schools are directed to **strictly comply** with the foregoing requirements. The SGOD – SMME of this Division shall assist in the preliminary evaluation of submitted documents prior to endorsement.
5. For dissemination and compliance.

LORENZO O. MACASOCOL, PhD, CESO V
 Schools Division Superintendent

Enclosure: None
 Reference: RM 0080, s. 2026
 To be indicated in the **Perpetual Index**
 Under the following subjects:

REISSUANCE AND CORRECTION

RECOGNITION

CERTIFICATE

SGOD/rct
 29/1/26



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