



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **0845**, s. 2026

To: Schools Division Superintendents
All Others Concerned

SUBMISSION OF APPLICATIONS FOR GOVERNMENT PERMIT TO OPERATE (GPTO), GOVERNMENT RECOGNITION (GR), TUITION AND OTHER SCHOOL FEES (TOSF), AND ALL APPLICATIONS COVERED UNDER DO NO. 40, S. 2014, DO NO. 51, S. 2015, AND DO NO. 17, S. 2026 FOR SY 2027-2028

1. To ensure the timely processing and approval of necessary documents for the School Year (SY) 2027-2028, this Office hereby calls for the submission of application both from public and private schools of the following:
 - a. Government Permit to Operate (GPTO)
 - b. Government Recognition (GR)
 - c. Tuition and Other School Fees (TOSF)
 - d. Opening of Additional Program Offerings
 - e. All applications covered under DepEd Order (DO) No. 40, s. 2014, DO No. 51, s. 2015, and DO No. 17, s. 2026
2. All documentary requirements must be complete, accurate, and duly signed by the School Head or School Administrator, including the supporting documents, and compliance checklists.
3. In addition to the requirements for an application for GPTO, GR, and other related applications, concerned schools shall submit an approved **Child Protection Compliance (CPC) Policy, contingency plans, and other relevant documents** in compliance with DO No. 6, s. 2026, titled *Guidelines on Ensuring a Safe and Motivating Learning Environment (ESMLE)*.
4. Schools Division Office – School Governance and Operations Division (SDO-SGOD) is responsible for the initial verification and validation of public and private schools submitted credentials. Applications must be submitted to the respective Division Office either through the Records Section or via the official email addresses designated by the office. Printed or electronic submissions must be clearly labeled and submitted within the prescribed timelines.
5. All concerned schools shall strictly observe the timelines of submission of application. It is reiterated that all application deadlines must be submitted one year prior to the applied intended school year of operation.
6. The following are the timelines for applications from all public and private schools to wit:



Category	Type of Application	Submission to RO
Public	Establishment of Schools, Merging, Naming and Renaming, Conversion, Separation of Public School Annexes	June 30 – August 30
	Strengthened Senior High School Program	June 30 – August 30
	Compliance of Deficiencies and Other Lacking Documents	Not later than October 31
Private	Government Permit to Operate (GPTO) for Establishment/ Additional Course Offering	August 30 (preceding the SY)
	Compliance of Deficiencies and Other Lacking Documents	Not later than October 31
	Government Permit to Operate (GPTO)/ Government Recognition (GR) of Private Basic Education Institutions Offering the Senior High School (SHS) Program	August 1 – December 31
	Renewal of GPTO	On or before 2 nd of January preceding the opening of SY
	Government Recognition (for Kindergarten to Junior High Schools)	On or before 1 st of February preceding the opening of SY
	Tuition and Other School Fees (TOSF)	May 15
	Special Order (SO) for Graduation	15 days before the scheduled end of academic year

7. All previous regional issuances or portions hereof which are contrary to or inconsistent with any provision of this Memorandum are hereby amended accordingly.

8. For queries, contact Quality Assurance Division (QAD) through qad_caraga@deped.gov.ph or call at telephone number (085) 342-5959.

9. Immediate dissemination of this Memorandum is highly desired.

ALLAN G. FARNAZO
Director IV

ESS/QAD/RM- Submission of Applications for Provisional ...
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