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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-338

To : Assistant Schools Division Superintendent  
Chief Education Supervisor, Schools Governance Operations  
Division  
Chief Education Supervisor, Curriculum Implementation Division  
President, Private Schools Association  
All Private Elementary and Secondary Schools  
All Public Elementary and Secondary Schools  
All concerned

Subject: **TIMELINES FOR THE SUBMISSION OF DOCUMENTS FOR  
GOVERNMENT AUTHORITY APPLICATIONS STARTING  
S.Y. 2025-2026**

Date: July 9, 2025

Attached are the Regional Memorandum No. QAD-2025-034 re: Corrigendum to Regional Memorandum No. QAD-2025-032 and Regional Memorandum No. QAD-2025-032 re: **Timelines for the Submission of Documents for Government Authority Applications Starting S.Y. 2025-2026. With this, all Private and Public Schools are hereby reminded of the said timelines.** Please see the attached memoranda for the timelines, the contents of which are self-explanatory.

Furthermore, for inquiries and clarifications, you may contact the Division Private School Focal Person, *Mr. Ronmar V. Jayoma, SEPS-SGOD, through mobile no. 0945-661-7892 or email add: ronmar.jayoma@deped.gov.ph.*

Please be guided accordingly.

For and in behalf of the Schools Division Superintendent:

**JANWARIO E. YAMOTA**  
Chief Education Supervisor – CID  
Officer In-Charged

SGOD/ABA/lji

**RELEASED**

**JUL 10 2025**

RECORDS SECTION - SGOD PANABO CITY



Schools Division Office of Panabo City  
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**Empowering Champions in Education**  
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providing quality education, MATATAG for all.





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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

April 21, 2025

**REGIONAL MEMORANDUM**

QAD-2025-034

**CORRIGENDUM TO REGIONAL MEMORANDUM QAD-2025-032 (Timelines for  
the Submission of Documents for Government Authority  
Applications Starting SY 2025-2026**

To: Assistant Regional Director  
Schools Division Superintendents

1. **Item no. 2** of Regional Memorandum QAD-2025-032 or the Timelines for the Submission of Documents for Government Authority Applications Starting SY 2025-2026, specifically the provided example that reads, "Applications for SY 2025-2026 shall be submitted to the SDO on or before August 30, 2025" is speciously entered. Hence, modified in accordance with Section 30 of the 2011 Manual of Regulations for Private Schools in Basic Education and shall now read as follows;

"Applications for SY 2025-2026 shall be submitted to the SDO on or before **August 30, 2024**. Further, applications for SY 2026-2027 shall be submitted to the SDO on or before **August 30, 2025**."

2. All other provisions of Regional Memorandum QAD -2025-032 not affected by the corrigendum, remain in effect.

3. For information, guidance and compliance of all concerned.

DEPARTMENT OF EDUCATION, R.O. 11  
RECORDS SECTION  
**RELEASED**

ROQ3/abi

By: *[Signature]*  
Date: *Apr. 22, 2024*  
Total: *425/20185*

**ALLAN G. FARNAZO**  
By the Authority of the Regional Director

*[Signature]*  
**REBONFAMIL R. BAGUIO**  
Director III **21 APR 2025**





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

APPLICATION	REFERENCE	APPLICANT'S DEADLINE OF SUBMISSION TO THE SDO	SDO DEADLINE OF SUBMISSION TO THE RO
Renewal of temporary permit	<b>DO 21, s. 2014</b> Guidelines on the Recognition of Private Learning Institutions serving Indigenous People Learners	Between August 1 to September 30 preceding the opening of the school year  <b>Example: Applications for SY 2025-2026 shall be submitted to the SDO on or before September 30, 2025.</b>	October 30
Temporary permit for new school			Not later than 15 working days after September 30
Renewal of Permit with new grade level			
Special Program (SPA, etc.)			
Additional offerings for Senior High School Program			
Recognition status or school branch			

3. With regard to tuition and/ or other fee applications, the same shall only be submitted (following official channels and procedures) once the applicant has secured a valid permit to operate from this Office.

4. Schools Division Offices are directed not to accept applications that are submitted beyond the aforementioned timelines. Likewise, applications submitted late by the SDOs shall be automatically denied by this Office.

5. Schools Division Superintendents are required to cause the swiftest and widest dissemination of this Memorandum.

6. All rules, regulations and issuances inconsistent with this Memorandum are hereby repealed or modified accordingly.

7. For information, guidance and compliance.

DEPARTMENT OF EDUCATION - DAVAO  
RECORDS SECTION  
**RELEASED**

By:   
Date: Apr. 14, 2024

**ALLAN G. FARNAZO**  
Director IV

ROQ1/jsa





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

April 7, 2025

REGIONAL MEMORANDUM  
QAD-2025-032

**TIMELINES FOR THE SUBMISSION OF DOCUMENTS FOR GOVERNMENT  
AUTHORITY APPLICATIONS STARTING SY 2025-2026**

To: Assistant Regional Director  
Schools Division Superintendents  
Principals of Public and Private Schools  
Concerned Presidents/School Heads of SUCs and LUCS

1. This Office hereby announces the timelines affecting the submission of documentary requirements to operate learning institutions serving indigenous people learners pursuant to **DepED Order 21, s. 2014 (Guidelines on the Recognition of Private Learning Institutions serving Indigenous People Learners)** and that of learning institutions applying to operate a new school, new grade level, school branch, recognition, renewal of permit, special programs and additional offerings for the Senior High School programs as per **2011 Manual of Regulations for Private Schools in Basic Education**.

2. Starting with the applications filed for SY 2025-2026, the timelines of submission shall be strictly observed:

APPLICATION	REFERENCE	APPLICANT'S DEADLINE OF SUBMISSION TO THE SDO	SDO DEADLINE OF SUBMISSION TO THE RO	
Renewal of temporary permit	<b>DO 88, S. 2010</b> Manual of Regulations for Private Schools in Basic Education	January 2 preceding the opening of the school year	On or before March 30	
Temporary permit for new school		August 30 preceding the start of the school year when the school/new grade level/ special program or additional SHS offerings is supposed to operate	Not later than 15 working days after August 30	
Renewal of Permit with new grade level		<b>Example: Applications for SY 2025-2026 shall be submitted to the SDO on or before August 30, 2025.</b>		
Special Program (SPA, etc.)				
Additional offerings for Senior High School Program				
Homeschooling				
Recognition status or school branch		February 1 preceding the opening of the school year	Not later than 15 working days after February 1	