

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

February 18, 1991

DECS O R D E R
No. 12, s. 1991

REVISED GUIDELINES ON ISSUANCE OF GOVERNMENT
AUTHORITY TO OPERATE EDUCATIONAL PROGRAMS

To: Bureau Directors
Regional Directors
Schools Superintendents
Heads of Private Schools, Colleges and Universities
Vocational School Superintendents/Administrators

1. In order to achieve improved quality education and after consultations with officials, both central and regional, of the Department of Education, Culture and Sports, and educational associations, the following revised guidelines on the issuance of permit to operate new courses/curriculum years, and recognition of existing courses in private schools, colleges and universities shall be followed starting with applications for school year 1992-1993:

1.1 The application for permit to operate a new course and new curriculum year in all educational levels shall be filed with the regional offices concerned one year prior to the start of the proposed semester when the new course is proposed to be operated.

1.2 The following schedule for the permit and recognition processing system shall be observed:

June 15 - last day of filing applications for all levels with DECSRO. Applications for technical-vocational courses of 1 year or less duration or those which do not follow the semestral scheme can be filed any time, provided that they are filed one year prior to the date the course is proposed to be offered.

July 15 - last day for:

a. referring of application for elementary and secondary levels filed with DECSRO to the division superintendents concerned;

- b. referring of applications for non-delegated courses to bureaus concerned;
- c. transmission of report on Summarized Data on Applications Received (OPRA I). (Applications not included in this report shall not be acted upon.)

Sept. 15 - last day for division superintendents to submit their evaluation report to the DECERDs.

Nov. 15 - last day for actions on applications, both in the DECERDs and the bureaus.

1.3 Requirements for issuance of permits:

Elementary:

The school must have 100% compliance with the minimum requirements for at least the first four (4) grades, with their corresponding curriculum, before issuance of permit. Subsequently, permit shall be issued for the 5th and 6th grade levels upon 100% compliance with their minimum requirements.

Secondary:

The school must comply 100% with the minimum requirements for each curriculum year before permit for such shall be issued. However, if the school can comply 100% with the requirements for the entire course, a permit for the whole course may be issued.

Technical-Vocational:

For technical-vocational courses of two (2) years or less, compliance with the minimum requirements for the entire course shall be 100% before a permit shall be issued.

Higher Education and Three-Year Technical-Vocational Courses:

A permit for a curriculum year shall be issued only if there is 100% compliance with the minimum requirements for the curriculum year and for the next higher year, e.g. permit for the 1st year may be issued only if the requirements for 1st and 2nd curriculum years are fully complied with. A permit may be granted for the 1st and 2nd

year simultaneously if the basic requirement for the 3rd curriculum year of the course is complied with 100%.

If at the end of the second curriculum year, the school cannot comply with the requirements for the fourth curriculum year, an order to phase out the course shall be issued.

1.4 When the upper curriculum year of a course is granted a permit, the permit for the lower year(s) is deemed automatically renewed.

1.5 The entire course shall be granted recognition at the start of the last curriculum year.

2. The required documents to support applications to operate new courses are enumerated in the inclosed revised GPR-3 and GPR-4.

3. Using form GPRA 2, the regional offices shall submit to the bureaus concerned not later than January 31 a report on permits and recognition issued during the year.

4. The bureaus shall monitor the implementation of this Order and submit a report to the Secretary not later than March 15 of each year.

5. This Order amends sections 4 b (6) (a) and 4 b (11) (a) (i) and (iii) (at the higher education level) of MECS Order No. 48, s. 1986 and other previous DECS Orders.

(SGD.) ISIDRO D. CARINO
Secretary

Incls.:
As stated

Reference:
MECS Order: (No. 48, s. 1986)

Allotment: 1-2-3-4--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

✓ AMENDMENT
✓ AUTHORITY
✓ BUREAUS & OFFICES
✓ PROGRAM, SCHOOL
✓ REPORTS

✓ RULES & REGULATIONS
✓ SCHOOLS
✓ TECHNICAL EDUCATION
✓ VOCATIONAL EDUCATION

Republic of the Philippines
Department of Education, Culture and Sports
BUREAU OF HIGHER EDUCATION
UL Complex, Pasig, Metro Manila

PROCESSING SHEET FOR APPLICATIONS FOR
GOVERNMENT PERMIT/RECOGNITION

Name of School : _____
Address of School : _____
Course : _____
Curriculum Year(s) : _____

R E Q U I R E M E N T S

1. Board Resolution.
____ Certified by the Corporate Secretary.
 2. Statements on the following:
____ Philosophy and goals of the course
____ Viability of the course particularly in terms of:
____ demand for the graduates
____ prospective students
____ existing schools offering the same
course within the province/city
- For new schools or existing schools that have not yet submitted
this document or have changes in the following aspects:
3. Articles of Incorporation and By-laws
____ In the name of the school.
____ Registered with the Securities and Exchange
Commission.
____ Stock/Non-Stock.
 4. Copy(ies) of Transfer Certificate(s) of Title of the
school site (if change/addition has been made).
____ In the name of the school. (Indicate ownership)
____ Total area adequate (state total area _____).
 5. Location of school in relation to its environment
(if change/addition has been made).
____ Far from those places cited.
____ Free from noise/unpleasant odor and dust.

- ___ 6. Campus development and landscaping plans
(if change/addition has been made)
___ Fully implemented.
___ Partially implemented.
___ Not implemented.
- ___ 7. Document(s) of Ownership of school building(s)
(if change/addition has been made).
___ In the name of the school.
___ Total floor area adequate (state total area ___).
- ___ 8. Certificate of occupancy of school building(s)
(if change/addition has been made).
___ Signed by proper city/municipal authorities.
- ___ 9. Pictures of school building(s), classrooms,
laboratories, libraries, medical and dental health
facilities, canteens, etc. (if change/addition has been
made).
___ Adequate
___ Clean
- ___ 10. Proposed budget for the succeeding school year approved
by the Board of Trustees/Directors.
___ Approved by the Board of Trustees/Directors.
- ___ 11. List of school administrators (president, vice-
president, deans, department heads).
___ Educationally qualified.
___ Salaries in accordance with prescribed standards.
___ Full-time
___ Etc.
- ___ 12. List of academic non-teaching personnel (registrar,
librarian, guidance counsellor, researcher).
___ Educationally qualified.
___ Subject assignments in accordance with
qualification.
___ Salary/other benefits in accordance with
prescribed standards.
___ Valid contracts/appointments.
___ Ratio of full-time, part-time in accordance with
DECS policies.
___ Full-time
___ Etc.
- ___ 13. List of athletic facilities, equipment, supplies and
materials (to be certified by the school head).
___ Adequate.
- ___ 14. School Bond.
___ Proper documents submitted.

For new course(s) of existing schools

- ____ 15. Copy of retirement plan registered with the Securities and Exchange Commission.
____ Registered with the SEC.
____ Contributory/Non-contributory.
- ____ 16. Copy of latest financial statement of the school certified by an independent CPA.
____ Certified by an independent CPA.
____ Complete
- ____ 17. Proposed curriculum.
____ In accordance with standards and requirements.
- ____ 18. Proposed tuition and other school fees.
____ Approved by DECS.
____ In accordance with guidelines.
- ____ 19. List of the new teaching/academic staff for the course(s)/program(s) applied for.
____ Educationally qualified.
____ Subject assignments in accordance with qualification.
____ Salary/other benefits in accordance with prescribed standards.
____ Valid contracts/appointments.
____ Ratio of full-time; part-time in accordance with DECS policies.
____ Etc.
- ____ 20. List of laboratory facilities, equipment, furniture, supplies and materials classified by subject area, (to be certified by the school head).
____ Complies with prescribed standards and requirements by subject area.
- ____ 21. List of library holdings (to be certified by the school head).
____ Complies with prescribed standards and requirements by classification.
- ____ 22. Inspection and Application Fees (P520.00)
____ O.R. No _____
____ Place of Issuance _____
____ Date of Issuance _____
- ____ 23. Performance in Board/Bar Examinations.
- ____ 24. NCEE and Admission Credentials
____ Performance in NCEE
____ Compliance with admission requirements

FINDINGS

RECOMMENDATION

Processed By:

Reviewed By:

(Professor)

(Reviewer)

(Date)

(Date)

(Inclosure No. 2 to DECS Order No. 12, s. 1991)
DECS Form No. GPR-d

APPLICATION FOR GOVERNMENT PERMIT
TO OPERATE (Course & Curr. Year)
FOR THE SCHOOL YEAR _____

_____, 19____

The Honorable
The Secretary of Education, Culture and Sports
M a n i l a

Through Channels

S i r :

The undersigned Chairman of the Board of Trustees/President hereby petition for GOVERNMENT PERMIT to operate the (Course and Curriculum Years) under the laws of the Republic of the Philippines.

Name of School: _____
Address: _____
Course: _____ Curriculum Year(s): _____

To support this petition are the following documents duly certified/authenticated:

1. Board Resolution on the operation of the new course certified by the Corporate Secretary.
2. Statements on the following:
 - a. Philosophy and goals of the course
 - b. Viability of the course particularly in terms of:
 - b.1 demand for the graduates
 - b.2 prospective students
 - b.3 existing schools offering the same course within the province/city

For new schools or existing schools that have not yet submitted this document or have changes in the following aspects:

3. Articles of Incorporation and By-laws duly registered with the Securities and Exchange Commission.
4. Copy(ies) of the Transfer Certificate(s) of Title (TCT) of the school site.

5. Statement on the location of the school in relation to recreational places and other factors that are not conducive to the learning process.

6. Campus development and landscaping plans.

7. Document(s) of ownership of the school building(s).

8. Certificate of occupancy of the school building(s) from the proper city/municipal authorities.

9. Pictures of the school site building(s), classrooms, laboratories, libraries, medical and dental health facilities, canteens, sports and recreational areas, etc.

10. Proposed budget/annual expenditures for the succeeding school year approved by the Board of Trustees/Directors.

11. List of school administrators, i.e. president, vice-president(s), deans, department heads, etc., including:

- a. educational qualification, where and when obtained
- b. position/designation
- c. full-time/part-time
- d. rate of salary per month
- e. other employee benefits

12. List of academic non-teaching personnel including:

- a. educational qualifications, where and when obtained
- b. field of specialization by degree
- c. subject assignments
- d. full-time/part-time
- e. number of teaching/contact hour per week
- f. rate of salary per hour/month
- g. other employee benefits
- h. outside employment, if any

13. List of athletic facilities, equipment, supplies, and materials.

14. Bond in the amount of One Thousand Pesos (P1,000.00) per course which should not exceed P5,000.00 per school irrespective of the number of courses. Schools which have already filed the maximum amount of P5,000.00 need not file an additional bond. (Bond may be in the form of cash, real estate or surety).

For new course(s) of existing schools

15. Copy of retirement plan of the school registered with the Securities and Exchange Commission.

16. Copy of the latest financial statement for existing programs certified by an independent Certified Public Accountant.

17. Proposed curriculum of the course(s) applied for.
18. Proposed schedule of tuition and other school fees. (Approval to be secured from the DECS).
19. List of teaching/academic staff of the proposed course(s) applied for including:
 - a. educational qualifications, where and when obtained
 - b. field of specialization by degree
 - c. subject assignment
 - d. full-time/part-time
 - e. number of teaching/contact hour per week
 - f. rate of salary per hour/month
 - g. other employee benefits
 - h. outside employment, if any
20. List of laboratory facilities, equipment, supplies, and materials for the course(s) applied for.
21. List of library holdings classified into cultural, filipiniana, and professional. (Professional books are limited to the course being applied for).
22. Application and inspection fees in the amount of Five Hundred and Twenty Pesos (P520.00). Postal Money Order (PMO) must be issued in favor of the Department of Education, Culture and Sports (DECS).
23. Performance in the Board/Bar Examination whenever applicable.

I, as Chairman of the Board/President, promise to maintain the standards required for this course and to follow faithfully all the laws, rules and regulations, and the requirements of the Department of Education, Culture and Sports governing the operation of authorized private school courses and to inform the DECS of any plan or action regarding closure or phasing out of the course or any changes in the prescribed requirements. I acknowledge that any violation of the laws, the rules and regulations, and the requirements of the Department of Education, Culture and Sports shall be deemed sufficient cause for the revocation of the authority granted.

The school will not conduct classes in the course applied for above until and unless this application is approved and the corresponding Government Permit is issued by the Department of Education, Culture and Sports.

Very respectfully,

(Chairman of the Board/President)

A F F I D A V I T

Republic of the Philippines)
City/Municipality of _____) S.S.
Province of _____)

I, _____ of the Board of
Trustees/President of the _____ Filipino, of
_____ (School)
legal age and resident of the Philippines, after having been
sworn to in accordance with law, depose and say that the
information in this application and in the supporting documents
are true and correct.

(Chairman of the Board/President)

SUBSCRIBED AND SWORN to before me this _____ day of
_____, 19____. The affiant exhibited his Residence Certificate
No. _____, issued at _____, on _____.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Inclusion No. _____
FORM GPPA - I
Region _____

SUMMARIZED DATA ON APPLICATIONS RECEIVED
YEAR _____

SCHOOL	ADDRESS	PROGRAM (SPECIAL COURSE) (CURRICULUM YEAR)	DATE APPLICATION RECEIVED
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CPRA - 11
 ON _____

Summary Data on Action Taken on Applications
 Year

SCHOOL AND ADDRESS	PROGRAM (SPECIAL COURSE / VOUCHER / YEAR)	ACCESSION NUMBER	RECOMMENDATION	DISAPPROVED	
		Number	Date Issued	Number	Date