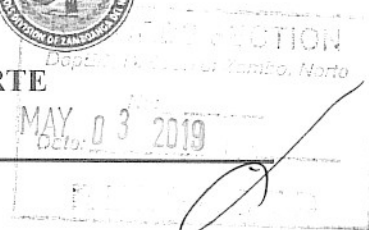




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



DIVISION MEMORANDUM


TO: Assistant Schools Division Superintendents
Chiefs, CID & SGOD
Public Schools Division Supervisors
Administrators/School Heads, Private Elem & Secondary Schools
All Others Concerned
This Division

FROM : **The Office Of The Schools Division Superintendent**

SUBJECT: **RENEWAL OF PERMIT TO OPERATE (PTO), FOR S.Y. 2020-2021**

DATE : May 2, 2019

1. In compliance with Section 28 and 29, of DepEd Order 88, s. 2010, *re; Manual of Operations of Private Schools in Basic Education, as amended by DepEd Order no. 11 s. 2011*, and pursuant to the exercise of reasonable supervision principle, this Office hereby enjoins the early processing and submission of documents for renewal of permit to operate, preschool, complete elementary, and/or junior high school, course and curriculum, for S.Y. 2020-2021. Hereto attached is the list of documentary requirements for renewal of PTO, for your reference;
2. Renewal documents in three (3) copies, shall be submitted to this office, thru the School Management, Monitoring and Evaluation (SMM&E) Unit, Division Office, Estaka, Dipolog City, on or before **July 5, 2019**;
3. Held in abeyance is the renewal of permit to operate SHS, or application for Government Recognition for SHS, pending issuance of DepEd Order to that effect;
4. For further inquiries, please feel free to direct your call or text to Mr. Wilson H. Inding, SEPS-SMME or to Mr. Jed A. Nieves, EPS II –SMM&E, thru these mobile numbers, **0998-262-2462** or **0995-881-1881**, accordingly.
5. Widest dissemination of this Memorandum to all concerned is desired.


PEDRO MELCHOR M. NATIVIDAD, CESE
Schools Division Superintendent

Reference :

Memorandum as stated



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
7100 Dipolog City



Requesting School: _____
Date Accomplished: _____

Checklist of Documents for Renewal of Permit

1. Letter Request	
2. Enrolment Data	
3. Copy of Updated Government Permit	
4. Ocular Inspection Report by the Division Inspectorate	
5. Endorsement from the SDS	

- Renewal fee (to be paid in the Region Office personally) – Php2,000.00

Evaluated by:

Approved:

JED A. NIEVES

Education Program Specialist II
School Management-Monitoring and Evaluation

WILSON H. INDING

SEPS
School Management-Monitoring and Evaluation