



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

August 16, 2021

DIVISION MEMORANDUM

No. 309 s. 2021

**SCHEDULE OF ONLINE APPLICATION OF GOVERNMENT PERMIT FOR
NEW/RENEWAL/GOVERNMENT RECOGNITION (KINDERGARTEN,
ELEMENTARY AND JUNIOR HIGH SCHOOL) AND ADDITIONAL TRACK/S,
STRAND/S, SPECIALIZATION/S FOR SENIOR HIGH SCHOOLS FOR
SY 2022-2023**

To: OIC-Assistant Schools Division Superintendent
CID Chief
OIC-SGOD Chief
School Administrators/Owners (Private Schools)
All Others Concerned

1. The Schools Division Office hereby reminds all concerned private schools regarding the schedule of online application for SY 2022-2023:

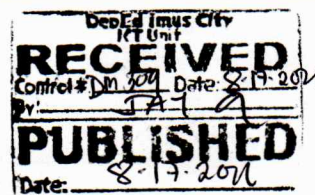
New School, New Course/Grade Level, New Senior High School and/or Additional Track/Strand/Specialization	On or before August 30, 2021 (preceding the start of the school year when the new school or course/grade level is supposed to operate)
Government Recognition	On or before February 1, 2022 (preceding the opening of classes)
Renewal of Government Permit for Succeeding Year	On or before January 2, 2022 (preceding the opening of the school year)

2. Please take note of the references below for the documentary requirements and other details of the said application/s:

DepEd Memorandum No. 4, s. 2014 (for Senior High School)
DepEd Order No. 11 s. 2011 - Amendment to DO 88, s. 2010
DepEd Order No. 88, s. 2010 - Revised Manual of Regulations for Private Schools
Regional Memorandum No. 191, s. 2016
Regional Memorandum No. 138, s. 2017


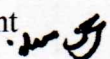


Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 471-1134 / (046) 471-0730
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscity



AJA18-0156

3. Kindly send your online application at **imus4a.privateschool@gmail.com**
cc: **sgod.imus@deped.gov.ph**. All concerned will be notified for **any** changes in the email address if there are any.
4. For clarification and/or queries, please contact **Ms. Matea-Alvyn H. Trinidad**, SEPS for Planning and Research and Division Private Schools Coordinator, at (046) 419-8450 to 53 or email at **mateaalvyn.trinidad@deped.gov.ph**.
5. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.


ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent 

Encl.: None

References: As stated

To be indicated in Perpetual Index
under the following subjects:

PRIVATE EDUCATION
PERMIT