



Republic of the Philippines  
**Department of Education**

Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

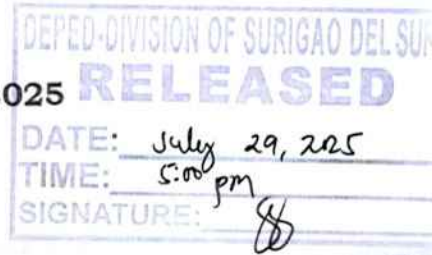
**Office of the Schools Division Superintendent**

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July 28, 2025



Division MEMORANDUM  
 No. 715, s. 2025

**REITERATION OF FINAL DEADLINE FOR SUBMISSION OF  
 APPLICATIONS BY PRIVATE SCHOOLS IN SURIGAO DEL SUR FOR SY  
 2026-2027**

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

1. This memorandum reiterates the directive from DepEd Caraga Regional Director Maria Ines C. Asuncion, Director IV, through the Chief of the Quality Assurance Division (QAD), regarding the timely submission of applications for private schools in Surigao del Sur. This is in accordance with Regional Memorandum No. 1129, s. 2024.
2. The following applications, as stated below, must include all the necessary documentary requirements as specified in ANNEX QAD Frontline Services, which has already been shared in our **"Surigao del Sur Private Schools"** Messenger Group Chat:
  - a. Government Permit to Operate (GPTO);
  - b. Government Recognition;
  - c. Tuition and Other School Fee Increase Requests;
  - d. Special Order for SHS; and
  - e. Other related applications.
3. The date for submission of applications is stipulated in the Regional Memorandum No. 1129, s. 2024, as follows:

Application	Date
1. Establishment of New School or Open New Grade/Year Level (Kindergarten to Junior High Schools)	<b>Not Later Than July 30, 2025</b>



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2. Establishment of Private Senior High Schools (SHSs) and Additional Programs	<b>Not Later Than July 30, 2025</b>
3. Application of Tuition Fee Increase and Schedules	
Renewal of Government Permit to Operate/Recognition(Kinder to Junior High Schools)	<b>Not Later Than August 30, 2025</b>
Issuance of Special Order to Private Senior High Schools	<b>Deadline of submission of Special Order Documents shall not be later than 15 days before the end of school calendar.</b>

- Furthermore, once completed, the undersigned will endorse submissions to the Regional Director of DepEd Caraga via the Chief of RO-QAD for assessment and approval.
- For dissemination and compliance.

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

Enclosure:

RM No. 1129, s. 2024  
 Private Schools List  
 To be indicated in the Perpetual Index.  
 Under the following subjects:

**REITERATION APPLICATION PRIVATE SCHOOL**

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**List of Private Schools - SDO Surigao del Sur**

No.	School ID	School Name	District
1	406033	Mother of Mercy Academy, Inc.	Barobo
2	474513	Light and Life Learning Center, Inc.	Barobo
3	406034	Surigao Sur Colleges, Inc. – Barobo Campus	Barobo
4	474511	Barobo Adventist Learning Center, Inc.	Barobo
5	474518	KL South East Academy, Inc.	Bayabas
6	406041	San Antonio School, Incorporated	Cagwait
7	474515	Little Seed Kiddie Learning Center of Surigao del Sur, Inc.	Cagwait
8	406042	Saint Michael College, Cantilan, Incorporated	Cantilan
9	409220	Cantilan Montessori School, Inc.	Cantilan
10	409752	Algo Learning School Inc.	Cantilan
11	474519	Pioneer Jaycess Pre-Education Kiddie Learning Center, Inc.	Cantilan
12	474516	Carmen Catholic Parish Academy, Inc.	Carmen
13	406043	Cortes Academy, inc.	Cortes
14	406044	Father Urios Academy, Inc.	Hinatuan South
15	410172	Light and Life Academy of Lianga, Inc.	Lianga
16	414509	Our Lady of Pompei School, Inc.	Lianga
17	406045	Diatagon Catholic High School, Inc.	Lianga
18	406046	Diatagon Catholic Learning Center Inc.	Lianga
19	406047	St. Michael's School of Madrid, Inc.	Madrid
20	406048	Holy Child Academy of Marihatag, Inc.	Marihatag
21	406049	SAINT AUGUSTINE HIGH SCHOOL, Inc.	San Agustin
22	406050	Parish of the Arkanghel Learning Center, Inc.	San Miguel I
23	474501	Surigao Sur Colleges at Villaverde Campus	Tagbina I
24	474510	Tagbina Faith Baptist Christian Academy, Inc.	Tagbina I
25	474512	Tagbina Assembly of God Childhood Learning Center Inc.	Tagbina I
26	406053	Purísima Diocesan School, Inc.	Tago
28	474520	Gamut Teknia School, Inc.	Tago



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REGIONAL MEMORANDUM  
 No. 1129, s. 2024

To: Schools Division Superintendents  
 All Others Concerned

**REITERATION OF TIMELINES IN THE PROCESSING OF APPLICATIONS FOR  
 PUBLIC AND PRIVATE SCHOOLS IN THE REGION**

1. To ensure efficient coordination and strict compliance with the timelines for issuing permits and approvals to operate, Schools Division Offices are reminded to adhere to the provisions of DepEd Order No. 88, s. 2010, titled "2010 Revised Manual of Regulations for Private Schools in Basic Education," and DepEd Order No. 11, s. 2011, titled "Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education." Public schools are similarly advised to follow DepEd Order No. 40, s. 2014, titled "Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education," as well as DepEd Order No. 51, s. 2015, titled "Guidelines on the Implementation of the SHS Program in Existing Public JHS and ISS, Establishment of Stand-Alone Public SHSs, and Conversion of Existing Public Elementary and JHS into Stand-Alone SHSs." Particular attention should be given to the timely submission of required documents for obtaining a government permit to operate, Government Recognition, Certificate of Compliance, or Approval to Operate.

2. The following are the timelines for applications from all public and private schools to wit:

<b>PRIVATE SCHOOLS</b>							
Types of Applications	Submission to SDO	Submission to RO	Notification of Deficiencies to schools from RO	Compliance of Deficiencies of Schools to RO	RO Conduct of Ocular Inspection	Compliance of Deficiencies of Schools to RO	Issuance of GPTO/ Recognition
Establishment of New School or Open New Grade/ Year Level (Kindergarten to Junior High Schools)	Not Later than July 30	Not later than August 30	Not Later than September 30	Not later than October 31	Not later than November 30	Not later than December 15	Not later than February 28



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Renewal of Government Permit to Operate/Recognition (Kinder to Junior High Schools)	Not Later than August 30	Not later than September 30	Not Later than October 31	Not later than November 30	Not later than December 15	Not later than February 28	Not later than March 31
Establishment of Private Senior High Schools (SHSs) and Additional Programs	Not Later than July 30	Not later than August 30	Not Later than September 30	Not later than October 31	Not later than November 30	Not later than December 15	Not later than January 30
Issuance of Special Order to Private Senior High Schools	Deadline of submission of Special Order Documents shall not be later than 15 days before the end of school calendar.						
Application of Tuition Fee Increase and Schedules	Deadline of submission of documents shall not be later than July 30 of the current year, one year prior to the intended school year of operation.						

**PUBLIC SCHOOLS**

Types of Applications	Submission to SDO	Submission to RO	Notification of Deficiencies to schools from RO	Compliance of Deficiencies of Schools to RO	RO Conduct of Ocular Inspection	Compliance of Deficiencies of Schools to RO	Issuance of Approval to Operate
Establishment of Elementary and Junior High School; Conversion and Merging of Public Schools; and Separation of Public School Annexes (Kinder to Junior High Schools)	Not Later than April 30	Not later than July 8	Not Later than July 31	Not later than August 30	Not later than September 30	Not later than November 30	Not later than December 31
Establishment of Public Senior High Schools and Additional Programs	Not Later than July 30	Not later than August 30	Not Later than September 30	Not later than October 31	Not later than November 30	Not later than December 15	Not later than January 30

3. It is reiterated that all application deadlines must be submitted one year prior to the intended school year of operation. Applications received by this office after the deadline will be returned to the respective SDOs for appropriate action.



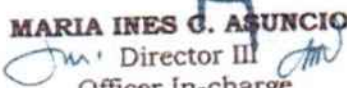
Address: J.P. Rosales Avenue, Butuan City  
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 Telefax No: (085) 342-5959  
 Email: caraga@deped.gov.ph  
 Website: caraga.deped.gov.ph



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4. All previous regional issuances related to the above timelines will be superseded by this memorandum.
5. For queries and clarification, email Quality Assurance Division (QAD) through [qad\\_caraga@deped.gov.ph](mailto:qad_caraga@deped.gov.ph) or call at telephone number (085) 342-5959.
6. Immediate dissemination of this Memorandum is desired.

  
**MARIA INES G. ASUNCION**  
 Director III  
 Officer In-charge  
 Office of the Regional Director

Encls: None  
 Reference: None  
 To be indicated in the Perpetual Index  
 Under the following subjects:

APPLICATIONS                      ESTABLISHMENTS                      TIMELINES

QAD/emc  
 10/16/20



Address: J.P. Rosales Avenue, Butuan City  
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