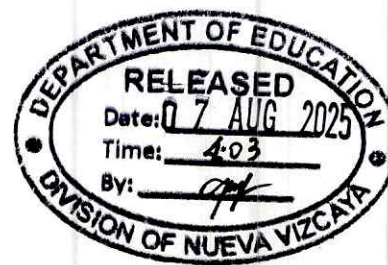




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA



August 6, 2025

Division Memorandum
No. 367 s. 2025

**SUBMISSION OF APPLICATION TO ESTABLISH A NEW
SCHOOL/COURSE LEVEL AND RENEWAL OF GOVERNMENT PERMIT
TO OPERATE FOR NON-DEPED SCHOOLS**

- To: Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum and Implementation Division Chief
Public Schools District Supervisors/ District In-Charge
Private Schools Kindergarten, Elementary and Secondary School Heads
All others Concerned
1. In compliance with the provisions stipulated in the DepEd Order No. 88, s. 2010, entitled “2010 Revised Manual of Regulations for Private Schools in Basic Education” and in DepEd Order No. 11, s. 2011, entitled, “Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education”, schools heads are hereby reminded to follow and act on these provisions.
 2. Anent this, application to establish a new school, or operate a new course/grade/year level and renewal of government permit for School Year 2025-2026 shall be submitted **on or before August 30** as stated in the Section 30 of the said DepEd Orders. Letter of intent shall be addressed to the DepEd Regional Director through the Schools Division Superintendent. **All the PSDS/DICs are requested to disseminate this call and to extend technical assistance to the Non-DepEd schools in their respective jurisdiction.**
 3. All documentary requirements must be uploaded to the Project NEB.STAR@QAD Drive using the school account; no physical submission is required. **However, the letter of intent and the inspection report conducted by the District Supervisor shall be submitted directly to the Division Office.** All uploaded documents in the Drive will be reviewed and evaluated by SGOD-SMME Section.
 4. Below is the list of private schools in the Division of Nueva Vizcaya:



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700



Cellphone No: • +63 962 681 4945 • +63 992 035 2123



Email Address: nuevavizcaya@depd.gov.ph



Website: <https://sdonuevavizcaya.com>



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No.	SCHOOL ID	SCHOOL NAME
1	400480	ARITAO METHODIST CHRISTIAN SCHOOL INC.
2	400487	BAGABAG CHILD DEVELOPMENT CENTER
3	410165	CALIFORNIA EDUCATION
4	416023	CHRISTIAN GLORY BAPTIST ACADEMY OF QUEZON INC.
5		GREAT VISIONS ACADEMY INC.
6	400526	LACTAWAN LEARNING CENTER
7	400488	LANTAP KIDDIE LEARNING CENTER
8	400516	MALASIN UMC KIDDIE LEARNING CENTER
9	400489	MURONG UMC LEARNING CENTER
10	400502	UMC BONFAL PROPER KIDDIE LC
11	416008	WESLEY LEARNING CENTER

5. All Private School Heads are expected to strictly observe the dates of submissions as follow:

Action to be taken	Submission, Information and Action to be taken not later than
Submission of application	August 30
Informing of Deficiencies in the required documents	September 30
Completion of deficiencies by the requesting school	October 31
RO QAD Ocular Inspection	November 30
Informing of deficiencies by RO2 QAD	December 15
Completion of deficiencies as required by RO2QAD	January 31
Approval by the Regional Office	February 28

6. Immediate and wide dissemination of the Memorandum is desired.

ORLANDO A. MANUEL PhD CESO V
Schools Division Superintendent



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