RELEASED
SDO-DAGUPAN
BY _____
DATE JUN 21 2022
TRACKING NO. 2616

Office of the Schools Division Superintendent
DIVISION MEMORANDUM No. _224_ , s. 2022

To: Assistant Schools Division Superintendent
        Chief Education Supervisors (CID & SGOD)
        Education Program Supervisors
        Public Schools District Supervisors
        PRIVATE Elementary & Secondary School Principals/School Administrators
        All Others Concerned

From: Office of the Schools Division Superintendent

Subject: **DISSEMINATION OF REGIONAL MEMORANDUM NO. 653 s. 2022 (POLICY GUIDELINES ON THE IMPLEMENTATION OF E-APPLICATION FOR PRIVATE SCHOOLS IN DEPED REGION I)**

Date: June 17, 2022

1. For the information and guidance of all concerned, enclosed is a copy of **Regional Memorandum No. 653, s. 2022** entitled **Policy Guidelines on the Implementation of E-Application for Private Schools in Deped Region I** dated June 15, 2022.

2. Immediate dissemination of and strict compliance with this memorandum is desired.

AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone No: (075) 615-2645 | 615-2649
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph

Management System
ISO 9001:2015
TÜVRheinland CERTIFIED
www.tuv.com
ID 9108650037

Republic of the Philippines

Department of Education
REGION I

Office of the Regional Director

REGIONAL MEMORANDUM
No. 453   s. 2022

JUN 15 2022

POLICY GUIDELINES ON THE IMPLEMENTATION OF E-APPLICATION FOR PRIVATE SCHOOLS IN DEPED REGION I

TO: Assistant Regional Director
      Schools Division Superintendents
      School Heads of Private Schools
      All Others Concerned

1.   This Office, through the Quality Assurance Division (QAD) issues the enclosed Policy Guidelines on the Implementation of E-Application for Private Schools (E-APS) in DepEd Region I. The system was developed to ensure timely and efficient delivery of regulatory and developmental services to private schools.

2.   The system shall serve as an official platform for the different applications of private school. It aims to:
      a. facilitate processing of private schools' application;
      b. provide effective, efficient and systematic records management;
      c. provide real-time and updated information to track application and processing of documents; and
      d. provide information for monitoring and evaluation.

3.   These private schools' applications shall focus on the following:
      a. Government Permit to Operate (New and Renewal);
      b. Government Recognition;
      c. Senior High School Application;
      d. Tuition and Other School Fees Application; and
      e. Special Order.

4.   This Memorandum provides guidelines on the processes, timelines, and accountability on the use of the E-APS in the Region.

6.   The E-APS can be accessed through the web address https://deped.ro1apps.com
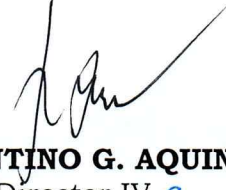
DepEd Region 1: Built on character; empowered by competence.

Flores St., Catbangen, City of San Fernando, La Union
(072) 607-8137 / 682-2324
region1@deped.gov.ph | www.depedro1.com

AMBISYON
NATIN 2040

7.   This Memorandum shall take effect immediately upon its approval, issuance, and publication online at www.depedro1.com

8.   Immediate dissemination of and strict compliance with this Memorandum is directed.

TOLENTINO G. AQUINO
Director IV

Incl.: As Stated
Reference:
        DepEd Order No. 88, s. 2010
        DepEd Memo No. 4, s.2014
        DepEd Order No. 10, s. 2018
        Republic Act No. 10173
        Republic Act No. 11032
        Regional Basic Education Plan (RBEP), Fiscal Year 2021 - 2023

To be included in the Perpetual Index:
        Under the following subjects:

SCHOOLS	SYSTEMS	PROCESSES
STANDARDS	PROCEDURE	POLICY

QAD/lpm/RM_EAPSPolicyGuidelines
June 9, 2022

Documan ®

DepEd RO1   Q A D 2 2 0 7 8 6

POLICY GUIDELINES ON THE IMPLEMENTATION OF E-APPLICATION FOR PRIVATE SCHOOLS IN DEPED REGION 1

I. GENERAL PROVISIONS

SECTION 1. STATEMENT OF THE POLICY

In support to the key strategic priorities of the department on "Modernization of Education Management and Governance," the Electronic-Application for Private Schools (E-APS) was designed for private schools, whereby, core systems and processes are automated and streamlined for effective and efficient service delivery.

This information system helps the private schools to submit and track their applications online. At the same time, it facilitates processing, validation and verification, and monitoring and evaluation at the Regional Office (RO) and Schools Division Offices (SDOs).

These guidelines cover the operationalization of the following processes:

a. School Registration;
b. School Application on Government Recognition/Permit, Tuition & Other School Fees, Senior High School, and Special Order;
c. Verification of Requirements from Applications;
d. Verification of Reuploaded Requirements from Returned Applications;
e. Viewing/Monitoring on the Status of Applications;
f. Viewing and Generating Reports; and
g. Activation/De-activation of Schools and maintenance of use accounts

SECTION 2. REFERENCES

a.) DepEd Order No. 88, s. 2010[1]

b.) DepEd Memo No. 4, s.2014[2]

c.) DepEd Order No. 10, s. 2018[3]

d.) Republic Act No. 10173[4]

---

[1]Provisions of the Revised Manual of Regulation for Private Schools in Basic Education ensuring the private schools' operation compliant to basic education quality and standards

DepEd Region 1: Built on character; empowered by competence.

Flores St., Catbangen, City of San Fernando, La Union
(072) 607-8137 / 682-2324
region1@deped.gov.ph | www.depedro1.com

AMBISYON
NATIN2040

e.) Republic Act No. 11032[5]

f.) Regional Basic Education Plan (RBEP), Fiscal Year 2021 - 2023[6]

SECTION 3. DEFINITION OF TERMS
For the purpose of this policy, the following terms are defined as follows:

1. **Application Processing** refers to the different requests of private schools relative to school operations and services such as Government Permit/Recognition to Operate, Tuition and Other School Fees, Special Order and other private school matters that are submitted to DepEd for evaluation and approval.

2. **Basic Processes** are the expected tasks in the system to be performed by the different system users across governance level. These include the different application of private schools and validation of documents performed by the SDO and RO level respectively.

3. **DepEd Region 1** refers to the Regional Office Proper, Schools Division Offices and Private Schools (Kindergarten, Elementary, Junior High School, and Senior High School levels)

4. **E-Application for Private Schools** (E-APS) is a developed system whereby private schools can submit their applications online. Through this system, it will facilitate the processing of private schools' application and can track the status of their application real-time. This system also provides data for records management.

5. **Essential Requirements** are the necessary and important documents stipulated in DepEd Order No. 88, s. 2010 that private schools are required to submit online. These documents are streamlined and condensed for submission in the E-APS.

6. **Monitoring and Evaluation** is a continuous process of assessment, analysis and checking of progress of the implementation of the system as basis for corrective action and continuous improvement.

7. **Private Schools** refers to all established school institutions that are privately owned or managed offering basic education programs from Kindergarten to Senior High School and are authorized by the Department of Education to operate certain educational programs in accordance with laws and policies per DepEd Order No. 88, s. 2010.

---

[2] Provision of documentary requirements that need to be complied for the SHS implementation in Non-DepEd Schools
[3] The Regional Office is authorized in the issuance of Special Orders for the approval of the eligibility for Graduation from Senior High School of Grade 12 learners enrolled in the private schools
[4] Provision of policy recognizing the vital role of information and communications technology in nation building and it is responsibility of the state to ensure that information and communication systems in the government and private sectors are protected and secured.
[5] An Act that aims to streamline the current systems and procedures of government services, thus, improving the competitiveness of and ease of doing business in the Philippines
[6] Automation of processes is one of the priority concerns of the DepEd Region 1 for efficient and effective delivery of office operations

8. **System Users** are individuals who are granted official access to the system. These include the school heads or Information Technology Officers of the private schools, SGOD Chiefs, SDO Personnel-in-Charge of Private Schools, Chief of the Quality Assurance Division, Education Program Supervisors of the Quality Assurance Division, Schools Division Superintendents, Assistant Regional Director and Regional Director.

9. **Technical Assistance** is the process of providing support to all System Users who have encountered problems while using the system. It also includes providing guidance to all private schools on the preparation and submission of essential requirements of the different applications.

10. **Technical Assistance Team** is a group of members who are responsible in providing technical support and assistance to all system users. These members include the Quality Assurance Division, Regional Office and Schools Division Office Information Technology Officer (RO and SDO ITO), Schools Division Office Personnel-in-Charge of Private Schools, and System Developers.

11. **User Manuals** are also known as user guides that contain specific system function, instructions, and step-by-step procedures on how to perform specific processes of application or activity in the system.

II.   OPERATIONAL GUIDELINES

SECTION 4. RULES AND REGULATIONS

4.1. On Accessing the E-APS

1. The E-APS is accessed through the web address https://deped.ro1apps.com. All assigned units of the RO and SDOs are given their respective user accounts in consideration of their authorized access rights and privileges in conformance to Republic Act No. 10173 or known as *the "Data Privacy Act of 2012."*

2. The assigned unit account shall have access to the following:
   a. facility to download submitted documents for verification and validation;
   b. facility to upload and endorse verified applications;
   c. facility to return applications;
   d. facility to view, monitor and track real-time applications;
   e. facility to view statistics of application through graphs;
   f. facility to generate reports from different applications; and
   g. facility to view and download messages such as Memoranda and Advisories.

3. The Quality Assurance Division and Schools Division Office through the School Governance and Operations Division (SGOD) and SDO Personnel In-Charge of Private schools are provided with access to dashboards and reports facilities such as the status of schools' submitted, indorsed, and approved applications.

4. The SDO shall have access to the system and process private schools' applications only within their bound of jurisdiction.

5. The private schools shall have access to submit/upload applications to SDO and shall have access to dashboard to view the status and progress of their applications.

6. User accounts in the system are created and maintained by the designated User Account Administrator. The QAD shall serve as the Administrator of the System whose responsibility is to issue user accounts to only official designated system user upon the recommendation of the SGOD Chief and approval of the Schools Division Superintendent at the SDO level. Furthermore, issuance of user accounts to private schools shall be based upon the verification and approval of Schools' Registration.

7. The user accounts and tentative passwords of the designated personnel, specifically at the Regional Office and SDO levels shall be privately communicated in adherence to Data Privacy Act of 2012.

8. User Manuals (Refer to Annex E-G) are provided to RO, SDOs, and Private Schools and these can be readily accessed and downloaded through the system.

4.2. Roles and Responsibilities

a. The **Regional Director** shall provide policy directions on the implementation, utilization, and institutionalization of the E-APS in DepEd Region 1.

b. The **Chief of the Quality Assurance Division** shall serve as the overall system administrator of the E-APS and shall be responsible in the overall management of the said system. Specifically, the Chief shall:

    i. manage the overall supervision to ensure that the implementation and utilization of the different processes in the system are efficiently and effectively carried out across governance levels;

    ii. report plan, progress implementation, and issues and concerns to the Regional Director for management decision and direction;

    iii. coordinate with the ICTU for technical assistance as needed; and

    iv. plan and manage the institutionalization of the system in DepEd Region 1.

c. The **Schools Division Superintendent** shall oversee the implementation and utilization of the System. As Head of the Office, he/she ensures that the different processes in the system are

operationally carried out by the assigned unit and endorses recommendation to the Regional Office, if there is any, for continuous improvement.

d. The **Chief** of the **School Governance and Operations Division** shall:

 i. conduct monitoring on the implementation of the system if the different processes are in place and efficiently utilized by the private schools and the designated personnel-in-charge of private schools.

 ii. review and evaluate the implementation of the system and recommend necessary actions to management for continuous improvement, in coordination with the ICTU and SDO Personnel-in-charge of Private Schools.

e. The **ICT Unit** of the **Regional Office** and **Schools Division Office** shall serve as member of the technical assistance team that will provide technical support relative to the application processes and other system requirements.

f. The **SDO Personnel-in-Charge of Private School** shall serve as the validator of school applicants. He/she shall:

 i. process and evaluate essential requirements submitted to the E-APS for the application being applied for

 ii. submit/upload a statistical-narrative report as well as endorsement duly signed by the SDS and officially released by the Records Section

 iii. conduct progress monitoring on online applications of private schools and the status of applications that are endorsed to the Regional Office.

 iv. provide technical assistance to private schools in the submission of essential requirements in compliance to standards and guidelines per DepEd Order No. 88, s. 2010 and shall coordinate with the ICTU in cases of technical supports.

g. The **Education Program Supervisors** of the **Quality Assurance Division** shall promptly process and review online applications of private schools that are endorsed by the Schools Division Office. Specifically, they shall:

 i. carefully validate all submitted essential requirements for online submission and provide feedback, when needed, to facilitate processing of applications;

ii. verify the veracity and completeness of the submitted essential requirements through the conduct of online or onsite validation whichever is appropriate adherence to standards and guidelines on health protocols;

iii. serve as member of the Technical Assistance Team to provide technical support to SDOs and private schools, when needed, relative to the different processes in the system; and

iv. provide orientations and trainings to all users for effective and efficient implementation and utilization of the system.

h. The **Private School Heads** are enjoined to use the system for efficient and effective implementation of the system. As end users of the system, they shall:

i. review, prepare and upload the necessary essential documents to the system compliant to DepEd Order No. 88, s. 2010 and DepEd Memorandum No. 4, s. 2014 and other relative orders pertaining private school matters;

ii. regularly monitor and check updates status of application and comply with deficiencies, if there is any, to facilitate processing of applications;

iii. report and coordinate with the Personnel-in-Charge of Private Schools or the Technical Assistance Team for any problems encountered for immediate provision of technical support; and

iv. participate in orientations and trainings on the use of system for updates and enhancements.

4.3. ESSENTIAL REQUIREMENTS FOR ONLINE SUBMISSION

The essential requirements and description of these documents for online submission specified hereunder per type of application must be satisfied and complied with by the requesting school *(Refer to Annexes A-D for the sample documents)*

4.3.1 On Government Permit to Operate (New Application/Additional Grade Level)

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
GP1	Board Resolution Certified by the Corporate Secretary	Philosophy and goals of the course Viability of the course Indicate the intent of the application

		(Narrative form)
GP2	Articles of Incorporation and By-Laws	Approved SEC (name, address, seal or logo), and the page containing the purpose - notarized (Annex A)
GP3	Notarized Feasibility Study	Purpose and objectives of the proposed school or course;
		___ Availability of the school site and building, including the document of ownership thereof, the location plans, pictures, and the architects plan of the building if the same is still to be constructed;
		___ Itemized cost of the project covering the entire course in terms of site, site development, classrooms, equipment and facilities, library, laboratory, monthly or annual salaries of faculty and other personnel, other essential equipment and maintenance;
		___ Financial capacity of applicant school, including its resources, to provide the requirements for the entire course and support its operation from year to year without depending solely on student fees;
		___ Need or demand for the establishment of the school or operation of the course in the locality. If the course is already being offered in the same locality, there must be evidence of the following factors: ___ distance of the applicant school to the existing school; ___ enrolment in existing school; ___ number of students in the same locality enrolled in schools other than in the existing school (for new application only)
GP4	Application/ Inspection Fee	Scanned copy of Official Receipt
GP5	School Bond	Scanned copy of Official Receipt
GP6	Certificate of Occupancy	Signed by Municipal/City Engineer
GP7	Proposed budget	Duly approved and signed by the Board of Trustees/Directors
GP8	List of School Administrators	Profile (Educational qualification, salary and status of appointment) (Tabular form)
GP9	List of Teaching & Non-Teaching personnel	Profile (Educational Qualification, Eligibility)

	(registrar, librarian, guidance counselor, researcher)	(Tabular form)
GP10	Proposed Tuition and other school fees	Duly approved and signed by the Board of Trustees/Directors
GP11	List of Laboratory facilities	Science – Physics, Chemistry, Biology
		TLE laboratory facilities/equipment (HE, Agriculture, Industrial Arts shop/equipment/tools)
GP12	Library Furniture & Equipment	List of Library holdings contains the title, date of publication, date of purchased duly certified by the school head/school librarian
		List of available materials/furniture/equipment
GP13	Copy of Retirement Plan registered with the SEC/ Mandatory Benefits (SSS, PhilHealth, Pag-ibig, etc)	Generated contributions reflecting the names of the employees (up-to-date payment)
*GP14	Indorsement and Narrative Statistical Report	Division Level Duly signed by the SDS and officially released by the Records Section

*To be accomplished by the SDO

4.3.2. On Renewal of Government Permit to Operate

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
RGP1	Board Resolution Certified by the Corporate Secretary	Philosophy and goals of the course Indicate the intent of the application (Narrative form)
RGP2	Articles of Incorporation and By-Laws	Approved SEC (name, address, seal or logo), and the page containing the purpose – notarized (Annex A)
RGP3	Certificate of Occupancy	Signed by Municipal/City Engineer
RGP4	Application Fee	Scanned copy of Official Receipt
RGP5	Proposed budget	Duly approved and signed by the Board of Trustees/Directors
RGP6	List of School Administrator	Profile (Educational qualification, status of appointment, and salary) (Tabular form)
RGP7	List of teaching & Nonteaching	Profile (Educational Qualification, Eligibility) (Tabular form)

		Cover page and signature of CPA, page containing the date of the financial statement *(Annex B)*
RGP8	Copy of Latest Financial Statement	Cover page and signature of CPA, page containing the date of the financial statement *(Annex B)*
RGP9	Copy of Retirement Plan registered with SEC / Mandatory Benefits/ Certified photocopy of receipt of up-to-date payment of: Retirement premiums Pag-IBIG PhilHealth and others	Copy of the Retirement Plan / Generated contributions reflecting the names of the employees (up-to-date payment)
*RGP10	Indorsement and Narrative Statistical Report	Division Level

To be accomplished by the SDO

4.3.3. On Recognition to Operate

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
GR1	Updated Board Resolution Certified and Signed by the Corporate Secretary	Philosophy and goals of the course Indicate the intent of the application (Narrative form)
GR2	Articles of Incorporation duly registered with the SEC	Approved SEC (name, address, seal or logo), and the page containing the purpose – notarized
GR3	Documents of ownership/Transfer Certificate of Title of Site and Building	School site/additional site; School building/additional school building;
GR4	Updated Certificate of Occupancy	Signed by Municipal/City Engineer
GR5	Proposed budget for the succeeding school year	Duly approved and signed by the Board of Trustees/Directors
GR6	Copy of Latest Financial Statement of the School certified by the independent CPA	Cover page and signature of CPA, page containing the date of the financial statement *(Annex B)*
GR7	Certified photocopy of receipt of up-to-date payment of: Retirement premiums Pag-IBIG PhilHealth and others	Generated contributions reflecting the names of the employees (up-to-date payment)
GR8	List of basic Science laboratory equipment/instruments/facilities	Chemistry Equipment

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
GR9	List of basic Biology laboratory equipment/instruments/facilities	Biology Equipment/Instruments
GR10	List of basic Physics laboratory equipment/instruments/facilities	Physics Equipment/Instruments
GR11	List of basic consumables/chemical substances	Science – Physics, Chemistry, Biology List of basic consumables/chemical substances
GR12	Library furniture	List of library furniture (tables, chairs, shelves, bulletin board, etc.)
GR13	Collection Management	List of Library holdings contains the title, date of publication, date of purchased duly certified by the school head/school librarian
GR14	Selection, Organization, Preservation & Security, Services & Utilization	Narrative Form
GR15	TLE laboratory facilities/equipment (Home Economics, Agriculture, Industrial Arts	List of laboratory / shop equipment / tools, Agriculture lot / equipment / tools
GR16	Sports & Athletic facilities/equipment	List of facilities/equipment
GR17	Computer Laboratory and Audio-Visual Facilities	List of functional units, facilities/equipment
GR18	*Indorsement and Narrative Statistical Report	Division Level Duly signed by the SDS and officially released by the Records Section

*To be accomplished by the SDO

4.3.4. On Application for Opening/Additional/Change Offering of SHS Program

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
SHS1	Board Resolution Certified by the Secretary and Approved by the Board of Directors/Board of Trustees	Purpose School Year of Intended Operation SHS Curriculum for the Track/s and Strand/s to be offered
SHS2	Certificate of Recognition	Scanned copy of certification

SHS3	Proposed Tuition and Other School Fees	Duly signed by the BOT/BOD
SHS4	Proposed School Calendar	Duly signed by the school head
SHS5	Proposed List of Academic and Non-Academic Personnel	Tabular Form - Qualifications - Job Descriptions - Teaching Load - Number of Working Hours per Week -Certification from Recognized National/International Agencies (TESDA, ABA, and others)
SHS6	Minimum Program Requirements for The SHS Tracks / Strands	Narrative (Discussion on the ff. - Instructional Rooms - Laboratories (Computer, Science, workshop Room/studios) - Athletic Facilities - Learners' Resource Center or Library - Internet Facilities Ancillary Services
SHS7	Memorandum/Memoranda of Agreement/Memorandum of Understanding for Partnership Arrangements relative to the SHS Program Implementations.	- Notarized - Signed by both parties - Terms & Conditions Work Immersion Plan
SHS8	Articles of Incorporation and by-laws	Approved SEC (name, address, seal or logo), and the page containing the purpose – notarized (Annex A)
SHS9	Documents ownership of school sites under the name of the school, or deed of usufruct	School site/additional site; School building/additional school building;
SHS10	Proposed annual budget and annual expenditures	Duly approved by the Board of Trustees/Directors
*SHS11	Curriculum Offering	To be checked by the SDO Personnel-in-Charge
*SHS12	Narrative Statistical Report and Indorsement Letter	Division Level

*To be accomplished by the SDO

4.3.5. On Application for Special Order

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION/ITEMS
SO1	Letter of Request	Request for the approval of the SO
SO2	List of qualified SHS candidates	List in pdf file by strand
SO3	List of qualified SHS candidates	List in excel file arranged alphabetically regardless of sex and track following the prescribed format
*SO4	SF 10 (Permanent Record)	Division level To be checked and verified by the SDO Personnel-in-Charge of Private Schools
*SO5	Indorsement	Division level

To be accomplished by the SDO

4.3.6. On Application for Increase in Tuition and Other School Fees

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
TFI1	Letter of Intent	Letter indicating the intent of the application for an increase in tuition and other school fees
TFI2	Original notarized application using the official format	Refer to Annex C
TFI3	Certification under oath signed by the school head relative to the Distribution of Salary Increase/allocation of the incremental proceeds or other fees (70%, 20% & 10%)	Refer to Annex D
TFI4	Record proceedings, agreements made during the consultations conducted including signatures of parents who conform to the agreement (notarized) & indorsed by the PTA/PTCA officers.	Scanned copy of the Record proceedings, agreements made during the consultations conducted including signatures of parents duly signed, indorsed, and notarized
TFI5	Audited Financial Statement of the school certified by an independent	Scanned copy of the Financial Statement of the school duly audited and certified by an

	Certified Public Accountant	independent CPA. Refer to Annex B for the sample FS
TFI6	Copy of latest approved fees	Scanned copy of the latest approved fees
TFI7	Copy of latest Government Permit/Recognition	Scanned copy of the latest Government Permit/Recognition
***TFI8**	Indorsement from the Schools Division Office	Division Level

To be accomplished by the SDO

4.3.7. On Application for Proposed School Fees

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
PF1	Letter of Intent	Letter indicating the intent of the application for a proposed new fee/s
PF2	Original notarized application using the official format	Refer to Annex C
PF3	Certification under oath signed by the school head relative to the Distribution of Salary Increase/allocation of the incremental proceeds or other fees (70%, 20% & 10%)	Refer to Annex D
PF4	Record proceedings, agreements made during the consultations conducted including signatures of parents who conform to the agreement (notarized) & indorsed by the PTA/PTCA officers.	Scanned copy of the Record proceedings, agreements made during the consultations conducted including signatures of parents duly signed, indorsed, and notarized
PF5	Audited Financial Statement of the school certified by an independent Certified Public Accountant	Scanned copy of the Financial Statement of the school duly audited and certified by an independent CPA. Refer to Annex B
PF6	Copy of latest approved fees	Scanned copy of the latest approved fees
PF7	Copy of latest Government Permit/Recognition	Scanned copy of the latest Government Permit/Recognition
***PF8**	Indorsement from the Schools Division Office	Division Level Duly signed by the SDS and officially released by the Records Section

To be accomplished by the SDO

4.3.8. On Application for No Tuition Fee Increase and Other School Fees

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
NTFI1	Letter of Intent	Letter indicating the intent of the application for no tuition fee increase
NTFI2	Copy of latest approved fees	Scanned copy of the latest approved fees
*NTFI3	Indorsement from the Schools Division Office	Duly signed by the SDS and officially released by the Records Section

*To be accomplished by the SDO

4.4. BASIC PROCESSES ON THE USE OF E-APS PER GOVERNANCE LEVEL

The Table hereunder shows the expected tasks in each process to be performed per governance level in relation to the use of the system. The specific steps and procedures on the use of the system are discussed in the User Manual (*Refer to Annexes E-G*).

Process	Governance Level		
	School	**SDO**	**RO**
Registration	Register Reset Password		Verify and Activate
Applications for Government Recognition, Government Permit (New and Renewal), Tuition Fee Increase, No Tuition Fee Inc., Propose Fee, SHS Applications, Special Order	Upload required Documents Track in the dashboard the status of applications Submit/upload deficiency/ies when required Track/monitor status of applications	Review/Validate submitted application/s Notify schools for deficiency/ies Submit/upload Statistical Narrative Report and endorse application/s Track/monitor status of endorsed applications to RO	Review/Validate/ Endorse submitted documents Notify schools for deficiencies Print and endorse approved application to SDOs Conduct onsite/online validation Track/monitor status of endorsed applications from SDOs Submit Monitoring Report and Recommendation

Deficiencies	Re-upload documents	Notify schools for deficiency/ies when needed Monitor/track compliance of deficiency/ies submitted to RO	Review/validate submitted documents Processed submitted deficiency/ies
Issuance of Government Recognition, Government Permit (New and Renewal), Tuition Fee Increase, No Tuition Fee Increase, Proposed Fee, SHS application, and Special Order	Track and view in the dashboard status of applications	Track and view in the dashboard status of private schools' applications Generate Reports	Recommend processed application for the Regional Directors' approval Endorsed approved/disapproved application of private schools to SDOs Track and view in the dashboard status of processed and approved endorsed private schools' applications Generate Reports
Notifications/ Communications	View/download Communications	View/download communication	Upload communications
Assigning of SDOs to the EPSs (QAD Chief)			QAD Chief assigns Monitoring SDOs to EPSs

4.5. Data /Report Generation

The system can generate the following reports in electronic spreadsheet format:

  i. Summary of status of private schools' applications;

  ii. list of processed school applications;

  iii. list of issued schools' permit and recognition to operate; and

  iv. master list of private schools.

It can also provide information through dashboard for different purposes.

4.6. On Payment

The Regional Office shall devise a mechanism to facilitate this process. In the absence of online payment, the Quality Assurance Division shall coordinate with the SDO Personnel-in-Charge of Private Schools to find possible means to accommodate schools' application while the Office processes the online payment.

III. FUNDING

The Regional Office shall allocate funds to cover system maintenance costs as well as activities for the orientation-trainings for all the users, and this shall be reflected in its Annual Work and Financial Plan

IV. MISCELLANEOUS PROVISIONS

SECTION 5. SEPARABILITY CLAUSE

If any clause, sentence, provision, or section of this policy is declared illegal or rendered invalid by competent authority, those provisions not affected by such declaration shall remain valid and effective.

SECTION 6. REPEALING CLAUSE

Any other guidelines, administrative order, office order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of these Guidelines is hereby repealed, modified, or amended accordingly.

SECTION 7. EFFECTIVITY

These guidelines shall take effect immediately upon issuance.

SECTION 8. MONITORING AND EVALUATION

The Quality Assurance Division, together with the ICT Team shall conduct monitoring and evaluation of the implementation of the system for continual improvement. The team shall conduct review of this policy to identify area of improvements and to further enhance its processes and effectiveness.

ARTICLES OF INCORPORATION

OF

███████████████

SEC BAGUIO EXTENSION OFFICE

Fee: _16.00_

O.R. No.: _0154094_

Date: _9/11/13_

KNOW ALL MEN BY THESE PRESENTS:

The undersigned incorporators, all of legal age and majority of whom are residents of the Philippines, have this day voluntarily agreed to form a non-stock and non-profit association under the laws of the Republic of the Philippines.

SEC BAGUIO EXTENSION OFFICE

SEP 11 2013

RECEIVED

THAT WE HEREBY CERTIFY:

FIRST: The name of the said association shall be:

███████████████

SECOND: A. That the purposes for which such association is incorporated are:

(1.) That the primary purpose of the association is to establish, manage and operate an educational institution which include but not limited to the following: Pre-school, Elementary and Secondary Education ;

(2.) That the secondary purposes of the association are as follows:

(a) To acquire, purchase own, hold, operate, develop, lease, mortgage, pledge, exchange, sell, transfer or otherwise invest trade or deal in, in any manner permitted by law, real and personal property of every kinds and description or any interest therein;

(b) In furtherance of its purpose, to enter into, make, perform and carry out, or cancel and rescind contracts of every kind and for any lawful purpose with any person, firm, association, corporation, syndicate, domestic or foreign or others;

(c) to enter into partnerships and/or joint ventures with other educational institutions and/or other corporation

1

CERTIFICATE OF INCORPORATION

KNOW ALL MEN BY THESE PRESENTS:

FOR THE COMMISSION:

ANNIE GONZALES-TESORO
Director

Annex B

Copy of Latest Financial Statement

Audited by Certified Public Accountant

STATEMENT OF MANAGEMENT'S RESPONSIBILITY
FOR ANNUAL INCOME TAX RETURN

The management of _____ _____ _____ is responsible for all information and representations contained in the Annual Income Tax Return for the year ended December 31, 2019. Management is likewise responsible for all information and representations contained in the financial statements accompanying the (Annual Income Tax Return or Annual Information Return) covering the same reporting period. Furthermore, the Management is responsible for all information and representations contained in all the other tax returns filled for the reporting period, including, but not limited, to the value added tax and/or percentage tax returns, and any and all other tax returns.

In this regard, Management affirms that the attached audited financial statements for the year ended December 31, 2019 and the accompanying Annual Income Tax Return are in accordance with the books and records of _____ _____ _____ complete and correct in all material respects. Management likewise affirms that:

a) The Annual Income Tax Return has been prepared in accordance with the provisions of the National Internal Revenue Code, as amended and pertinent tax regulations and other issuances of the Department of Finance and the Bureau of Internal Revenue.

b) Any disparity of figures in the submitted reports arising from the preparation of financial statements pursuant to financial accounting standards and the preparation of the income tax return pursuant to tax accounting rules, has been reported as reconciling items and maintained in the company's books and records in accordance with the requirements of Revenue Regulations No. 8 2007 and other relevant issuances;

c) _____ _____ _____ has filed all applicable tax returns, reports and statements required to be filed under Philippine tax laws for the reporting period and all taxes and other impositions shown thereon to be due and payable have been paid for the reporting period, except those contested in good faith.

President / Chairman of the Board

Chief Financial Officer

Brgy.

STATEMENT OF FINANCIAL POSITION
As of December 31, 2019

ASSETS

	Notes	2019	2018
Current Assets			
Cash	5	₱ 483,829	476,125
Non-Current Assets			
Property & Equipment	6	6,898,821	6,158,000
TOTAL ASSETS		₱ 7,382,649	6,634,125

LIABILITIES AND FUND BALANCES

Current Liabilities			
Accounts Payable and other current liab.	7	₱ 7,508,758	6,751,198
Fund balances			
Contributed capital	8	100,000	100,000
Cumulative Excess of revenue over expenses		(226,108)	(217,073)
		(126,108)	(117,073)
TOTAL LIABILITIES AND EQUITY		₱ 7,382,649	6,634,125

See Accompanying Notes to Financial Statements

clear

RECEIVED

STATEMENT OF CASH FLOWS
For the year ended, December 31, 2019

	Notes	2019	2018
Cash Flows From Operating Activities			
Excess of Income Over Expenses		(9,036)	(86,638)
Adjustments			
Depreciation	12	60,365	28,000
Increase (Decrease) in Current Liabilities		757,560	-321,486
Income tax expense		0	0
		817,925	349,486
Net Cash Provided by Operating Activities		808,889	262,848
Cash Flows from Investing Activities			
Acquisition of property & equipment		(323,646)	0
Contributed capital		0	0
		(323,646)	0
Cash Flows from Financing Activities			
Construction in Progress		(477,539)	0
Net Increase (Decrease) in Cash		7,703	262,848
Cash beg. Of the year		476,125	213,277
CASH, END OF THE YEAR		483,829	476,125

See Accompanying Notes to Financial Statements

Annex C

Original notarized application using the official format

FORM I.

CONTENTS OF APPLICATION

A. ITEM	current rate (SY)	% & amount of increase	proposed rate	approved rate (SY)

B. ALLOCATION	PROGRAM OF EXPENDITURES	APPROXIMATE COSTING
70%	• For equitable basic salary/salary increase for all school personnel concerned • For retirement benefits • For allowance and other fringe benefits • For faculty development	
20%	• For improvement of instructional, library and research or laboratory facilities • For student services • For extension services	
10%	• For return of investment	

C. PURPOSE AND JUSTIFICATION OF EACH ITEM IN THE PROPOSAL

D. EFFECTIVITY IN POINT OF SCHOOL YEAR OR ITEM

_____
School Head

REPUBLIC OF THE PHILIPPINES)
_____) s.s.
_____)

SUBSCRIBED AND SWORN to before me this ____ day of _____ 20 ___, affiant exhibiting to me his/her Residence Certificate No. ____ issued at _____ on _____, 20 _____.

_____
Administering Officer

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

Annex D

Certification under oath signed by the school head relative to the Distribution of Salary Increase/allocation of the incremental proceeds or other fees (70%, 20% & 10%)

Form 2   DISTRIBUTION/ALLOCATION OF THE INCREMENTAL PROCEEDS
          DURING THE PREVIOUS SCHOOL YEAR_____

I. Computed Income from Tuition Fee Increase:

Enrolment	Current rate	% Increase	Amount of Increase	Approved Rate	Computed Tuition Fee Increase
TOTAL					

Computed Income from Tuition Fee Increase ...., P_____
Computed Income from Other School Fees Increase ..... P_____

II. Allocation of the % Increase
     70%   – For equitable basic salary/salary increase
              for all school personnel concerned .... P_____
            – For retirement benefits................... _____
            – For allowance and other fringe benefits ... _____
            – For faculty development................... _____
                TOTAL
                                                    P _____
     20% – For improvement of instructional, library
         and research or laboratory facilities ...... P_____
            – For student services .... _____
            – For extension services................... _____
                TOTAL
                                                    P_____
     10% – For Return of Investments ....P_____

III. Distribution of Salary Increase

School Personnel	Designation	Present Salary	Salary Increase	Actual Salary
TOTAL				

Annex E

User Manual-School Account

`

Annex F

User Manual – Division User

Annex G

User Manual-CES Manual

POLICY GUIDELINES ON THE IMPLEMENTATION OF E-APPLICATION FOR PRIVATE SCHOOLS IN DEPED REGION 1

I. GENERAL PROVISIONS

SECTION 1. STATEMENT OF THE POLICY

In support to the key strategic priorities of the department on "Modernization of Education Management and Governance," the Electronic-Application for Private Schools (E-APS) was designed for private schools, whereby, core systems and processes are automated and streamlined for effective and efficient service delivery.

This information system helps the private schools to submit and track their applications online. At the same time, it facilitates processing, validation and verification, and monitoring and evaluation at the Regional Office (RO) and Schools Division Offices (SDOs).

These guidelines cover the operationalization of the following processes:

a. School Registration;
b. School Application on Government Recognition/Permit, Tuition & Other School Fees, Senior High School, and Special Order;
c. Verification of Requirements from Applications;
d. Verification of Reuploaded Requirements from Returned Applications;
e. Viewing/Monitoring on the Status of Applications;
f. Viewing and Generating Reports; and
g. Activation/De-activation of Schools and maintenance of use accounts

SECTION 2. REFERENCES

a.) DepEd Order No. 88, s. 2010[1]

b.) DepEd Memo No. 4, s.2014[2]

c.) DepEd Order No. 10, s. 2018[3]

d.) Republic Act No. 10173[4]

---

[1]Provisions of the Revised Manual of Regulation for Private Schools in Basic Education ensuring the private schools' operation compliant to basic education quality and standards

e.) Republic Act No. 11032[5]

f.) Regional Basic Education Plan (RBEP), Fiscal Year 2021 - 2023[6]

SECTION 3. DEFINITION OF TERMS
For the purpose of this policy, the following terms are defined as follows:

1. **Application Processing** refers to the different requests of private schools relative to school operations and services such as Government Permit/Recognition to Operate, Tuition and Other School Fees, Special Order and other private school matters that are submitted to DepEd for evaluation and approval.

2. **Basic Processes** are the expected tasks in the system to be performed by the different system users across governance level. These include the different application of private schools and validation of documents performed by the SDO and RO level respectively.

3. **DepEd Region 1** refers to the Regional Office Proper, Schools Division Offices and Private Schools (Kindergarten, Elementary, Junior High School, and Senior High School levels)

4. **E-Application for Private Schools** (E-APS) is a developed system whereby private schools can submit their applications online. Through this system, it will facilitate the processing of private schools' application and can track the status of their application real-time. This system also provides data for records management.

5. **Essential Requirements** are the necessary and important documents stipulated in DepEd Order No. 88, s. 2010 that private schools are required to submit online. These documents are streamlined and condensed for submission in the E-APS.

6. **Monitoring and Evaluation** is a continuous process of assessment, analysis and checking of progress of the implementation of the system as basis for corrective action and continuous improvement.

7. **Private Schools** refers to all established school institutions that are privately owned or managed offering basic education programs from Kindergarten to Senior High School and are authorized by the Department of Education to operate certain educational programs in accordance with laws and policies per DepEd Order No. 88, s. 2010.

_____

[2] Provision of documentary requirements that need to be complied for the SHS implementation in Non-DepEd Schools
[3] The Regional Office is authorized in the issuance of Special Orders for the approval of the eligibility for Graduation from Senior High School of Grade 12 learners enrolled in the private schools
[4] Provision of policy recognizing the vital role of information and communications technology in nation building and it is responsibility of the state to ensure that information and communication systems in the government and private sectors are protected and secured.
[5] An Act that aims to streamline the current systems and procedures of government services, thus, improving the competitiveness of and ease of doing business in the Philippines
[6] Automation of processes is one of the priority concerns of the DepEd Region 1 for efficient and effective delivery of office operations

8. **System Users** are individuals who are granted official access to the system. These include the school heads or Information Technology Officers of the private schools, SGOD Chiefs, SDO Personnel-in-Charge of Private Schools, Chief of the Quality Assurance Division, Education Program Supervisors of the Quality Assurance Division, Schools Division Superintendents, Assistant Regional Director and Regional Director.

9. **Technical Assistance** is the process of providing support to all System Users who have encountered problems while using the system. It also includes providing guidance to all private schools on the preparation and submission of essential requirements of the different applications.

10. **Technical Assistance Team** is a group of members who are responsible in providing technical support and assistance to all system users. These members include the Quality Assurance Division, Regional Office and Schools Division Office Information Technology Officer (RO and SDO ITO), Schools Division Office Personnel-in-Charge of Private Schools, and System Developers.

11. **User Manuals** are also known as user guides that contain specific system function, instructions, and step-by-step procedures on how to perform specific processes of application or activity in the system.

II.   OPERATIONAL GUIDELINES

SECTION 4. RULES AND REGULATIONS

4.1. On Accessing the E-APS

1. The E-APS is accessed through the web address https://deped.ro1apps.com. All assigned units of the RO and SDOs are given their respective user accounts in consideration of their authorized access rights and privileges in conformance to Republic Act No. 10173 or known as *the "Data Privacy Act of 2012."*

2. The assigned unit account shall have access to the following:
   a. facility to download submitted documents for verification and validation;
   b. facility to upload and endorse verified applications;
   c. facility to return applications;
   d. facility to view, monitor and track real-time applications;
   e. facility to view statistics of application through graphs;
   f. facility to generate reports from different applications; and
   g. facility to view and download messages such as Memoranda and Advisories.

3. The Quality Assurance Division and Schools Division Office through the School Governance and Operations Division (SGOD) and SDO Personnel In-Charge of Private schools are provided with access to dashboards and reports facilities such as the status of schools' submitted, indorsed, and approved applications.

4. The SDO shall have access to the system and process private schools' applications only within their bound of jurisdiction.

5. The private schools shall have access to submit/upload applications to SDO and shall have access to dashboard to view the status and progress of their applications.

6. User accounts in the system are created and maintained by the designated User Account Administrator. The QAD shall serve as the Administrator of the System whose responsibility is to issue user accounts to only official designated system user upon the recommendation of the SGOD Chief and approval of the Schools Division Superintendent at the SDO level. Furthermore, issuance of user accounts to private schools shall be based upon the verification and approval of Schools' Registration.

7. The user accounts and tentative passwords of the designated personnel, specifically at the Regional Office and SDO levels shall be privately communicated in adherence to Data Privacy Act of 2012.

8. User Manuals (Refer to Annex E-G) are provided to RO, SDOs, and Private Schools and these can be readily accessed and downloaded through the system.

4.2. Roles and Responsibilities

a. The **Regional Director** shall provide policy directions on the implementation, utilization, and institutionalization of the E-APS in DepEd Region 1.

b. The **Chief of the Quality Assurance Division** shall serve as the overall system administrator of the E-APS and shall be responsible in the overall management of the said system. Specifically, the Chief shall:

   i.   manage the overall supervision to ensure that the implementation and utilization of the different processes in the system are efficiently and effectively carried out across governance levels;

   ii. report plan, progress implementation, and issues and concerns to the Regional Director for management decision and direction;

   iii. coordinate with the ICTU for technical assistance as needed; and

   iv. plan and manage the institutionalization of the system in DepEd Region 1.

c. The **Schools Division Superintendent** shall oversee the implementation and utilization of the System. As Head of the Office, he/she ensures that the different processes in the system are

operationally carried out by the assigned unit and endorses recommendation to the Regional Office, if there is any, for continuous improvement.

d. The **Chief** of the **School Governance and Operations Division** shall:

    i.   conduct monitoring on the implementation of the system if the different processes are in place and efficiently utilized by the private schools and the designated personnel-in-charge of private schools.

    ii.   review and evaluate the implementation of the system and recommend necessary actions to management for continuous improvement, in coordination with the ICTU and SDO Personnel-in-charge of Private Schools.

e. The **ICT Unit** of the **Regional Office** and **Schools Division Office** shall serve as member of the technical assistance team that will provide technical support relative to the application processes and other system requirements.

f. The **SDO Personnel-in-Charge of Private School** shall serve as the validator of school applicants. He/she shall:

    i.   process and evaluate essential requirements submitted to the E-APS for the application being applied for

    ii.   submit/upload a statistical-narrative report as well as endorsement duly signed by the SDS and officially released by the Records Section

    iii.   conduct progress monitoring on online applications of private schools and the status of applications that are endorsed to the Regional Office.

    iv.   provide technical assistance to private schools in the submission of essential requirements in compliance to standards and guidelines per DepEd Order No. 88, s. 2010 and shall coordinate with the ICTU in cases of technical supports.

g. The **Education Program Supervisors** of the **Quality Assurance Division** shall promptly process and review online applications of private schools that are endorsed by the Schools Division Office. Specifically, they shall:

    i.   carefully validate all submitted essential requirements for online submission and provide feedback, when needed, to facilitate processing of applications;

     ii.   verify the veracity and completeness of the submitted essential requirements through the conduct of online or onsite validation whichever is appropriate adherence to standards and guidelines on health protocols;

     iii.   serve as member of the Technical Assistance Team to provide technical support to SDOs and private schools, when needed, relative to the different processes in the system; and

     iv.   provide orientations and trainings to all users for effective and efficient implementation and utilization of the system.

h. The **Private School Heads** are enjoined to use the system for efficient and effective implementation of the system. As end users of the system, they shall:

     i.   review, prepare and upload the necessary essential documents to the system compliant to DepEd Order No. 88, s. 2010 and DepEd Memorandum No. 4, s. 2014 and other relative orders pertaining private school matters;

     ii.   regularly monitor and check updates status of application and comply with deficiencies, if there is any, to facilitate processing of applications;

     iii.   report and coordinate with the Personnel-in-Charge of Private Schools or the Technical Assistance Team for any problems encountered for immediate provision of technical support; and

     iv.   participate in orientations and trainings on the use of system for updates and enhancements.

4.3. ESSENTIAL REQUIREMENTS FOR ONLINE SUBMISSION

The essential requirements and description of these documents for online submission specified hereunder per type of application must be satisfied and complied with by the requesting school *(Refer to Annexes A-D for the sample documents)*

4.3.1 On Government Permit to Operate (New Application/Additional Grade Level)

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
GP1	Board Resolution Certified by the Corporate Secretary	Philosophy and goals of the course Viability of the course Indicate the intent of the application

		(Narrative form)
GP2	Articles of Incorporation and By-Laws	Approved SEC (name, address, seal or logo), and the page containing the purpose - notarized (Annex A)
GP3	Notarized Feasibility Study	Purpose and objectives of the proposed school or course;
		___ Availability of the school site and building, including the document of ownership thereof, the location plans, pictures, and the architects plan of the building if the same is still to be constructed;
		___ Itemized cost of the project covering the entire course in terms of site, site development, classrooms, equipment and facilities, library, laboratory, monthly or annual salaries of faculty and other personnel, other essential equipment and maintenance;
		___ Financial capacity of applicant school, including its resources, to provide the requirements for the entire course and support its operation from year to year without depending solely on student fees;
		___ Need or demand for the establishment of the school or operation of the course in the locality. If the course is already being offered in the same locality, there must be evidence of the following factors: ___ distance of the applicant school to the existing school; ___ enrolment in existing school; ___ number of students in the same locality enrolled in schools other than in the existing school (for new application only)
GP4	Application/ Inspection Fee	Scanned copy of Official Receipt
GP5	School Bond	Scanned copy of Official Receipt
GP6	Certificate of Occupancy	Signed by Municipal/City Engineer
GP7	Proposed budget	Duly approved and signed by the Board of Trustees/Directors
GP8	List of School Administrators	Profile (Educational qualification, salary and status of appointment) (Tabular form)
GP9	List of Teaching & Non-Teaching personnel	Profile (Educational Qualification, Eligibility)

	(registrar, librarian, guidance counselor, researcher)	(Tabular form)
GP10	Proposed Tuition and other school fees	Duly approved and signed by the Board of Trustees/Directors
GP11	List of Laboratory facilities	Science – Physics, Chemistry, Biology
		TLE laboratory facilities/equipment (HE, Agriculture, Industrial Arts shop/equipment/tools)
GP12	Library Furniture & Equipment	List of Library holdings contains the title, date of publication, date of purchased duly certified by the school head/school librarian
		List of available materials/furniture/equipment
GP13	Copy of Retirement Plan registered with the SEC/ Mandatory Benefits (SSS, PhilHealth, Pag-ibig, etc)	Generated contributions reflecting the names of the employees (up-to-date payment)
*GP14	Indorsement and Narrative Statistical Report	Division Level Duly signed by the SDS and officially released by the Records Section

To be accomplished by the SDO

4.3.2. On Renewal of Government Permit to Operate

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
RGP1	Board Resolution Certified by the Corporate Secretary	Philosophy and goals of the course Indicate the intent of the application (Narrative form)
RGP2	Articles of Incorporation and By-Laws	Approved SEC (name, address, seal or logo), and the page containing the purpose – notarized (Annex A)
RGP3	Certificate of Occupancy	Signed by Municipal/City Engineer
RGP4	Application Fee	Scanned copy of Official Receipt
RGP5	Proposed budget	Duly approved and signed by the Board of Trustees/Directors
RGP6	List of School Administrator	Profile (Educational qualification, status of appointment, and salary) (Tabular form)
RGP7	List of teaching & Nonteaching	Profile (Educational Qualification, Eligibility) (Tabular form)

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
RGP8	Copy of Latest Financial Statement	Cover page and signature of CPA, page containing the date of the financial statement *(Annex B)*
RGP9	Copy of Retirement Plan registered with SEC / Mandatory Benefits / Certified photocopy of receipt of up-to-date payment of: Retirement premiums Pag-IBIG PhilHealth and others	Copy of the Retirement Plan / Generated contributions reflecting the names of the employees (up-to-date payment)
*RGP10	Indorsement and Narrative Statistical Report	Division Level

To be accomplished by the SDO

4.3.3. On Recognition to Operate

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
GR1	Updated Board Resolution Certified and Signed by the Corporate Secretary	Philosophy and goals of the course Indicate the intent of the application (Narrative form)
GR2	Articles of Incorporation duly registered with the SEC	Approved SEC (name, address, seal or logo), and the page containing the purpose – notarized
GR3	Documents of ownership/Transfer Certificate of Title of Site and Building	School site/additional site; School building/additional school building;
GR4	Updated Certificate of Occupancy	Signed by Municipal/City Engineer
GR5	Proposed budget for the succeeding school year	Duly approved and signed by the Board of Trustees/Directors
GR6	Copy of Latest Financial Statement of the School certified by the independent CPA	Cover page and signature of CPA, page containing the date of the financial statement *(Annex B)*
GR7	Certified photocopy of receipt of up-to-date payment of: Retirement premiums Pag-IBIG PhilHealth and others	Generated contributions reflecting the names of the employees (up-to-date payment)
GR8	List of basic Science laboratory equipment/instruments/facilities	Chemistry Equipment

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
GR9	List of basic Biology laboratory equipment/instruments/facilities	Biology Equipment/Instruments
GR10	List of basic Physics laboratory equipment/instruments/facilities	Physics Equipment/Instruments
GR11	List of basic consumables/chemical substances	Science – Physics, Chemistry, Biology List of basic consumables/chemical substances
GR12	Library furniture	List of library furniture (tables, chairs, shelves, bulletin board, etc.)
GR13	Collection Management	List of Library holdings contains the title, date of publication, date of purchased duly certified by the school head/school librarian
GR14	Selection, Organization, Preservation & Security, Services & Utilization	Narrative Form
GR15	TLE laboratory facilities/equipment (Home Economics, Agriculture, Industrial Arts	List of laboratory / shop equipment / tools, Agriculture lot / equipment / tools
GR16	Sports & Athletic facilities/equipment	List of facilities/equipment
GR17	Computer Laboratory and Audio-Visual Facilities	List of functional units, facilities/equipment
GR18	*Indorsement and Narrative Statistical Report	Division Level Duly signed by the SDS and officially released by the Records Section

*To be accomplished by the SDO

4.3.4. On Application for Opening/Additional/Change Offering of SHS Program

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
SHS1	Board Resolution Certified by the Secretary and Approved by the Board of Directors/Board of Trustees	Purpose School Year of Intended Operation SHS Curriculum for the Track/s and Strand/s to be offered
SHS2	Certificate of Recognition	Scanned copy of certification

SHS3	Proposed Tuition and Other School Fees	Duly signed by the BOT/BOD
SHS4	Proposed School Calendar	Duly signed by the school head
SHS5	Proposed List of Academic and Non-Academic Personnel	Tabular Form - Qualifications - Job Descriptions - Teaching Load - Number of Working Hours per Week -Certification from Recognized National/International Agencies (TESDA, ABA, and others)
SHS6	Minimum Program Requirements for The SHS Tracks / Strands	Narrative (Discussion on the ff. - Instructional Rooms - Laboratories (Computer, Science, workshop Room/studios) - Athletic Facilities - Learners' Resource Center or Library - Internet Facilities Ancillary Services
SHS7	Memorandum/Memoranda of Agreement/Memorandum of Understanding for Partnership Arrangements relative to the SHS Program Implementations.	- Notarized - Signed by both parties - Terms & Conditions Work Immersion Plan
SHS8	Articles of Incorporation and by-laws	Approved SEC (name, address, seal or logo), and the page containing the purpose – notarized (Annex A)
SHS9	Documents ownership of school sites under the name of the school, or deed of usufruct	School site/additional site; School building/additional school building;
SHS10	Proposed annual budget and annual expenditures	Duly approved by the Board of Trustees/Directors
*SHS11	Curriculum Offering	To be checked by the SDO Personnel-in-Charge
*SHS12	Narrative Statistical Report and Indorsement Letter	Division Level

*To be accomplished by the SDO

4.3.5. On Application for Special Order

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION/ITEMS
SO1	Letter of Request	Request for the approval of the SO
SO2	List of qualified SHS candidates	List in pdf file by strand
SO3	List of qualified SHS candidates	List in excel file arranged alphabetically regardless of sex and track following the prescribed format
*SO4	SF 10 (Permanent Record)	Division level To be checked and verified by the SDO Personnel-in-Charge of Private Schools
*SO5	Indorsement	Division level

To be accomplished by the SDO

4.3.6. On Application for Increase in Tuition and Other School Fees

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
TFI1	Letter of Intent	Letter indicating the intent of the application for an increase in tuition and other school fees
TFI2	Original notarized application using the official format	Refer to Annex C
TFI3	Certification under oath signed by the school head relative to the Distribution of Salary Increase/allocation of the incremental proceeds or other fees (70%, 20% & 10%)	Refer to Annex D
TFI4	Record proceedings, agreements made during the consultations conducted including signatures of parents who conform to the agreement (notarized) & indorsed by the PTA/PTCA officers.	Scanned copy of the Record proceedings, agreements made during the consultations conducted including signatures of parents duly signed, indorsed, and notarized
TFI5	Audited Financial Statement of the school certified by an independent	Scanned copy of the Financial Statement of the school duly audited and certified by an

	Certified Public Accountant	independent CPA. Refer to Annex B for the sample FS
TFI6	Copy of latest approved fees	Scanned copy of the latest approved fees
TFI7	Copy of latest Government Permit/Recognition	Scanned copy of the latest Government Permit/Recognition
***TFI8**	Indorsement from the Schools Division Office	Division Level

*To be accomplished by the SDO

4.3.7. On Application for Proposed School Fees

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
PF1	Letter of Intent	Letter indicating the intent of the application for a proposed new fee/s
PF2	Original notarized application using the official format	Refer to Annex C
PF3	Certification under oath signed by the school head relative to the Distribution of Salary Increase/allocation of the incremental proceeds or other fees (70%, 20% & 10%)	Refer to Annex D
PF4	Record proceedings, agreements made during the consultations conducted including signatures of parents who conform to the agreement (notarized) & indorsed by the PTA/PTCA officers.	Scanned copy of the Record proceedings, agreements made during the consultations conducted including signatures of parents duly signed, indorsed, and notarized
PF5	Audited Financial Statement of the school certified by an independent Certified Public Accountant	Scanned copy of the Financial Statement of the school duly audited and certified by an independent CPA. Refer to Annex B
PF6	Copy of latest approved fees	Scanned copy of the latest approved fees
PF7	Copy of latest Government Permit/Recognition	Scanned copy of the latest Government Permit/Recognition
***PF8**	Indorsement from the Schools Division Office	Division Level Duly signed by the SDS and officially released by the Records Section

*To be accomplished by the SDO

4.3.8. On Application for No Tuition Fee Increase and Other School Fees

CODE	ESSENTIAL REQUIREMENTS	DESCRIPTION
NTFI1	Letter of Intent	Letter indicating the intent of the application for no tuition fee increase
NTFI2	Copy of latest approved fees	Scanned copy of the latest approved fees
*NTFI3	Indorsement from the Schools Division Office	Duly signed by the SDS and officially released by the Records Section

*To be accomplished by the SDO

4.4. BASIC PROCESSES ON THE USE OF E-APS PER GOVERNANCE LEVEL

The Table hereunder shows the expected tasks in each process to be performed per governance level in relation to the use of the system. The specific steps and procedures on the use of the system are discussed in the User Manual (*Refer to Annexes E-G*).

Process	Governance Level		
	School	**SDO**	**RO**
Registration	Register Reset Password		Verify and Activate
Applications for Government Recognition, Government Permit (New and Renewal), Tuition Fee Increase, No Tuition Fee Inc., Propose Fee, SHS Applications, Special Order	Upload required Documents Track in the dashboard the status of applications Submit/upload deficiency/ies when required Track/monitor status of applications	Review/Validate submitted application/s Notify schools for deficiency/ies Submit/upload Statistical Narrative Report and endorse application/s Track/monitor status of endorsed applications to RO	Review/Validate/ Endorse submitted documents Notify schools for deficiencies Print and endorse approved application to SDOs Conduct onsite/online validation Track/monitor status of endorsed applications from SDOs Submit Monitoring Report and Recommendation

Deficiencies	Re-upload documents	Notify schools for deficiency/ies when needed Monitor/track compliance of deficiency/ies submitted to RO	Review/validate submitted documents Processed submitted deficiency/ies
Issuance of Government Recognition, Government Permit (New and Renewal), Tuition Fee Increase, No Tuition Fee Increase, Proposed Fee, SHS application, and Special Order	Track and view in the dashboard status of applications	Track and view in the dashboard status of private schools' applications Generate Reports	Recommend processed application for the Regional Directors' approval Endorsed approved/disapproved application of private schools to SDOs Track and view in the dashboard status of processed and approved endorsed private schools' applications Generate Reports
Notifications/ Communications	View/download Communications	View/download communication	Upload communications
Assigning of SDOs to the EPSs (QAD Chief)			QAD Chief assigns Monitoring SDOs to EPSs

4.5. Data /Report Generation

The system can generate the following reports in electronic spreadsheet format:

  i. Summary of status of private schools' applications;

  ii. list of processed school applications;

  iii. list of issued schools' permit and recognition to operate; and

  iv. master list of private schools.

It can also provide information through dashboard for different purposes.

4.6. On Payment

The Regional Office shall devise a mechanism to facilitate this process. In the absence of online payment, the Quality Assurance Division shall coordinate with the SDO Personnel-in-Charge of Private Schools to find possible means to accommodate schools' application while the Office processes the online payment.

III. FUNDING

The Regional Office shall allocate funds to cover system maintenance costs as well as activities for the orientation-trainings for all the users, and this shall be reflected in its Annual Work and Financial Plan

IV. MISCELLANEOUS PROVISIONS

SECTION 5. SEPARABILITY CLAUSE

If any clause, sentence, provision, or section of this policy is declared illegal or rendered invalid by competent authority, those provisions not affected by such declaration shall remain valid and effective.

SECTION 6. REPEALING CLAUSE

Any other guidelines, administrative order, office order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of these Guidelines is hereby repealed, modified, or amended accordingly.

SECTION 7. EFFECTIVITY

These guidelines shall take effect immediately upon issuance.

SECTION 8. MONITORING AND EVALUATION

The Quality Assurance Division, together with the ICT Team shall conduct monitoring and evaluation of the implementation of the system for continual improvement. The team shall conduct review of this policy to identify area of improvements and to further enhance its processes and effectiveness.

(non-stock)

ARTICLES OF INCORPORATION

OF

████████████████

SEC BAGUIO EXTENSION OFFICE

Fol.: 1640

O.R. No.: 054129

Date: 9/11/13

KNOW ALL MEN BY THESE PRESENTS:

The undersigned incorporators, all of legal age and majority of whom are residents of the Philippines, have this day voluntarily agreed to form a non–stock and non–profit association under the laws of the Republic of the Philippines.

THAT WE HEREBY CERTIFY:

SEC BAGUIO EXTENSION OFFICE

SEP 11 2013

RECEIVED

FIRST: The name of the said association shall be:

████████████████

SECOND: A. That the purposes for which such association is incorporated are:

(1.) That the primary purpose of the association is to establish, manage and operate an educational institution which include but not limited to the following : Pre-school, Elementary and Secondary Education ;

(2.) That the secondary purposes of the association are as follows:

(a) To acquire, purchase own, hold, operate, develop, lease, mortgage, pledge, exchange, sell, transfer or otherwise invest trade or deal in, in any manner permitted by law, real and personal property of every kinds and description or any interest therein;

(b) In furtherance of its purpose, to enter into, make, perform and carry out, or cancel and rescind contracts of every kind and for any lawful purpose with any person, firm, association, corporation, syndicate, domestic or foreign or others;

(c.) to enter into partnerships and/or joint ventures with other educational institutions and/or other corporation

1

COMPANY REG. NO. **CN201332629**

CERTIFICATE OF INCORPORATION

KNOW ALL MEN BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By-laws of

███████████████████

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Corporation Code of the Philippines (Batas Pambansa Blg. 68), and copies of said Articles and By-laws are herein attached.

This Certificate grants juridical personality to the corporation but does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, closed-end or open-end investment company, investment house, transfer agent, commodity financial futures exchange, broker/merchant, financing company, pre-need plan issuer, general agent in pre-need plans and time share/club share/membership certificates issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Baguio City, Benguet, Philippines, this 11th day of **September** Twenty Thirteen.

FOR THE COMMISSION:

ANNIE GONZALES-TESORO
Director

Annex B

STATEMENT OF MANAGEMENT'S RESPONSIBILITY
FOR ANNUAL INCOME TAX RETURN

The management of   is responsible for all information and representations contained in the Annual Income Tax Return for the year ended December 31, 2019. Management is likewise responsible for all information and representations contained in the financial statements accompanying the (Annual Income Tax Return or Annual Information Return) covering the same reporting period. Furthermore, the Management is responsible for all information and representations contained in all the other tax returns filled for the reporting period, including, but not limited, to the value added tax and/or percentage tax returns, and any and all other tax returns.

In this regard, Management affirms that the attached audited financial statements for the year ended December 31, 2019 and the accompanying Annual Income Tax Return are in accordance with the books and records of   complete and correct in all material respects. Management likewise affirms that:

a) The Annual Income Tax Return has been prepared in accordance with the provisions of the National Internal Revenue Code, as amended and pertinent tax regulations and other issuances of the Department of Finance and the Bureau of Internal Revenue.

b) Any disparity of figures in the submitted reports arising from the preparation of financial statements pursuant to financial accounting standards and the preparation of the income tax return pursuant to tax accounting rules, has been reported as reconciling items and maintained in the company's books and records in accordance with the requirements of Revenue Regulations No. 8 2007 and other relevant issuances;

c)   has filed all applicable tax returns, reports and statements required to be filed under Philippine tax laws for the reporting period and all taxes and other impositions shown thereon to be due and payable have been paid for the reporting period, except those contested in good faith.

President / Chairman of the Board

Chief Financial Officer

Brgy.

STATEMENT OF FINANCIAL POSITION
As of December 31, 2019

ASSETS

	Notes		2019	2018
Current Assets				
Cash	5	P	483,829	476,125
Non-Current Assets				
Property & Equipment	6		6,898,821	6,158,000
TOTAL ASSETS		P	7,382,649	6,634,125

LIABILITIES AND FUND BALANCES

Current Liabilities				
Accounts Payable and other current liab	7	P	7,508,755	6,751,198
Fund balances				
Contributed capital	8		100,000	100,000
Cumulative Excess of revenue over expenses			(226,108)	(217,073)
			(126,108)	(117,073)
TOTAL LIABILITIES AND EQUITY		P	7,382,649	6,634,125

See Accompanying Notes to Financial Statements

clear

RECEIVED

Should be a latest copy of Financial Statement

STATEMENT OF CASH FLOWS
For the year ended, December 31, 2019

	Notes	2019	2018
Cash Flows From Operating Activities			
Excess of Income Over Expenses		(9,036)	(86,638)
Adjustments			
Depreciation	12	60,365	28,000
Increase (Decrease) in Current Liabilities		757,560	321,486
Income tax expense		0	0
		817,925	349,486
Net Cash Provided by Operating Activities		808,889	262,848
Cash Flows from Investing Activities			
Acquisition of property & equipment		(323,646)	0
Contributed capital		0	0
		(323,646)	0
Cash Flows from Financing Activities			
Construction in Progress		(477,539)	0
Net Increase (Decrease) in Cash		7,703	262,848
Cash beg. Of the year		476,125	213,277
CASH, END OF THE YEAR		483,829	476,125

See Accompanying Notes to Financial Statements

Annex C

Original notarized application using the official format

FORM 1.

CONTENTS OF APPLICATION

A. ITEM	current rate (SY)	% & amount of increase	proposed rate	approved rate (SY)

B. ALLOCATION	PROGRAM OF EXPENDITURES	APPROXIMATE COSTING
70%	• For equitable basic salary/salary increase for all school personnel concerned • For retirement benefits • For allowance and other fringe benefits • For faculty development	
20%	• For improvement of instructional, library and research or laboratory facilities • For student services • For extension services	
10%	• For return of investment	

C. **PURPOSE AND JUSTIFICATION OF EACH ITEM IN THE PROPOSAL**

D. **EFFECTIVITY IN POINT OF SCHOOL YEAR OR ITEM**

_____
School Head

REPUBLIC OF THE PHILIPPINES)
_____) s.s.
_____)

 SUBSCRIBED AND SWORN to before me this _____ day of _____ 20___, affiant exhibiting to me his/her Residence Certificate No. _____ issued at _____ on _____, 20_____ .

_____
Administering Officer

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

Annex D

Certification under oath signed by the school head relative to the Distribution of Salary Increase/allocation of the incremental proceeds or other fees (70%, 20% & 10%)

Form 2   **DISTRIBUTION/ALLOCATION OF THE INCREMENTAL PROCEEDS DURING THE PREVIOUS SCHOOL YEAR_____**

I. Computed Income from Tuition Fee Increase:

Enrolment	Current rate	% Increase	Amount of Increase	Approved Rate	Computed Tuition Fee Increase
TOTAL					

Computed Income from Tuition Fee Increase . . . .   P _____
Computed Income from Other School Fees Increase . . . . P _____

II. Allocation of the % Increase

70%   - For equitable basic salary/salary increase
for all school personnel concerned . . . . . . P _____
- For retirement benefits . . . .   _____
- For allowance and other fringe benefits . . ..   _____
- For faculty development . . . .   _____
       TOTAL
                                                                                 P _____

20% - For improvement of instructional, library
and research or laboratory facilities . . . . . .   P _____
- For student services . . . .   _____
- For extension services . . . .   _____
       TOTAL
                                                                                 P _____
10% - For Return of Investments . . . . P _____

III. Distribution of Salary Increase

School Personnel	Designation	Present Salary	Salary Increase	Actual Salary
TOTAL				

Annex E

User Manual-School Account

Annex F

User Manual – Division User

Annex G

User Manual-CES Manual

DepEd Regional Office 1
e-Application for Private Schools
and Records Management
User Manual

SCHOOL ACCOUNT MODULE

Table of Contents

Background

- The use of E-APS-RM will be in support to the strategic goal of the Department of Education – "Modernizing Education Management and Governance".

- Through this information system, DepEd Region 1 will be able to automate core systems and processes that would improve service delivery of the programs of the Department

- The Department will contribute to the improvement of education governance guided by the principle of governance transparency and accountability

School's Login Page

Directing Address

1. Go to the URL
   deped.ro1apps.com

2. Click Go to School Login link.
   This will redirect you to the
   School

The user will be redirected to
deped.ro1apps.com/school
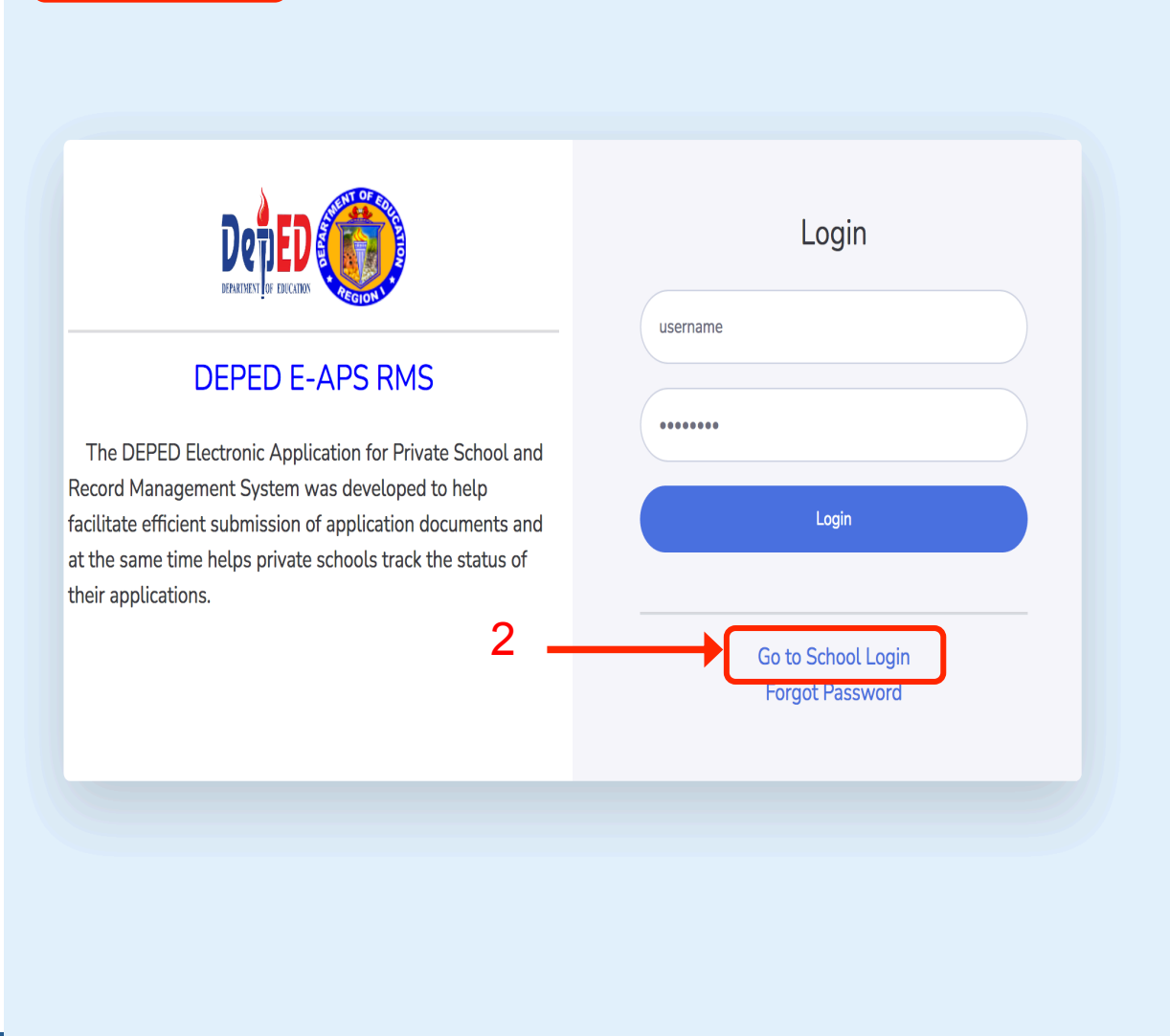
Privacy Notice

The system will show the Privacy Notice that contains the following:

(1) who is the entity in control of the processing (i.e., Personal Information Controller, or PIC);

(2) What data are being collected or generated;

(3) what is the purpose of the processing;

(4) who has access to the data;

(5) with whom are the data shared, if at all; and

(6) how long will the data be retained.

(7) rights of the data subject

Data Privacy Notice

In accordance with the Department of Education's (DepEd) mandate to protect and promote the right to and access to quality basic education, DepEd collects various data and information, including personal information, from various subjects using different systems.

In the processing of these data and information, DepEd is committed to ensure the free flow of information as required under the Freedom of Information Act (Executive Order No. 2, s. 2016) and to protect and respect the confidentiality and privacy of these data and information as required under the Data Privacy Act of 2012 (Republic Act No. 10173).

Request for data and information, unless access is denied when such data and information fall under any of the exceptions enshrined in the Constitution, existing law or jurisprudence, shall be guided by the DepEd Freedom of Information Manual (Department Order No. 72, s. 2016).

Only authorized DepEd personnel have access to personal information collected, the exchange of which will be facilitated through email and web applications. These will be stored in a database in accordance with government policies, rules, regulations, and guidelines.

You have the right to ask for a copy of any personal information DepEd holds about you, as well as the right to ask for its correction, if found erroneous, or deletion on reasonable grounds. You may contact pas.cd@deped.gov.ph.

OK

Login

1. Input username and password.

2. Click on Login button. The system will check if the credentials is for the authorized user.

3. If not yet registered, click on *Register School*.

4. The user can reset password using the *Reset Password* link

School Registration

Register School

1. Input needed School information.
Click on view 👁 button to see
the list of schools

2. Input your preferred login
credentials

3. Click on Save Button

Note: The user needs to wait for the
system administrator to verify and
activate your account.

School's Main Page

THE SCHOOL'S PAGE SHOWS THE FF:

1. Menu to Create New Application, SO Application, or read Messages.

2. Dashboard with the Timeline of a selected application (click on a certain application to view the Timeline)

3. List of submitted applications and with the indicated status

How to Apply for Government Recognition?

Apply for Government Recognition

1. Click New Application in the Menu.

Note: The user will be directed to the application page.

2. Select Government Recognition in the Application Type

3. Choose the course applied for the Government Recognition.

4. Check requirements to be submitted for Government Recognition.

Apply for Government Recognition

5. Click the **Choose File** button to select a file in your computer directory

6. Click the Upload button and wait for the file to be uploaded in the server. The file type required for uploading are PDF files.

7. It will generate a name for the uploaded file. (i.e. *GR1_52_15.pdf*)

Note: The user can view the uploaded file by clicking the File Name with blue font color. Files can still be changed until the application is submitted.

9	GR9	List of basic Biology laboratory equipment/instruments/facilities	GR9_62.pdf	Browse... No file selected	⬆
10	GR10	List of basic Physics laboratory equipment/instruments/facilities	GR10_62.pdf	Browse... No file selected	⬆
11	GR11	List of basic consumables/chemical substances	GR11_62.pdf	Browse... No file selected	⬆
12	GR12	Library furniture	GR12_62.pdf	Browse... No file selected	⬆
13	GR13	Collection Management	GR13_62.pdf	Browse... No file selected	⬆
14	GR14	Selection, Organization, Preservation & Security, Services & Utilization	GR14_62.pdf	Browse... No file selected	⬆
15	GR15	TLE laboratory facilities/equipment (Home Economics, Agriculture, Industrial Arts	GR15_62.pdf	Browse... No file selected	⬆
16	GR16	Sports & Athletic facilities/equipment	GR16_62.pdf	Browse... No file selected	⬆
17	GR17	Computer Laboratory and Audio-Visual Facilities	GR17_62.pdf	Browse... No file selected	⬆

Uploads: 17 of 17

Submit

Apply for Government Recognition

6.1. Upload percentage status widget will be shown

6.2. A widget indicating uploading is successful will be shown
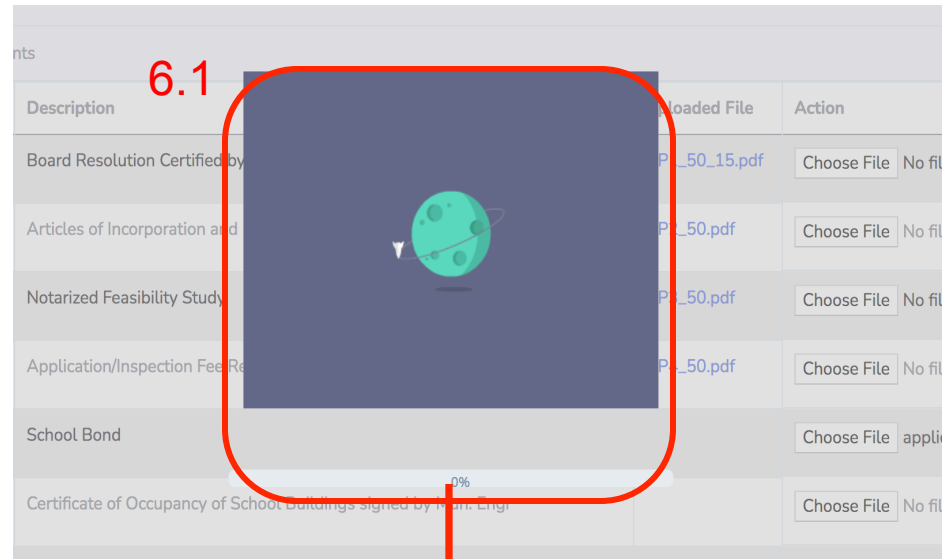
Apply for Government Recognition

8. The user needs to upload files for all of the requirements for the **Submit** button to be activated.

9. Click **Submit** button for the application to be submitted to the Division Office.

9	GR9	List of basic Biology laboratory equipment/instruments/facilities	GR9_62.pdf	Browse... No file selected	
10	GR10	List of basic Physics laboratory equipment/instruments/facilities	GR10_62.pdf	Browse... No file selected	
11	GR11	List of basic consumables/chemical substances	GR11_62.pdf	Browse... No file selected	
12	GR12	Library furniture	GR12_62.pdf	Browse... No file selected	
13	GR13	Collection Management	GR13_62.pdf	Browse... No file selected	
14	GR14	Selection, Organization, Preservation & Security, Services & Utilization	GR14_62.pdf	Browse... No file selected	
15	GR15	TLE laboratory facilities/equipment (Home Economics, Agriculture, Industrial Arts	GR15_62.pdf	Browse... No file selected	
16	GR16	Sports & Athletic facilities/equipment	GR16_62.pdf	Browse... No file selected	
17	GR17	Computer Laboratory and Audio-Visual Facilities	GR17_62.pdf	Browse... No file selected	

8

Uploads: 17 of 17

9
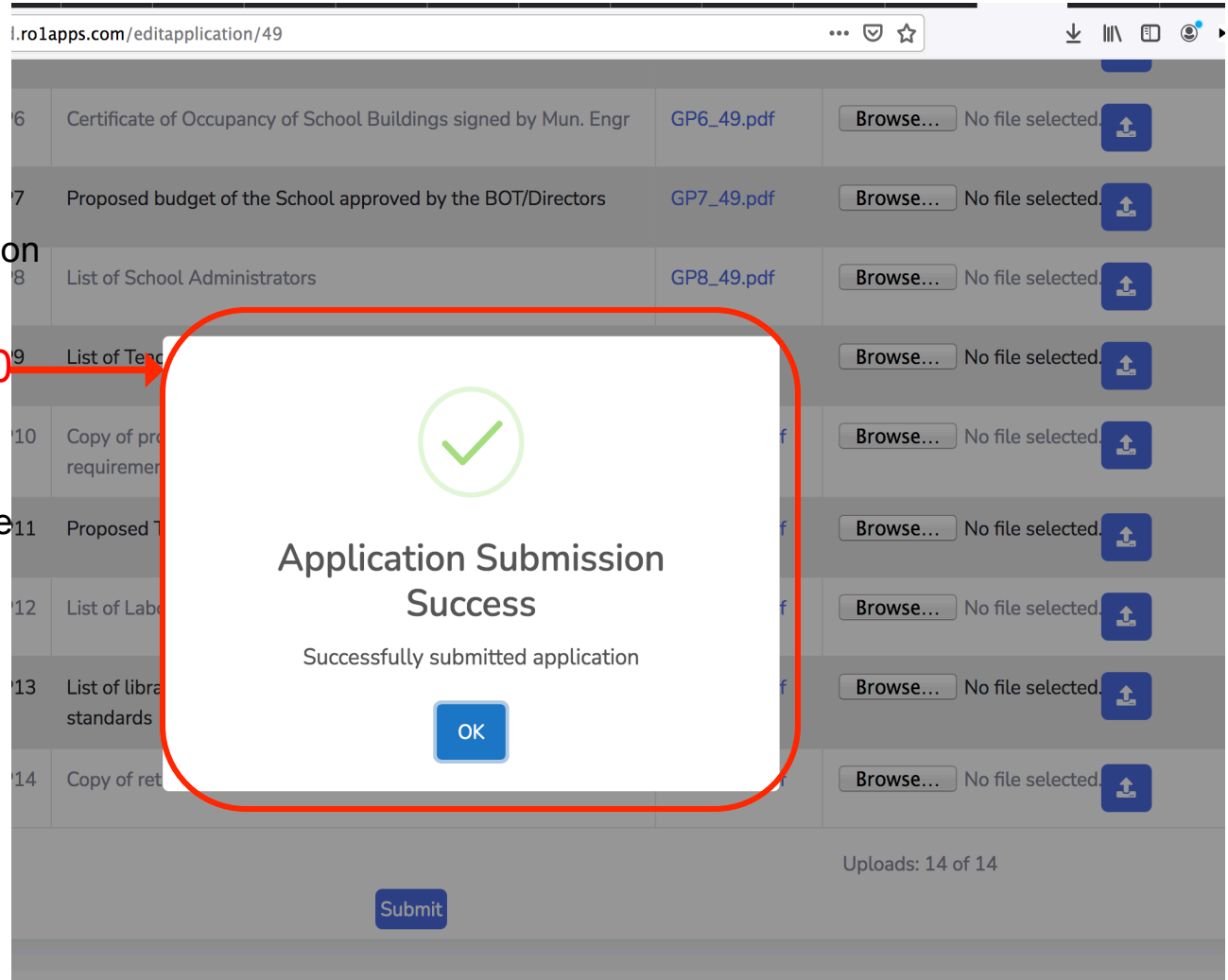
Submit

Apply for Government Recognition

10. A notification widget will be show indicating that the submission of the application has been successful.

Note: Once submitted, the user cannot make changes on the application unless returned by the Division/Regional EPS.

How to Apply for Government Permit

Apply for Government Permit

1. Click New Application in the Menu.

Note: The user will be directed to the application page.

2. Select Government Permit in the Application Type

3. Determine whether New or Additional.

4. Choose the course/grade level applied for the Government Permit.

5. Check requirements to be submitted for Government Permit.

Apply for Government Permit

6. Click the [Choose File] button to select a file in your computer directory

7. Click the Upload [⬆] button and wait for the file to be uploaded in the server. The file type required for uploading are PDF files.

8. It will generate a name for the uploaded file. (i.e. *GP1_52_15.pdf*)

Note: The user can view the uploaded file by clicking the File Name with blue font color. Files can still be changed until the application is submitted.

#	Id	Description	Uploaded File	Action	
1	GP1	Board Resolution Certified by the Corporate Secretary	GP1_53_15.pdf	Choose File No file chosen	⬆
2	GP2	Articles of Incorporation and By-laws		Choose File No file chosen	⬆
3	GP3	Notarized Feasibility Study		Choose File No file chosen	⬆
4	GP4	Application/Inspection Fee Receipt		Choose File No file chosen	⬆
5	GP5	School Bond		Choose File No file chosen	⬆
6	GP6	Certificate of Occupancy of School Buildings signed by Mun. Engr		Choose File No file chosen	⬆
7	GP7	Proposed budget of the School approved by the BOT/Directors		Choose File No file chosen	⬆
8	GP8	List of School Administrators		Choose File No file chosen	⬆
9	GP9	List of Teaching & Non-Teaching personnel		Choose File No file chosen	⬆
10	GP10	Proposed Tuition and other school fees		Choose File No file chosen	⬆

Apply for Government Permit

7.1. Upload percentage status widget will be shown

7.2. A widget indicating uploading is successful will be shown
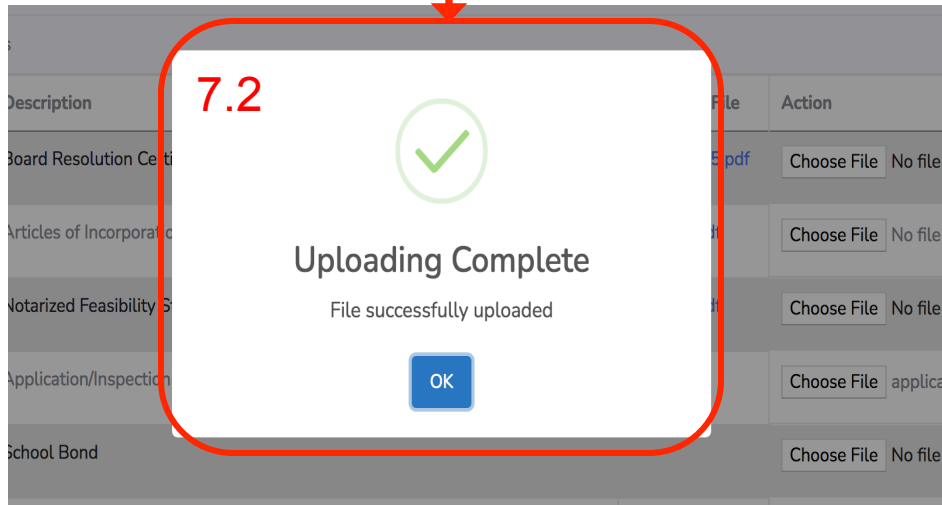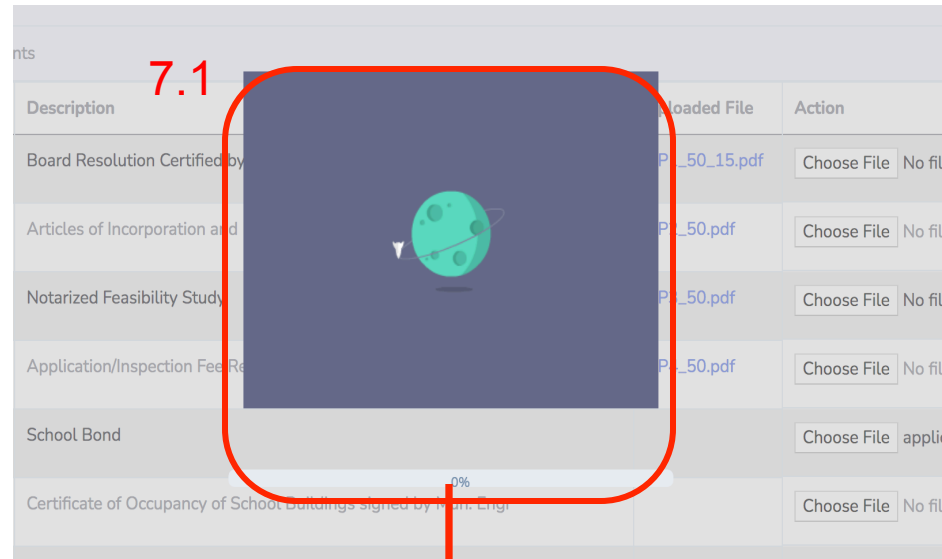
Apply for Government Permit

9. The user needs to upload files for all of the requirements for the Submit button to be activated.

10. Click Submit button for the application to be submitted to the Division Office.

6	GP6	Certificate of Occupancy of School Buildings signed by Mun. Engr	GP6_74.pdf	Browse... No file selected.	⬆
7	GP7	Proposed budget of the School approved by the BOT/Directors	GP7_74.pdf	Browse... No file selected.	⬆
8	GP8	List of School Administrators	GP8_74.pdf	Browse... No file selected.	⬆
9	GP9	List of Teaching & Non-Teaching personnel	GP9_74.pdf	Browse... No file selected.	⬆
10	GP10	Proposed Tuition and other school fees	GP10_74.pdf	Browse... No file selected.	⬆
11	GP11	List of Laboratory facilities	GP11_74.pdf	Browse... No file selected.	⬆
12	GP12	List of library holdings by subject area (complies with prescribed standards	GP12_74.pdf	Browse... No file selected.	⬆
13	GP13	Copy of retirement plan registered with the SEC	GP13_74.pdf	Browse... No file selected.	⬆

9

Uploads: 13 of 13

10

Submit

Apply for Government Permit

11. A notification widget will be show indicating that the submission of the application has been successful.

Note: Once submitted, the user cannot make changes on the application unless returned by the Division/Regional EPS.

11

How to Apply for Renewal of Government Permit

Apply for Renewal of Government Permit

1. Click Create New Application in the Menu.

Note: The user will be directed to the application page.

2. Select Renewal Government Permit in the Application Type

3. Choose the course applied for the Renewal Government Permit.

4. Check requirements to be submitted for Renewal Government Permit

Apply for Renewal of Government Permit

5. Click the **Choose File** button to select a file in your computer directory

6. Click the Upload button and wait for the file to be uploaded in the server. The file type required for uploading are PDF files.

7. It will generate a name for the uploaded file. (i.e. *RGP1_52_15.pdf*)

Note: The user can view the uploaded file by clicking the File Name with blue font color. Files can still be changed until the application is submitted.
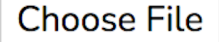
⊞ Requirements

#	Id	Description	Uploaded File	Action
1	RGP1	Board Resolution Certified by the Corporate Secretary	RGP1_65_123.pdf	Browse... No file selected
2	RGP2	Articles of Incorporation and By-Laws		Browse... No file selected
3	RGP3	Certificate of Occupancy of School Buildings signed by Mun. Engr		Browse... No file selected
4	RGP4	Application Fee		Browse... No file selected
5	RGP5	Proposed Budget		Browse... No file selected
6	RGP6	List of School Administrators		Browse... No file selected
7	RGP7	List of Teaching and Non-Teaching personnel		Browse... No file selected
8	RGP8	Copy of Latest Financial Statement		Browse... No file selected
9	RGP9	Copy of Retirement Plan Registered with SEC/ Mandatory Benefits/Certified Photocopy of receipt of up-to-date payment of:PAG-IBIG,PhilHealth, Others		Browse... No file selected

Uploads: 1 of 9

Submit

Apply for Renewal of Government Permit

6.1. Upload percentage status widget will be shown

6.2. A widget indicating uploading is successful will be shown
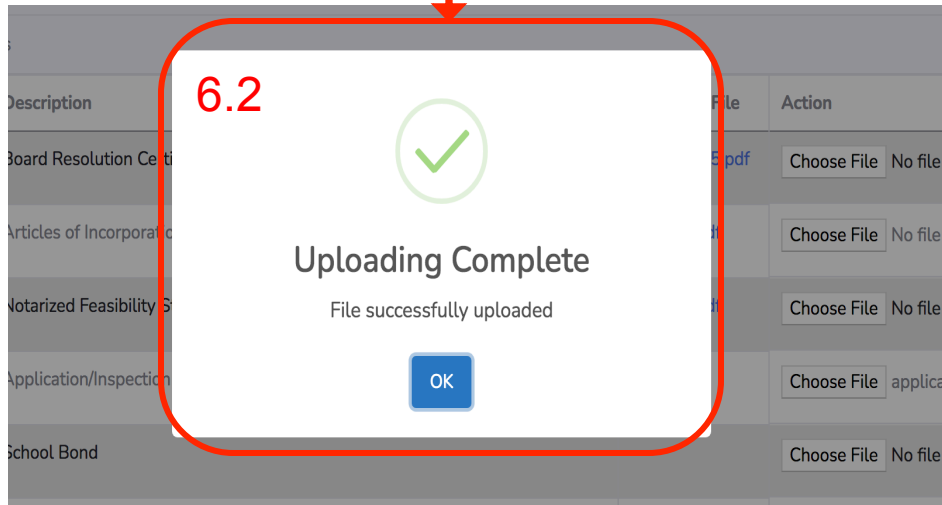
Apply for Renewal of Government Permit

8. The user needs to upload files for all of the requirements for the **Submit** button to be activated.

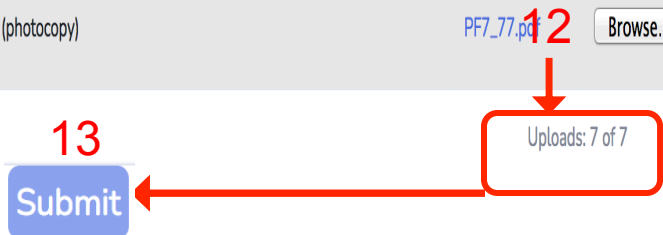9. Click **Submit** button for the application to be submitted to the Division Office.

#	Id	Description	Uploaded File	Action	
1	RGP1	Board Resolution Certified by the Corporate Secretary	RGP1_54_15.pdf	Choose File No file chosen	
2	RGP2	Application/Inspection Fee Receipt	RGP2_54.pdf	Choose File No file chosen	
3	RGP3	Certificate of Occupancy of School Buildings signed by Mun. Engr	RGP3_54.pdf	Choose File No file chosen	
4	RGP4	Proposed budget of the School approved by the BOT/Directors	RGP4_54.pdf	Choose File No file chosen	
5	RGP5	List of School Administrators	RGP5_54.pdf	Choose File No file chosen	
6	RGP6	List of Teaching and Non-Teaching personnel	RGP6_54.pdf	Choose File No file chosen	
7	RGP7	Copy of Latest Financial Statement of the School certified by independent CPA	RGP7_54.pdf	Choose File No file chosen	
8	RGP8	Copy of Retirement Plan registered with the SEC	RGP8_54.pdf	Choose File No file chosen	
9	RGP9	Name/List of new Teachers with OTR	RGP9_54.pdf	Choose File No file chosen	

Uploads: 9 of 9

Submit

Apply for Renewal of Government Permit

10. A notification widget will be show indicating that the submission of the application has been successful.

Note: Once submitted, the user cannot make changes on the application unless returned by the Division/Regional EPS.

How to Apply for Tuition Fee Increase

Apply for Tuition Fee Increase

1. Click Create New Application in the Menu.

Note: The user will be directed to the application page.
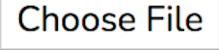
2. Select Tuition Fee Increase in the Application Type

3. Click Copy of Previous Approved Fee to check view it and click Add New in the Tuition Fee Details to add Items/Fees with increase.

4. Check requirements to be submitted for Tuition Fee Increase

Apply for Tuition Fee Increase

5. Upon clicking the Add New button, a message box will prompt the user to input the name of the Item/Fee, Grade Level, Current Fee and Amount Increase. The Proposed Fee will be automatically calculated.

6. Click the Save Changes button to add the increase in a certain item. Close to go back in main view.

Note: Repeat steps 5 and 6 for additional Items/Fees.
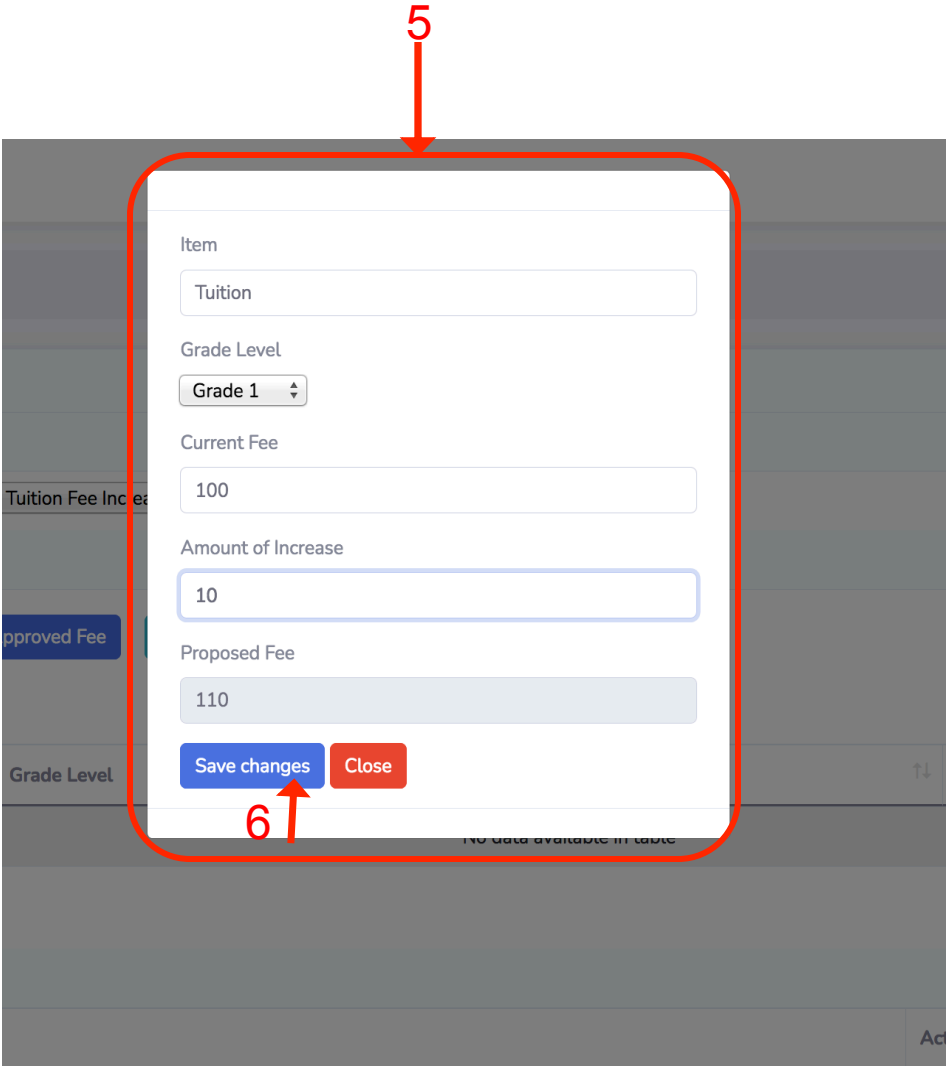
Apply for Tuition Fee Increase

7. The user can view all added fees applied for increase

8. Click the Export button to create and export the fees to an excel file

Application Details

⊞ Type

Application Type | Tuition Fee Increase ▾ |

Tuition Fee Details

[Add New] [Copy Previous Approved Fee] [📊 Export]

8

Show [10 ▾] entries   Search: [ ]

No ⇅	Item ⇅	Grade Level ⇅	Current Fee ⇅	Amount of Increase ⇅	Proposed Fee ⇅	Action ⇅
1	Tuition	Grade 1	100.00	10.00	110.00	📝 🗑

Showing 1 to 1 of 1 entries   Previous **1** Next

7

Apply for Tuition Fee Increase

9. Click the [Choose File] button to select a file in your computer directory

10. Click the Upload [⬆] button and wait for the file to be uploaded in the server. The file type required for uploading are PDF files.

11. It will generate a name for the uploaded file. (i.e. *TR6_1_15.pdf*)

Note: The user can view the uploaded file by clicking the File Name with blue font color. Files can still be changed until the application is submitted.

						11	9	10

⊞ Requirements

#	Id	Description	Uploaded File	Action	
1	TFI1	Letter of Intent	TFI1_75_.pdf	Browse... No file selected.	⬆
2	TFI2	Original notarized application using the attached official format.	TFI2_75.pdf	Browse... No file selected.	⬆
3	TFI3	Certification under oath signed by the school head relative to the Distribution of Salary Increase	TFI3_75.pdf	Browse... No file selected.	⬆
4	TFI4	Record proceedings, agreements made during the consultations conducted including signatures of parents	TFI4_75.pdf	Browse... No file selected.	⬆
5	TFI5	Audited Financial Statement of school year.	TFI5_75.pdf	Browse... No file selected.	⬆
6	TFI6	Copy of latest approved fees (photocopy)	TFI6_75.pdf	Browse... No file selected.	⬆
7	TFI7	Copy of latest Government Permit/Recognition (photocopy)	TFI7_75.pdf	Browse... No file selected.	⬆

Uploads: 7 of 7

[Submit]

Apply for Tuition Fee Increase

10.1. Upload percentage status widget will be shown

10.2. A widget indicating uploading is successful will be shown

10.1

10.2

Uploading Complete

File successfully uploaded

OK

Apply for Tuition Fee Increase

12. The user needs to upload files for all of the requirements for the **Submit** button to be activated.

13. Click **Submit** button for the application to be submitted to the Division Office.

Requirements

#	Id	Description	Uploaded File	Action	
1	TFI1	Letter of Intent	TFI1_75_.pdf	Browse... No file selected.	
2	TFI2	Original notarized application using the attached official format.	TFI2_75.pdf	Browse... No file selected.	
3	TFI3	Certification under oath signed by the school head relative to the Distribution of Salary Increase	TFI3_75.pdf	Browse... No file selected.	
4	TFI4	Record proceedings, agreements made during the consultations conducted including signatures of parents	TFI4_75.pdf	Browse... No file selected.	
5	TFI5	Audited Financial Statement of school year.	TFI5_75.pdf	Browse... No file selected.	
6	TFI6	Copy of latest approved fees (photocopy)	TFI6_75.pdf	Browse... No file selected.	
7	TFI7	Copy of latest Government Permit/Recognition (photocopy)	TFI7_75.pdf	Browse... No file selected.	

12

Uploads: 7 of 7

13

Submit

How to Apply for No Tuition Fee Increase

Apply for No Tuition Fee Increase

1. Click Create New Application in the Menu.

Note: The user will be directed to the application page.

2. Select No Tuition Fee Increase in the Application Type

3. Click Copy of Previous Apporved Fee to check on it. Click Add New in the Tuition Fee Details to add Items/Fees with increase.

4. Check requirements to be submitted for No Tuition Fee Increase

---

SCHOOL PAGE

- Dashboard

MENU

- Create New Application
- Permits and Recognitions
- Message

School Application

Application Details

田 Type

| Application Type | No Tuition Fee Increase |

Tuition Fee Details

[Add New] [Copy Previous Approved Fee] [Export]

Show 10 entries

No	Item	Grade Level	Current Fee	Amount of Increase	Proposed Fee
			No data available in table		

Showing 0 to 0 of 0 entries

田 Requirements

#	Id	Description	Action
1	NTFI1	Letter of Intent	Browse... No file selected.
2	NTFI2	Copy of latest approved fees (photocopy)	Browse... No file selected.
			Uploads: 0 of 2

Submit

Apply for No Tuition Fee Increase

5. Upon clicking the Add New button, a message box will prompt the user to input the name of the Item/Fee, Grade Level, Current Fee and Amount Increase. The Proposed Fee will be automatically calculated.

6. Click the Save Changes button to add the increase in a certain item.

Note: Repeat steps 5 and 6 for additional Items/Fees.

School Application

Application Details

⊞ Type

Application Type   Tuition

Tuition Fee Details

[Add New] [⬛Export]

Show [10 ▾] entries

No	↑↓	Item	↑↓	Grade		↑↓	Proposed

Showing 0 to 0 of 0 entries

5

Item

Tuition Fee

Grade Level

Grade 1 ▾

Current Fee

100

Amount of Increase

10

Proposed Fee

110

Save changes ← **6**

Apply for No Tuition Fee Increase

7. The user can view all added fees applied for increase

8. Click the Export button to create and export the fees to an excel file

Application Details

⊞ Type

Application Type | Tuition Fee Increase

Tuition Fee Details

[Add New] [📊Export]

8

Show 10 ⇄ entries   Search: [   ]

No	Item	Grade Level	Current Fee	Amount of Increase	Proposed Fee	Action
1	Medical Fee	Grade 1	400.00	40.00	440.00	📝 🗑
2	Tuition Fee	Grade 1	100.00	10.00	110.00	📝 🗑

Showing 1 to 2 of 2 entries   Previous 1 Next

7

Apply for No Tuition Fee Increase

9. Click the **Choose File** button to select a file in your computer directory

10. Click the Upload button and wait for the file to be uploaded in the server. The file type required for uploading are PDF files.

11. It will generate a name for the uploaded file. (i.e. *NTR6_1_15.pdf*)

Note: The user can view the uploaded file by clicking the File Name with blue font color. Files can still be changed until the application is submitted.

#	Id	Description	Uploaded File	Action	
1	NTFI1	Letter of Intent	NTFI1_67_123.pdf	Browse... No file selected.	
2	NTFI2	Copy of latest approved fees (photocopy)	NTFI2_67.pdf	Browse... No file selected.	

Uploads: 2 of 2

Submit

Apply for No Tuition Fee Increase

10.1. Upload percentage status widget will be shown

10.2. A widget indicating uploading is successful will be shown

Apply for No Tuition Fee Increase

12. The user needs to upload files for all of the requirements for the **Submit** button to be activated.

13. Click **Submit** button for the application to be submitted to the Division Office.

How to Apply for Proposed Fees

Apply for Proposed Fees

1. Click Create New Application in the Menu.

Note: The user will be directed to the application page.

2. Select Proposed Fees in the Application Type

3. Click Copy of Previous Approved Fee to check on it. Click Add New in the Tuition Fee Details to add Items/Fees with increase.

4. Check requirements to be submitted for Proposed Fees

Apply for Proposed Fees

5. Upon clicking the Add New button, a message box will prompt the user to input the name of the Item/Fee, Grade Level, Current Fee and Amount Increase. The Proposed Fee will be automatically calculated.

6. Click the Save Changes button to add the increase in a certain item.

Note: Repeat steps 5 and 6 for additional Items/Fees.

School Application

Application Details

Type

Application Type   Tuition

Tuition Fee Details

Add New   Export

Show 10 entries

No	Item	Grade		Proposed

Showing 0 to 0 of 0 entries

5

Item

Tuition Fee

Grade Level

Grade 1

Current Fee

100

Amount of Increase

10

Proposed Fee

110

Save changes   6

Apply for Proposed Fees

7. The user can view all added fees applied for increase

8. Click the Export button to create and export the fees to an excel file

Application Details

⊞ Type

| Application Type | Proposed Fee ▼ |

Tuition Fee Details

[Add New] [🗴Export]

8

Show 10 ▼ entries

Search: _____

No ↑↓	Item ↑↓	Grade Level ↑↓	Current Fee ↑↓	Amount of Increase ↑↓	Proposed Fee ↑↓	Action ↑↓
1	Sports Fee	Grade 1	200.00	0.00	200.00	✎ 🗑
2	Tuition	Grade 1	100.00	0.00	100.00	✎ 🗑

Showing 1 to 2 of 2 entries

Previous **1** Next

7

Apply for Proposed Fees

9. Click the [Choose File] button to select a file in your computer directory

10. Click the Upload [↥] button and wait for the file to be uploaded in the server. The file type required for uploading are PDF files.

11. It will generate a name for the uploaded file. (i.e. *PF1_3_15.pdf*)

Note: The user can view the uploaded file by clicking the File Name with blue font color. Files can still be changed until the application is submitted.

⊞ Requirements

#	Id	Description	Uploaded File	Action	
1	PF1	Letter of Intent	PF1_77_.pdf	Browse... No file selected.	↥
2	PF2	Original notarized application using the attached official format.	PF2_77.pdf	Browse... No file selected.	↥
3	PF3	Certification under oath signed by the school head relative to the Distribution of Salary Increase/a	PF3_77.pdf	Browse... No file selected.	↥
4	PF4	Record proceedings, agreements made during the consultations conducted including signatures of paren	PF4_77.pdf	Browse... No file selected.	↥
5	PF5	Audited Financial Statement of school year.	PF5_77.pdf	Browse... No file selected.	↥
6	PF6	Copy of latest approved fees (photocopy)	PF6_77.pdf	Browse... No file selected.	↥
7	PF7	Copy of latest Government Permit/Recognition (photocopy)	PF7_77.pdf	Browse... No file selected.	↥

Uploads: 7 of 7

Submit

Apply for Proposed Fees

10.1. Upload percentage status widget will be shown

10.2. A widget indicating uploading is successful will be shown
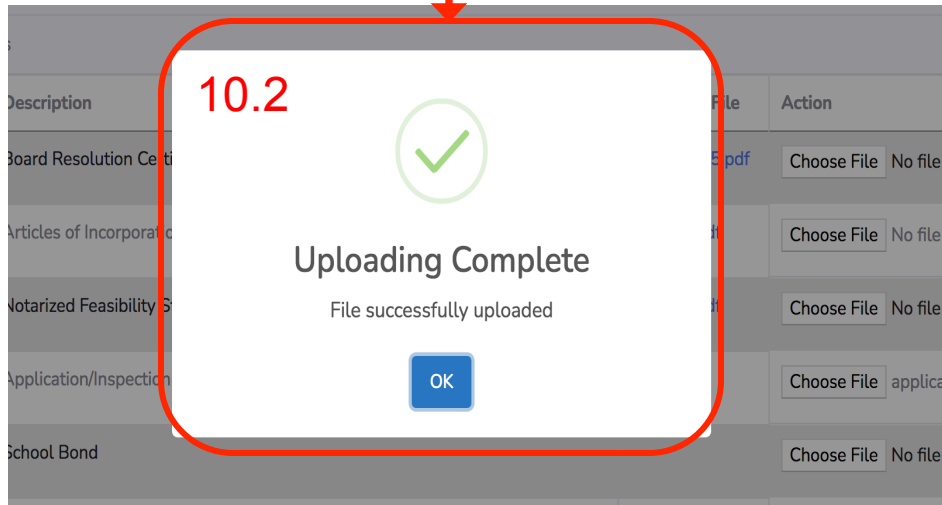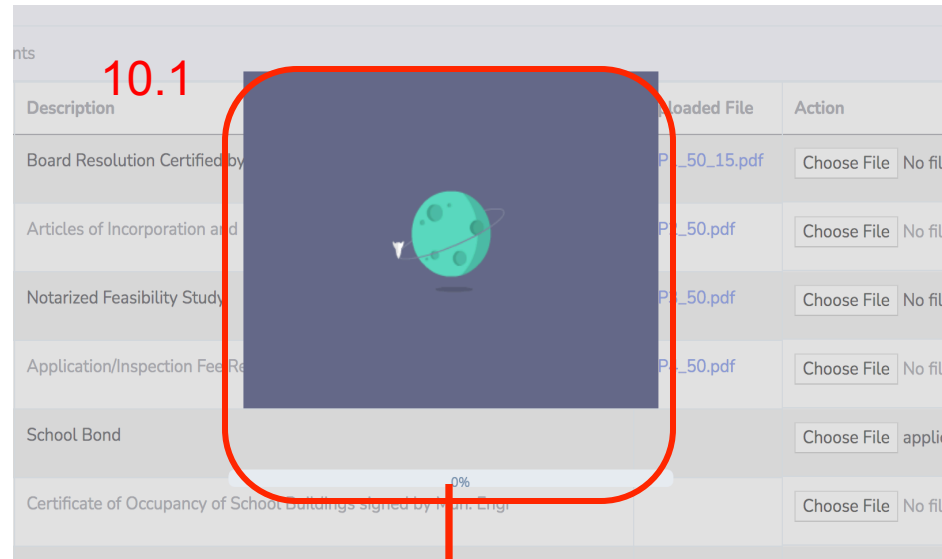
Apply for Proposed Fees

12. The user needs to upload files for all of the requirements for the **Submit** button to be activated.

13. Click **Submit** button for the application to be submitted to the Division Office.

⊞ Requirements

#	Id	Description	Uploaded File	Action	
1	PF1	Letter of Intent	PF1_77_.pdf	Browse... No file selected.	⬆
2	PF2	Original notarized application using the attached official format.	PF2_77.pdf	Browse... No file selected.	⬆
3	PF3	Certification under oath signed by the school head relative to the Distribution of Salary Increase/a	PF3_77.pdf	Browse... No file selected.	⬆
4	PF4	Record proceedings, agreements made during the consultations conducted including signatures of paren	PF4_77.pdf	Browse... No file selected.	⬆
5	PF5	Audited Financial Statement of school year.	PF5_77.pdf	Browse... No file selected.	⬆
6	PF6	Copy of latest approved fees (photocopy)	PF6_77.pdf	Browse... No file selected.	⬆
7	PF7	Copy of latest Government Permit/Recognition (photocopy)	PF7_77.pdf	Browse... No file selected.	⬆

12

Uploads: 7 of 7

13

Submit

How to Apply for Government Permit for SHS

Apply for Government Permit for SHS

1. Click Create New Application in the Menu.

Note: The user will be directed to the application page.

2. Select Government Permit SHS Application in the Application Type

3. Select the Track and Strand applied for.

4. Check requirements to be submitted for Government Permit SHS Application.

Apply for Government Permit for SHS

5. Click the Choose File button to select a file in your computer directory

6. Click the Upload button and wait for the file to be uploaded in the server. The file type required for uploading are PDF files.

7. It will generate a name for the uploaded file. (i.e. *SHS1_4_15.pdf*)

Note: The user can view the uploaded file by clicking the File Name with blue font color. Files can still be changed until the application is submitted.

⊞ Requirements

#	Id	Description	Uploaded File	Action
1	SHS1	Board Resolution Certified by the Secretary and Approved by the Board of Directors/Board of Trustees	SHS1_77.pdf	Browse... No file selected.
2	SHS2	Certificate of Recognition of any of the ff(SEP-DepEd,Training Program-TESDA,Higher Ed Program-CHED,FAAP,APACC)	SHS2_77.pdf	Browse... No file selected.
3	SHS3	Proposed Tuition and Other School Fees	SHS3_77.pdf	Browse... No file selected.
4	SHS4	Proposed School Calendar	SHS4_77.pdf	Browse... No file selected.
5	SHS5	Proposed List of Academic and Non-Academic Personnel	SHS5_77.pdf	Browse... No file selected.
6	SHS6	Minimum Program Requirements for the SHS Tracks/Strands	SHS6_77.pdf	Browse... No file selected.
7	SHS7	Memorandum/Memoranda of Agreement/MOU for Partnership Arrangements relative the SHS Program	SHS7_77.pdf	Browse... No file selected.
8	SHS8	Articles of Incorporation and by-laws	SHS8_77.pdf	Browse... No file selected.
9	SHS9	Documents ownership of school sites under the name of the school, or deed of usufruct	SHS9_77.pdf	Browse... No file selected.
10	SHS10	Proposed annual budget and annual expenditures	SHS10_77.pdf	Browse... No file selected.
11	SHS11	Curriculum Offering	SHS11_77.pdf	Browse... No file selected.

Uploads: 11 of 11

Uploads: 11 of 11

Submit

Apply for Government Permit for SHS

6.1. Upload percentage status widget will be shown

6.2. A widget indicating uploading is successful will be shown
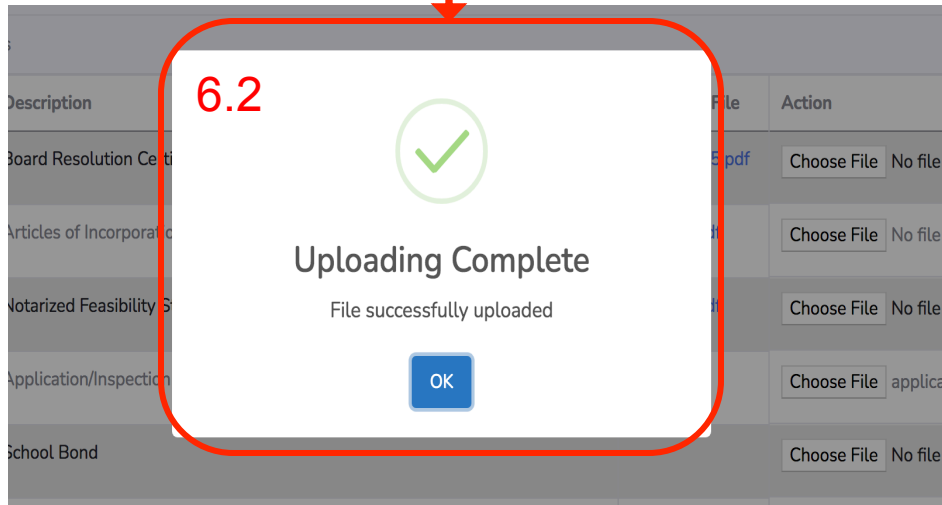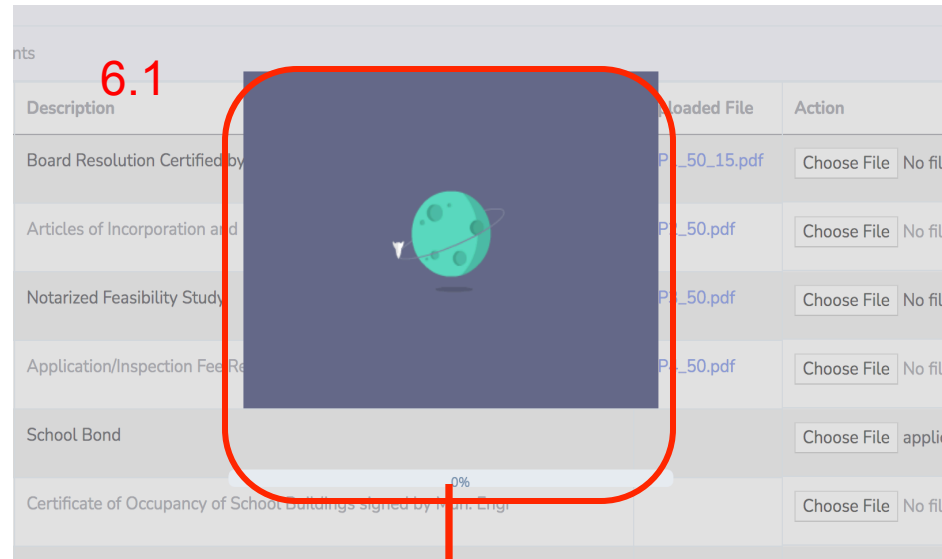
Apply for Government Permit for SHS

8. The user needs to upload files for all of the requirements for the **Submit** button to be activated.

9. Click **Submit** button for the application to be submitted to the Division Office.

SO Application

APPLY FOR SPECIAL ORDER

1. Click on the Create New Application

2. Choose SO Application

3. Input Number of Students to for SO

4. Upload Letter of Request (**PDF file**) and List of Qualified SHS Students (**PDF File** and **Excel file**).

5. Click Submit button for the application to be submitted at the Division Office.

School Calendar Application

APPLY FOR SCHOOL CALENDAR

1. Click on the Create New Application

2. Choose School Calendar Application

3. Upload Letter of Intent and Copy of School Calendar

4. Click **Submit** button for the application to be submitted at the Division Office.

Change SHS Strand

APPLY FOR CHANGE OF SHS STRAND

1. Click on the Create New Application

2. Choose Change SHS Strand

3. Select Track and the corresponding strand to be changed

4. Choose the New Track and Strand applied for

Apply for Change of SHS Strand

5. Click the [Choose File] button to select a file in your computer directory

6. Click the Upload [↑] button and wait for the file to be uploaded in the server. The file type required for uploading are PDF files.

7. It will generate a name for the uploaded file. (i.e. *CSHS1_79.pdf*)

Note: The user can view the uploaded file by clicking the File Name with blue font color. Files can still be changed until the application is submitted.

7   **5**   **6**

⊞ Requirements

#	Id	Description	Uploaded File	Action	
1	CSHS1	Board Resolution Certified by the Secretary and Approved by the Board of Directors/Board of Trustees	CSHS1_79_.pdf	Browse... No file selected.	↑
2	CSHS2	Certificate of Recognition of any of the ff(SEP-DepEd,Training Program-TESDA,Higher Ed Program-CHED,FAAP,APACC)	CSHS2_79.pdf	Browse... No file selected.	↑
3	CSHS3	Proposed Tuition and Other School Fees	CSHS3_79.pdf	Browse... No file selected.	↑
4	CSHS4	Proposed School Calendar	CSHS4_79.pdf	Browse... No file selected.	↑
5	CSHS5	Proposed List of Academic and Non-Academic Personnel	CSHS5_79.pdf	Browse... No file selected.	↑
6	CSHS6	Minimum Program Requirements for the SHS Tracks/Strands	CSHS6_79.pdf	Browse... No file selected.	↑
7	CSHS7	Memorandum/Memoranda of Agreement/MOU for Partnership Arrangements relative the SHS Program	CSHS7_79.pdf	Browse... No file selected.	↑
8	CSHS8	Articles of Incorporation and by-laws	CSHS8_79.pdf	Browse... No file selected.	↑
9	CSHS9	Documents ownership of school sites under the name of the school, or deed of usufruct	CSHS9_79.pdf	Browse... No file selected.	↑
10	CSHS10	Proposed annual budget and annual expenditures	CSHS10_79.pdf	Browse... No file selected.	↑
11	CSHS11	Curriculum Offering	CSHS11_79.pdf	Browse... No file selected.	↑

Uploads: 11 of 11

Uploads: 11 of 11

Submit

Apply for Change of SHS Strand

6.1. Upload percentage status widget will be shown

6.2. A widget indicating uploading is successful will be shown
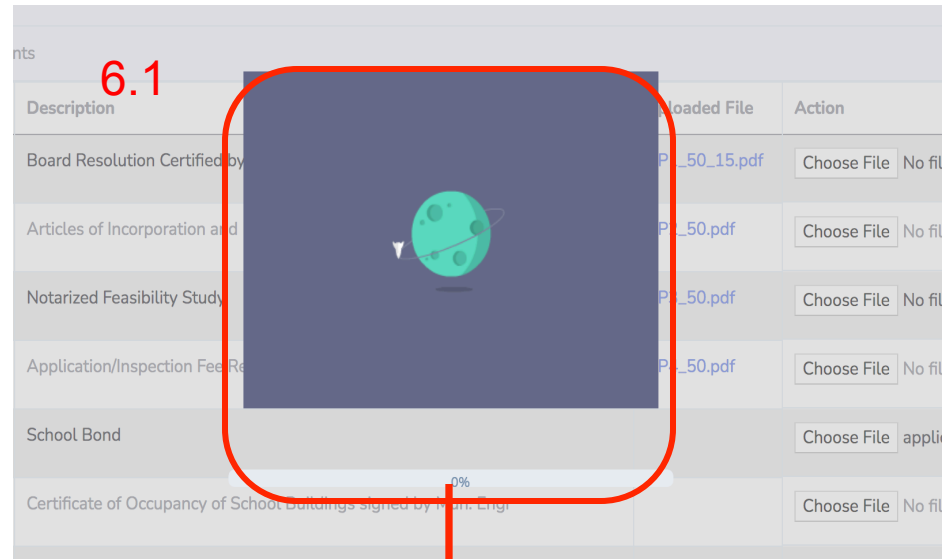
Apply for Change of SHS Strand

8. The user needs to upload files for all of the requirements for the **Submit** button to be activated.

9. Click **Submit** button for the application to be submitted to the Division Office.

#	Id	Description	Uploaded File	Action
1	CSHS1	Board Resolution Certified by the Secretary and Approved by the Board of Directors/Board of Trustees	CSHS1_79_.pdf	Browse... No file selected.
2	CSHS2	Certificate of Recognition of any of the ff(SEP-DepEd,Training Program-TESDA,Higher Ed Program-CHED,FAAP,APACC)	CSHS2_79.pdf	Browse... No file selected.
3	CSHS3	Proposed Tuition and Other School Fees	CSHS3_79.pdf	Browse... No file selected.
4	CSHS4	Proposed School Calendar	CSHS4_79.pdf	Browse... No file selected.
5	CSHS5	Proposed List of Academic and Non-Academic Personnel	CSHS5_79.pdf	Browse... No file selected.
6	CSHS6	Minimum Program Requirements for the SHS Tracks/Strands	CSHS6_79.pdf	Browse... No file selected.
7	CSHS7	Memorandum/Memoranda of Agreement/MOU for Partnership Arrangements relative the SHS Program	CSHS7_79.pdf	Browse... No file selected.
8	CSHS8	Articles of Incorporation and by-laws	CSHS8_79.pdf	Browse... No file selected.
9	CSHS9	Documents ownership of school sites under the name of the school, or deed of usufruct	CSHS9_79.pdf	Browse... No file selected.
10	CSHS10	Proposed annual budget and annual expenditures	CSHS10_79.pdf	Browse... No file selected.
11	CSHS11	Curriculum Offering	CSHS11_79.pdf	Browse... No file selected.

Requirements

8

9

Uploads: 11 of 11

Submit

What to do on Returned/ Complied Applications with Deficiencies?

Comply To Deficiencies

1. A certain application that was verified by the Division Office or Regional Office with deficiencies will have a Returned Status.

2. Click on the view 👁 button to check on the deficiencies of a certain application

Note: The school needs to upload a new file that complies with the remarks/comments.

Comply To Deficiencies

The school needs to upload a new file that complies with the remarks/comments.
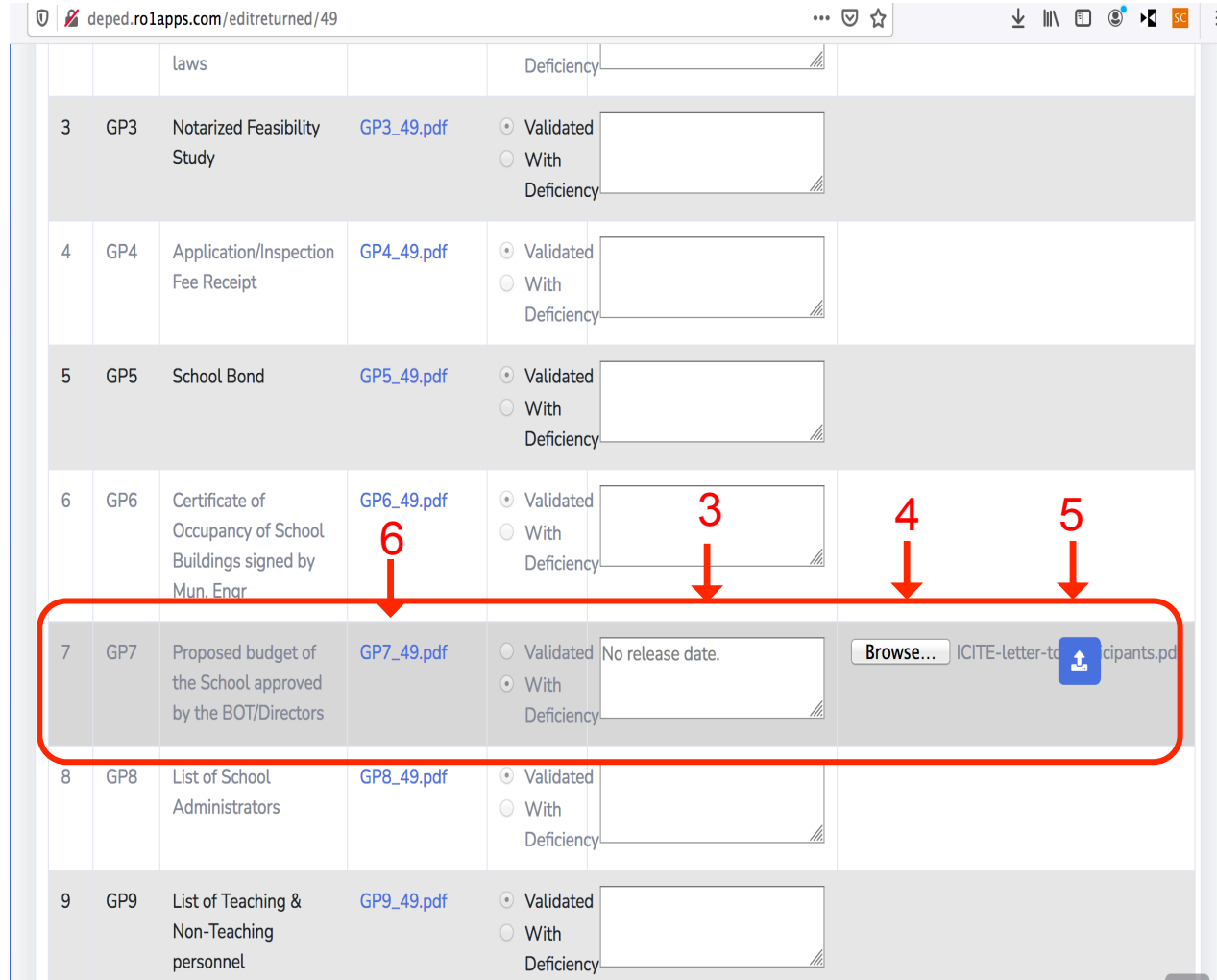
3. Check on the requirements with remarks/comments/with deficiency.

4. Click the **Browse…** button to select a file in your computer directory

5. Click the Upload button and wait for the file to be uploaded in the server. The file type required for uploading are **PDF** files.

6. It will generate a name for the uploaded file. (i.e. *GP7_49.pdf*)

Comply To Deficiencies

7. The user needs to upload files for all of the deficient requirements returned by the Division/Regional Office for the Submit button to be activated.

8. Click Submit button for the application to be resubmitted to the Division/Regional Office.

6	GP6	Certificate of Occupancy of School Buildings signed by Mun. Engr	GP6_49.pdf	Browse... No file selected.	
7	GP7	Proposed budget of the School approved by the BOT/Directors	GP7_49.pdf	Browse... No file selected.	
8	GP8	List of School Administrators	GP8_49.pdf	Browse... No file selected.	
9	GP9	List of Teaching & Non-Teaching personnel	GP9_49.pdf	Browse... No file selected.	
10	GP10	Copy of proposed curriculum in accordance with standards and requirements	GP10_49.pdf	Browse... No file selected.	
11	GP11	Proposed Tuition and other school fees	GP11_49.pdf	Browse... No file selected.	
12	GP12	List of Laboratory facilities	GP12_49.pdf	Browse... No file selected.	
13	GP13	List of library holdings by subject area (complies with prescribed standards	GP13_49.pdf	Browse... No file selected.	
14	GP14	Copy of retirement plan registered with the SEC	GP14_49.pdf	Browse... No file selected.	

7

8

Uploads: 14 of 14

Submit

Comply To Deficiencies

9. The Status of application of be changed to Validation

DepEd Regional Office 1
e-Application for Private Schools
and Records Management
User Manual

EPS DIVISION MODULE

Table of Contents

Topic	Page
Brief Overview	3
EPS Division Login Page	5
EPS Division Main Page	7
Verify Requirements from Applications	9
Verify Reuploaded Requirements from Returned Applications	15

Overview

- The use of E-APS RMS will be in support to the strategic goal of the Department of Education – "Modernizing Education Management and Governance".

- Through this information system, DepEd Region 1 will be able to automate core systems and processes that would improve service delivery of the programs of the Department

- The Department will contribute to the improvement of education governance guided by the principle of governance transparency and accountability

EPS Division Login Page
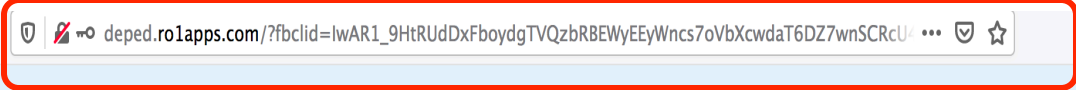
Login

1. Go to URL *deped.ro1apps.com*

2. Input username and password.

3. Click on Login button. The system will check if the credentials is for the authorized user.

4. Click Forgot Password to retrieve/create password

DEPED E-APS RMS

The DEPED Electronic Application for Private School and Record Management System was developed to help facilitate efficient submission of application documents and at the same time helps private schools track the status of their applications.

Login

username

••••••••

Login

Go to School Login

Forgot Password

EPS Division Main Page

Main Page

The Division's main page shows the following:

1. Menu to View Applications and Messages

2. Dashboard with the Summary of Applications, Processed and In-progress

3. A graph showing applications per month

4. List of applications from different schools in the Division designated to the EPS

Verify Requirements from Applications

Verifying Requirements from the Application

1. The EPS Division can view applications from different schools indicating the application type and grade level.

2. Click on the view 👁 button in a certain application to check the requirements.

Verifying Requirements from the Application

3. View the details of the application submitted by the school.

4. Click on the file name of the uploaded file (with a blue font color for the link) for each requirement and the PDF file will open in a new tab.

5. Select a finding based from the validation either Validated or With Deficiency. If with deficiency, a remark needs to be indicated.

Juan Dela Cruz

3

Academy Government Recognition

Application Details

⊞ Type

Application Type	Government Recognition

⊞ Grade Applied For:

☐ Kinder
☐ Elementary
☑ Junior High School
☐ Senior High School

4   **5**

⊞ Requirements

#	Id	Description	Uploaded File	Findings	Remarks
1	GR1	Updated Board Resolution certified and signed by the Corporate Secretary	GR1_42.pdf	⦿ Validated ○ With Deficiency	
2	GR2	Articles of Incorporation duly registered with the SEC	GR2_42_3.pdf	⦿ Validated ○ With Deficiency	

Verifying Requirements from the Application

6. The EPS Division must click the [Save Work] button to save the validations made.

7. If the EPS Division noted some requirements to have deficiencies, the application must be returned to the applicant school by clicking the [Return to School] button for them to comply with remarks.

5	GP5	School Bond	GP5_74_.pdf	○ Validated ○ With Deficiency	
6	GP6	Certificate of Occupancy of School Buildings signed by Mun. Engr	GP6_74.pdf	● Validated ○ With Deficiency	
7	GP7	Proposed budget of the School approved by the BOT/Directors	GP7_74.pdf	● Validated ○ With Deficiency	
8	GP8	List of School Administrators	GP8_74.pdf	● Validated ○ With Deficiency	
9	GP9	List of Teaching & Non-Teaching personnel	GP9_74.pdf	● Validated ○ With Deficiency	
10	GP10	Proposed Tuition and other school fees	GP10_74.pdf	● Validated ○ With Deficiency	
11	GP11	List of Laboratory facilities	GP11_74.pdf	● Validated ○ With Deficiency	
12	GP12	List of library holdings by subject area (complies with prescribed standards	GP12_74.pdf	● Validated ○ With Deficiency	
13	GP13	Copy of retirement plan registered with the SEC	GP13_74.pdf	○ Validated ● With Deficiency	No signature

Uploads: 13 of 13

6 ↓ [Save Work]   7 ↓ [Return to School]

Verifying Requirements from the Application

8. If the application satisfied all requirement, the application may be forwarded to the Regional Office by clicking the `Submit to Region` button. This will require the EPS Division to upload an endorsement letter and statistical narrative report (in a single file).

5	GP5	School Bond	GP5_74_.pdf	● Validated ○ With Deficiency	
6	GP6	Certificate of Occupancy of School Buildings signed by Mun. Engr	GP6_74.pdf	● Validated ○ With Deficiency	
7	GP7	Proposed budget of the School approved by the BOT/Directors	GP7_74.pdf	● Validated ○ With Deficiency	
8	GP8	List of School Administrators	GP8_74.pdf	● Validated ○ With Deficiency	
9	GP9	List of Teaching & Non-Teaching personnel	GP9_74.pdf	● Validated ○ With Deficiency	
10	GP10	Proposed Tuition and other school fees	GP10_74.pdf	● Validated ○ With Deficiency	
11	GP11	List of Laboratory facilities	GP11_74.pdf	● Validated ○ With Deficiency	
12	GP12	List of library holdings by subject area (complies with prescribed standards	GP12_74.pdf	● Validated ○ With Deficiency	
13	GP13	Copy of retirement plan registered with the SEC	GP13_74.pdf	● Validated ○ With Deficiency	

Uploads: 13 of 13

6 ↓   8 ↓

`Save Work` `Submit to Region`

Verifying Requirements from the Application

The user needs to create a PDF file that contains the Endorsement Letter and the Statistical Narrative Report for uploading.

8.1. Click the Browse button to select a file in your computer directory.

8.2. Click **Submit to Region** button to forward the application the Regional Office

Verifying Requirements from the Application

8.1.1. Upload percentage status widget will be shown

8.1.2. A widget indicating uploading is successful will be shown
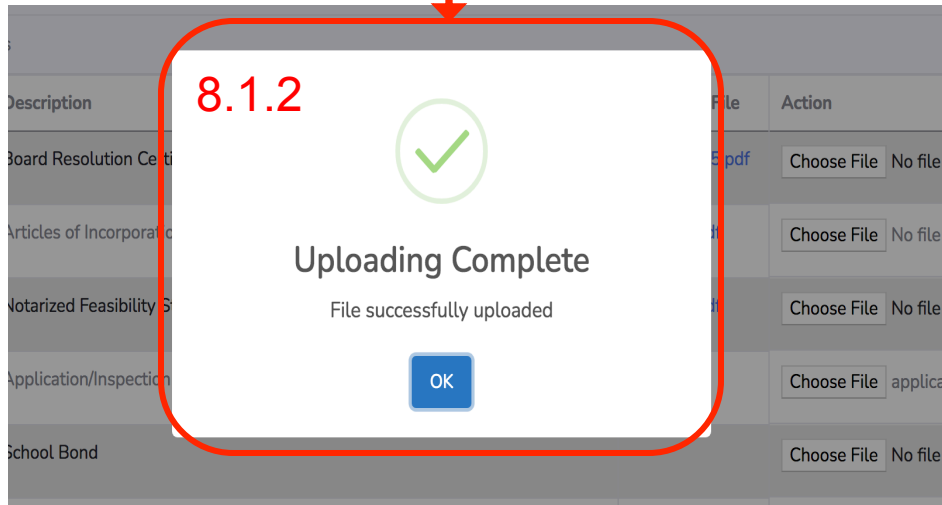
Verify Requirements from Returned Applications

Check Requirements from Returned Applications

1. After the School complies with the deficiencies, the EPS Division may check on the files and may opt to Submit the application to the Region.

2. If the deficiency is complied, click on **Save Work** for the **Submit to Region** to be activated.

3. If the EPS Division clicks on Submit to Region, the system will require the user to upload an Endorsement Letter and Statistical Narrative Report (in a single file) before submission.

Check Requirements from Returned Applications

2. If the application satisfied all requirement, the application may be forwarded to the Regional Office by clicking the **Submit to Region** button. This will require the EPS Division to upload an endorsement letter and statistical narrative report (in a single file).

5	GP5	School Bond	GP5_74_.pdf	● Validated ○ With Deficiency	
6	GP6	Certificate of Occupancy of School Buildings signed by Mun. Engr	GP6_74.pdf	● Validated ○ With Deficiency	
7	GP7	Proposed budget of the School approved by the BOT/Directors	GP7_74.pdf	● Validated ○ With Deficiency	
8	GP8	List of School Administrators	GP8_74.pdf	● Validated ○ With Deficiency	
9	GP9	List of Teaching & Non-Teaching personnel	GP9_74.pdf	● Validated ○ With Deficiency	
10	GP10	Proposed Tuition and other school fees	GP10_74.pdf	● Validated ○ With Deficiency	
11	GP11	List of Laboratory facilities	GP11_74.pdf	● Validated ○ With Deficiency	
12	GP12	List of library holdings by subject area (complies with prescribed standards	GP12_74.pdf	● Validated ○ With Deficiency	
13	GP13	Copy of retirement plan registered with the SEC	GP13_74.pdf	● Validated ○ With Deficiency	

Uploads: 13 of 13

2

Save Work   Submit to Region

Check Requirements from Returned Applications

The user needs to create a PDF file that contains the Endorsement Letter and the Statistical Narrative Report for uploading.

2.1. Click the Browse button to select a file in your computer directory.

2.2. Click **Submit to Region** button to forward the application the Regional Office

Check Requirements from Returned Applications

2.1.1. Upload percentage status widget will be shown

2.1.2. A widget indicating uploading is successful will be shown

Check Requirements from Returned Applications

The user needs to create a PDF file that contains the Endorsement Letter and the Statistical Narrative Report for uploading.

7.1. Click the Browse button to select a file in your computer directory.

7.2. Click **Submit to Region** button to forward the application the Regional Office

Check Requirements from Returned Applications

1. The status of the application will be changed depending on the validation of the EPS Division.

DepEd Regional Office 1
e-Application for Private Schools
and Records Management
User Manual

CES MODULE

Table of Contents

Overview

- The use of E-APS RMS will be in support to the strategic goal of the Department of Education – "Modernizing Education Management and Governance".

- Through this information system, DepEd Region 1 will be able to automate core systems and processes that would improve service delivery of the programs of the Department

- The Department will contribute to the improvement of education governance guided by the principle of governance transparency and accountability

CES Login Page
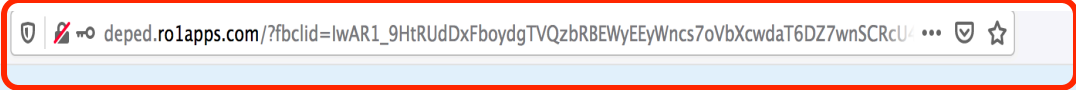
Login

1. Go to URL *deped.ro1apps.com*

2. Input username and password.

3. Click on Login button. The system will check if the credentials is for the authorized user.

4. Click Forgot Password to retrieve/create password

1

deped.**ro1apps**.com/?fbclid=IwAR1_9HtRUdDxFboydgTVQzbRBEWyEEyWncs7oVbXcwdaT6DZ7wnSCRcU...

DEPED E-APS RMS

The DEPED Electronic Application for Private School and Record Management System was developed to help facilitate efficient submission of application documents and at the same time helps private schools track the status of their applications.

Login

2

username

3

·········

Login

Go to School Login

4 Forgot Password

CES Main Page

Main Page

The CES main page shows the following:

1. Menu to View Applications, Assign Division to EPS Region, SO Applications, Messages and Reports.

2. Dashboard with the Summary of Applications, Processed and In-progress

3. Different graphs showing applications per month
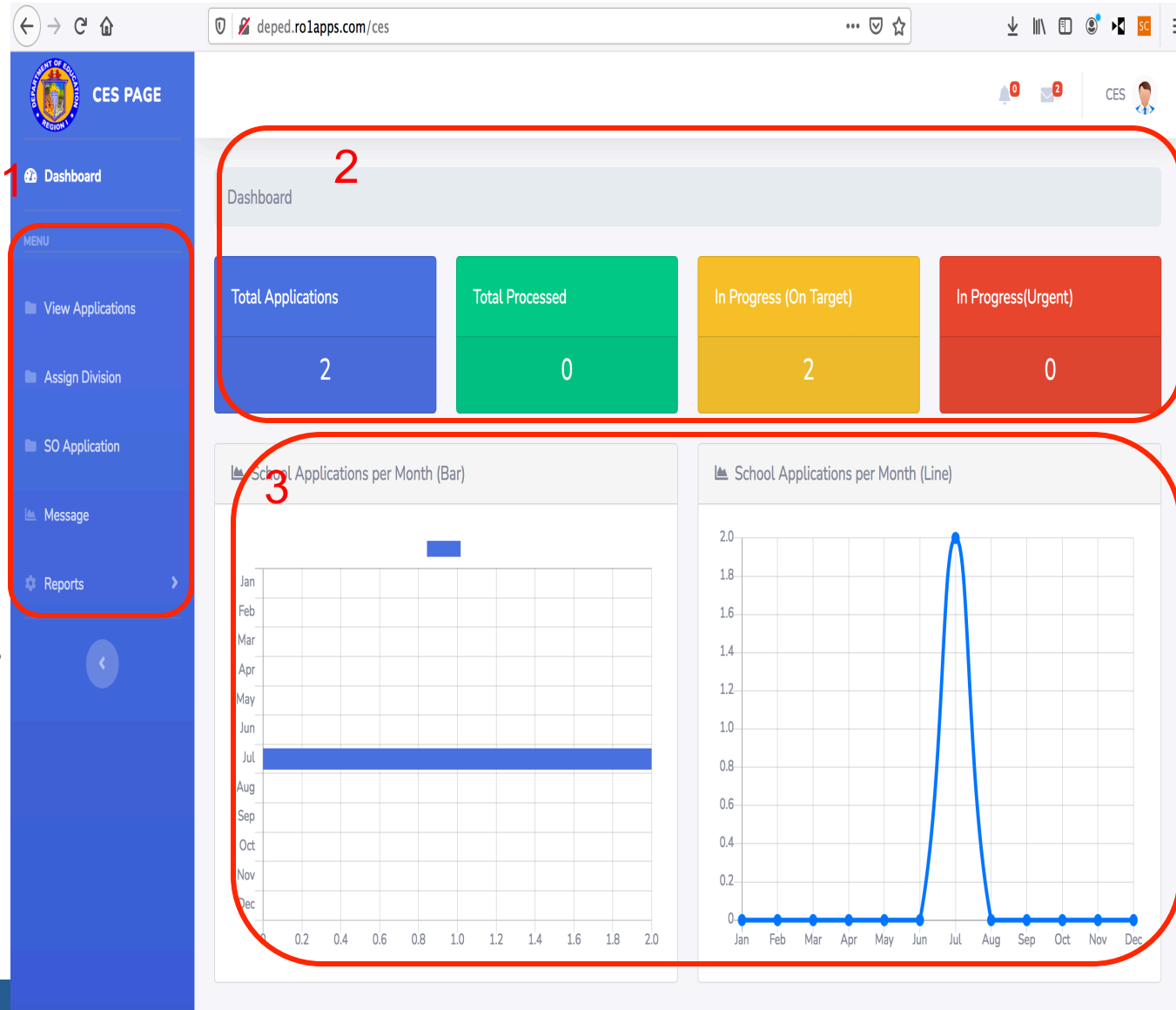
View the Status of Applications

View Status of Applications

1. The CES can view all applications from all schools applying for Government Permit, Renewal of Government Permit, Government Recognition, Tuition Fee, No Tuition Fee and Proposed Fees application.

1

2

CES PAGE

- Dashboard

MENU

- View Applications
- Assign Division
- SO Application
- Message
- Reports

Application Lists

Show 10 entries

Search:

No	Division	SchoolName	Application Type	Grade Level	Application Date	Target Date	Status
1	SAN FERNANDO CITY	DMMMSU-LES	Government Recognition	Kindergarten			Validation(Division)
5	SAN FERNANDO CITY	Champions Academy	Government Recognition	Kindergarten			Validation(Division)
7	SAN FERNANDO CITY	Creative Learners Acad.	Government Recognition	Kindergarten			Validation(Division)
15	SAN FERNANDO CITY	La Union Bible Baptist Academy	Government Recognition	Junior High School	2021-07-04	2021-08-03	Validation(Region)
17	SAN FERNANDO CITY	Christ the King College	Government Recognition	Kindergarten,Elementary,Junior High School			Validation(Division)

Assign EPS to Division/s

Assign EPS to Division

1. Click on the Assign Division Menu

2. Choose the name of EPS.

3. Click the Save button

4. The name and the division assigned to the EPS will be shown in a table.

View and Generate Reports

View and Generate Reports

1. Click on the type of report in the Reports Menu

2. Filter the applications you want to search with the corresponding dates.

3. The list of applications will be shown in a table

4. Export to Excel or generate PDF file for the report.