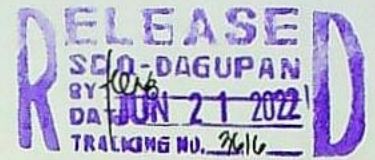




Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



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](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)







Republic of the Philippines  
**Department of Education**  
REGION I



Office of the Regional Director

**REGIONAL MEMORANDUM**

No. 653 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.rolapps.com>

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

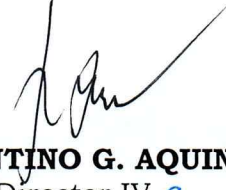


Flores St., Catbangen, City of San Fernando, La Union  
(072) 607-8137 / 682-2324  
region1@deped.gov.ph | www.depedro1.com



7. This Memorandum shall take effect immediately upon its approval, issuance, and publication online at [www.depedro1.com](http://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



DepEd R01



Q A D 2 2 0 7 8 6

Documan®



Republic of the Philippines  
**Department of Education**  
REGION I

---

**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<sup>1</sup>
- b.) DepEd Memo No. 4, s.2014<sup>2</sup>
- c.) DepEd Order No. 10, s. 2018<sup>3</sup>
- d.) Republic Act No. 10173<sup>4</sup>

---

<sup>1</sup>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.**

---





e.) Republic Act No. 11032<sup>5</sup>

f.) Regional Basic Education Plan (RBEP), Fiscal Year 2021 - 2023<sup>6</sup>

### **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.

---

<sup>2</sup> Provision of documentary requirements that need to be complied for the SHS implementation in Non-DepEd Schools

<sup>3</sup> 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

<sup>4</sup> 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.

<sup>5</sup> 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

<sup>6</sup> 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)

RGP8	Copy of Latest Financial Statement	Cover page and signature of CPA, page containing the date of the financial statement <i>(Annex B)</i>
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 <i>(Annex B)</i>
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

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**

<b>CODE</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESCRIPTION</b>
<b>SHS1</b>	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
<b>SHS2</b>	Certificate of Recognition	Scanned copy of certification



<b>SHS3</b>	Proposed Tuition and Other School Fees	Duly signed by the BOT/BOD
<b>SHS4</b>	Proposed School Calendar	Duly signed by the school head
<b>SHS5</b>	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)
<b>SHS6</b>	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
<b>SHS7</b>	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
<b>SHS8</b>	Articles of Incorporation and by-laws	Approved SEC (name, address, seal or logo), and the page containing the purpose – notarized (Annex A)
<b>SHS9</b>	Documents ownership of school sites under the name of the school, or deed of usufruct	School site/additional site; School building/additional school building;
<b>SHS10</b>	Proposed annual budget and annual expenditures	Duly approved by the Board of Trustees/Directors
<b>*SHS11</b>	Curriculum Offering	To be checked by the SDO Personnel-in-Charge
<b>*SHS12</b>	Narrative Statistical Report and Indorsement Letter	Division Level

*\*To be accomplished by the SDO*

**4.3.5. On Application for Special Order**

<b>CODE</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESCRIPTION/ITEMS</b>
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**

<b>CODE</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESCRIPTION</b>
<b>TFI1</b>	Letter of Intent	Letter indicating the intent of the application for an increase in tuition and other school fees
<b>TFI2</b>	Original notarized application using the official format	Refer to Annex C
<b>TFI3</b>	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
<b>TFI4</b>	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
<b>TFI5</b>	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
<b>TFI6</b>	Copy of latest approved fees	Scanned copy of the latest approved fees
<b>TFI7</b>	Copy of latest Government Permit/Recognition	Scanned copy of the latest Government Permit/Recognition
<b>*TFI8</b>	Indorsement from the Schools Division Office	Division Level

*\*To be accomplished by the SDO*

#### 4.3.7. On Application for Proposed School Fees

<b>CODE</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESCRIPTION</b>
<b>PF1</b>	Letter of Intent	Letter indicating the intent of the application for a proposed new fee/s
<b>PF2</b>	Original notarized application using the official format	Refer to Annex C
<b>PF3</b>	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
<b>PF4</b>	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
<b>PF5</b>	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
<b>PF6</b>	Copy of latest approved fees	Scanned copy of the latest approved fees
<b>PF7</b>	Copy of latest Government Permit/Recognition	Scanned copy of the latest Government Permit/Recognition
<b>*PF8</b>	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**

<b>CODE</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESCRIPTION</b>
<b>NTFI1</b>	Letter of Intent	Letter indicating the intent of the application for no tuition fee increase
<b>NTFI2</b>	Copy of latest approved fees	Scanned copy of the latest approved fees
<b>*NTFI3</b>	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*).

<b>Process</b>	<b>Governance Level</b>		
	<b>School</b>	<b>SDO</b>	<b>RO</b>
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.



Annex A

Articles of Incorporation and By-Laws

**ARTICLES OF INCORPORATION**

OF

[REDACTED]

SAC BAGUIO EXTENSION OFFICE

File: 166

CR. No. CS 409

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:**

**FIRST:** The name of the said association shall be:

[REDACTED]

SEP BAGUIO EXTENSION OFFICE

SEP 11 2013

RECEIVED

**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:

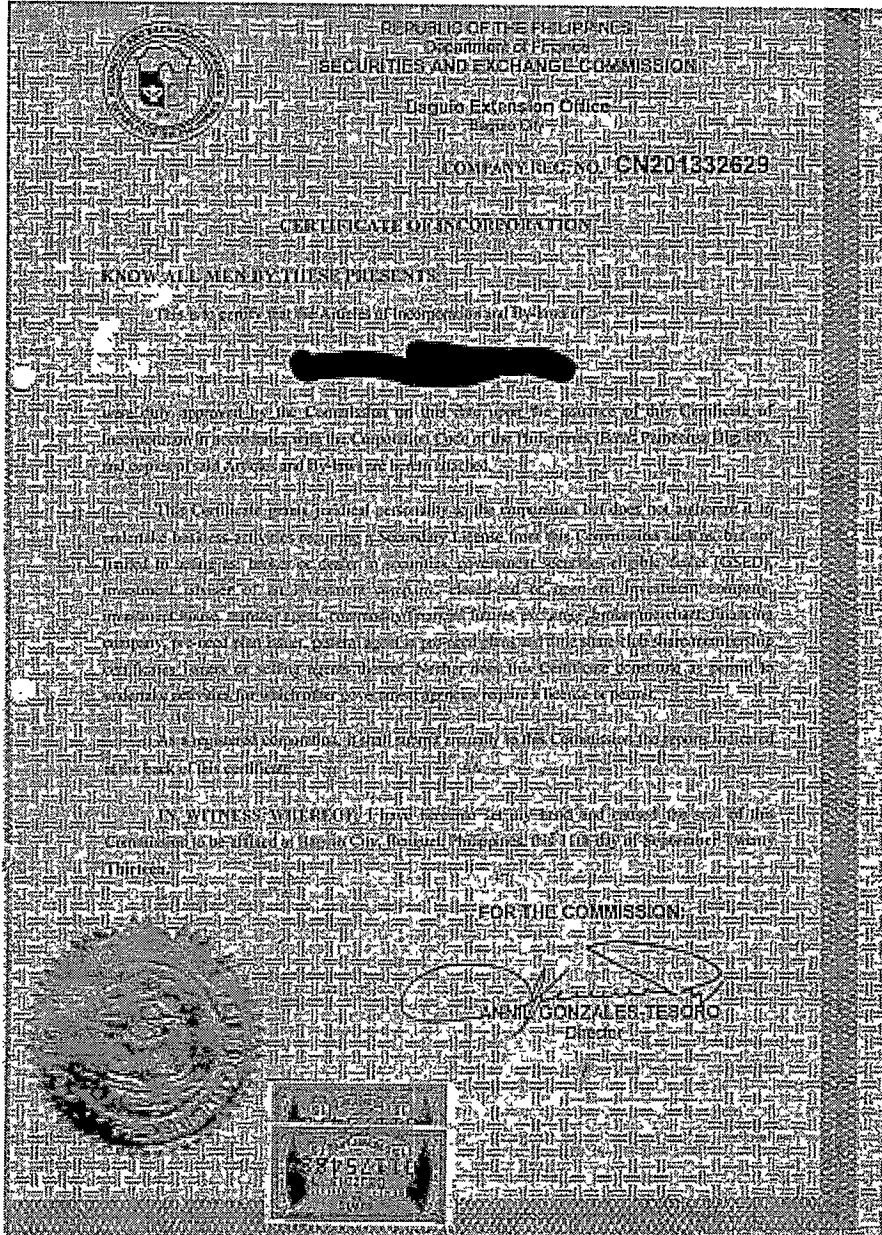
(a) To acquire, purchase own, hold, operate, develop, lease, mortgage, pledge, exchange, sell, transfer or otherwise invest, trade or deal in, in any manner permitted by law, real and personal property of every kinds and description or any interest therein;

(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

[REDACTED]



**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 filed 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  
**C P A**  
\_\_\_\_\_  
Chief Financial Officer

RECEIVED  
*[Signature]*  
\_\_\_\_\_  
CPA

City

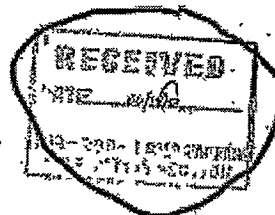
**STATEMENT OF FINANCIAL POSITION**  
As of December 31, 2019

		ASSETS		2019	2018
		Notes			
<b>Current Assets</b>					
Cash	5	F	488,849	476,125	
<b>Non-Current Assets</b>					
Property & Equipment	6		6,896,841	6,159,600	
<b>TOTAL ASSETS</b>		F	<b>7,385,690</b>	<b>6,635,725</b>	
<b>LIABILITIES AND FUND BALANCES</b>					
<b>Current Liabilities</b>					
Accounts Payable and other current liabilities	7	F	7,508,958	6,751,198	
<b>Fund balances</b>					
Contributed capital	8		100,000	100,000	
Cumulative Excess of revenues over expenses			(126,108)	(117,073)	
			(126,108)	(117,073)	
<b>TOTAL LIABILITIES AND EQUITY</b>		F	<b>7,382,850</b>	<b>6,634,125</b>	

See Accompanying Notes to Financial Statements

Should be a latest copy of Financial Statement

clear

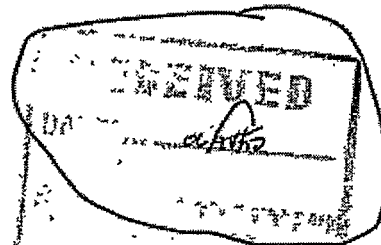


Brgy. [REDACTED]

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

	Notes	2019	2018
<b>Cash Flows From Operating Activities</b>			
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
		<u>817,925</u>	<u>349,486</u>
<b>Net Cash Provided by Operating Activities</b>		<b>808,889</b>	<b>262,848</b>
<b>Cash Flows from Investing Activities</b>			
Acquisition of property & equipment		(323,646)	0
Contributed capital		0	0
		<u>(323,646)</u>	<u>0</u>
<b>Cash Flows from Financing Activities</b>			
Construction in Progress		(477,539)	0
		<u>(477,539)</u>	<u>0</u>
<b>Net Increase (Decrease) in Cash</b>		<b>7,703</b>	<b>262,848</b>
<b>Cash beg. Of the year</b>		<b>476,125</b>	<b>213,277</b>
<b>CASH, END OF THE YEAR</b>		<b>483,829</b>	<b>476,125</b>

*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%	<ul style="list-style-type: none"> <li>• For equitable basic salary/salary increase for all school personnel concerned</li> <li>• For retirement benefits</li> <li>• For allowance and other fringe benefits</li> <li>• For faculty development</li> </ul>	
20%	<ul style="list-style-type: none"> <li>• For improvement of instructional, library and research or laboratory facilities</li> <li>• For student services</li> <li>• For extension services</li> </ul>	
10%	<ul style="list-style-type: none"> <li>• For return of investment</li> </ul>	

**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
<b>TOTAL</b>					

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
<b>TOTAL</b>				

Annex E  
User Manual-School Account

Annex F  
User Manual – Division User

Annex G  
User Manual-CES Manual



Republic of the Philippines  
**Department of Education**  
REGION I

---

**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<sup>1</sup>
- b.) DepEd Memo No. 4, s.2014<sup>2</sup>
- c.) DepEd Order No. 10, s. 2018<sup>3</sup>
- d.) Republic Act No. 10173<sup>4</sup>

---

<sup>1</sup>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.**

---



e.) Republic Act No. 11032<sup>5</sup>

f.) Regional Basic Education Plan (RBEP), Fiscal Year 2021 - 2023<sup>6</sup>

### **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.

---

<sup>2</sup> Provision of documentary requirements that need to be complied for the SHS implementation in Non-DepEd Schools

<sup>3</sup> 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

<sup>4</sup> 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.

<sup>5</sup> 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

<sup>6</sup> 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.rolapps.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**

<b>CODE</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESCRIPTION</b>
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)



RGP8	Copy of Latest Financial Statement	Cover page and signature of CPA, page containing the date of the financial statement <i>(Annex B)</i>
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**

<b>CODE</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESCRIPTION</b>
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 <i>(Annex B)</i>
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/f acilities	Chemistry Equipment

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**

<b>CODE</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESCRIPTION</b>
<b>SHS1</b>	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
<b>SHS2</b>	Certificate of Recognition	Scanned copy of certification

<b>SHS3</b>	Proposed Tuition and Other School Fees	Duly signed by the BOT/BOD
<b>SHS4</b>	Proposed School Calendar	Duly signed by the school head
<b>SHS5</b>	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)
<b>SHS6</b>	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
<b>SHS7</b>	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
<b>SHS8</b>	Articles of Incorporation and by-laws	Approved SEC (name, address, seal or logo), and the page containing the purpose – notarized (Annex A)
<b>SHS9</b>	Documents ownership of school sites under the name of the school, or deed of usufruct	School site/additional site; School building/additional school building;
<b>SHS10</b>	Proposed annual budget and annual expenditures	Duly approved by the Board of Trustees/Directors
<b>*SHS11</b>	Curriculum Offering	To be checked by the SDO Personnel-in-Charge
<b>*SHS12</b>	Narrative Statistical Report and Indorsement Letter	Division Level

*\*To be accomplished by the SDO*

#### 4.3.5. On Application for Special Order

<b>CODE</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESCRIPTION/ITEMS</b>
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

<b>CODE</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESCRIPTION</b>
<b>TFI1</b>	Letter of Intent	Letter indicating the intent of the application for an increase in tuition and other school fees
<b>TFI2</b>	Original notarized application using the official format	Refer to Annex C
<b>TFI3</b>	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
<b>TFI4</b>	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
<b>TFI5</b>	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
<b>TFI6</b>	Copy of latest approved fees	Scanned copy of the latest approved fees
<b>TFI7</b>	Copy of latest Government Permit/Recognition	Scanned copy of the latest Government Permit/Recognition
<b>*TFI8</b>	Indorsement from the Schools Division Office	Division Level

*\*To be accomplished by the SDO*

#### **4.3.7. On Application for Proposed School Fees**

<b>CODE</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESCRIPTION</b>
<b>PF1</b>	Letter of Intent	Letter indicating the intent of the application for a proposed new fee/s
<b>PF2</b>	Original notarized application using the official format	Refer to Annex C
<b>PF3</b>	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
<b>PF4</b>	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
<b>PF5</b>	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
<b>PF6</b>	Copy of latest approved fees	Scanned copy of the latest approved fees
<b>PF7</b>	Copy of latest Government Permit/Recognition	Scanned copy of the latest Government Permit/Recognition
<b>*PF8</b>	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**

<b>CODE</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESCRIPTION</b>
<b>NTF11</b>	Letter of Intent	Letter indicating the intent of the application for no tuition fee increase
<b>NTF12</b>	Copy of latest approved fees	Scanned copy of the latest approved fees
<b>*NTF13</b>	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*).

<b>Process</b>	<b>Governance Level</b>		
	<b>School</b>	<b>SDO</b>	<b>RO</b>
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.



**Annex A**

**Articles of Incorporation and By-Laws**

(non-stock)

**ARTICLES OF INCORPORATION**

OF

\_\_\_\_\_

SFC BAGUIO EXTENSION OFFICE  
Folio: 1860-  
O.P. No.: 05479  
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:**

**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

\_\_\_\_\_



REPUBLIC OF THE PHILIPPINES  
Department of Finance  
**SECURITIES AND EXCHANGE COMMISSION**

**Baguio Extension Office**  
Baguio City

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 (Basic Paragraphs (Bj. 48)), 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, pension plan issuer, general agent in pension plans and time share/club share/membership certificates issuer 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 crossed 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



**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 filed 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  
**CPA**  
\_\_\_\_\_  
Chief Financial Officer





Brgy. \_\_\_\_\_

**STATEMENT OF FINANCIAL POSITION**  
As of December 31, 2019

		ASSETS		2019	2018
		Notes			
<b>Current Assets</b>					
Cash	5	P	483,829	476,125	
<b>Non-Current Assets</b>					
Property & Equipment	6		6,898,821	6,158,000	
<b>TOTAL ASSETS</b>		<b>P</b>	<b>7,382,649</b>	<b>6,634,125</b>	
<b>LIABILITIES AND FUND BALANCES</b>					
<b>Current Liabilities</b>					
Accounts Payable and other current lia	7	P	7,508,758	6,751,198	
<b>Fund balances</b>					
Contributed capital	8		100,000	100,000	
Cumulative Excess of revenue over expenses			(226,108)	(217,073)	
			(126,108)	(117,073)	
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>P</b>	<b>7,382,649</b>	<b>6,634,125</b>	

See Accompanying Notes to Financial Statements

Should be a latest copy of Financial Statement

clear



Brgy. [REDACTED]

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

	Notes	2019	2018
<b>Cash Flows From Operating Activities</b>			
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
		<b>817,925</b>	<b>349,486</b>
<b>Net Cash Provided by Operating Activities</b>		<b>808,889</b>	<b>262,848</b>
<b>Cash Flows from Investing Activities</b>			
Acquisition of property & equipment		(323,646)	0
Contributed capital		0	0
		<b>(323,646)</b>	<b>0</b>
<b>Cash Flows from Financing Activities</b>			
Construction in Progress		(477,539)	0
<b>Net Increase (Decrease) in Cash</b>		<b>7,703</b>	<b>262,848</b>
<b>Cash beg. Of the year</b>		<b>476,125</b>	<b>213,277</b>
<b>CASH, END OF THE YEAR</b>		<b>483,829</b>	<b>476,125</b>

*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%	<ul style="list-style-type: none"> <li>• For equitable basic salary/salary increase for all school personnel concerned</li> <li>• For retirement benefits</li> <li>• For allowance and other fringe benefits</li> <li>• For faculty development</li> </ul>	
20%	<ul style="list-style-type: none"> <li>• For improvement of instructional, library and research or laboratory facilities</li> <li>• For student services</li> <li>• For extension services</li> </ul>	
10%	<ul style="list-style-type: none"> <li>• For return of investment</li> </ul>	

**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
<b>TOTAL</b>					

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
<b>TOTAL</b>				

# 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

Topic	Page
Background of the System	4
School Login Page	5
School Registration	8
School Main Page	11
How to Apply for Government Recognition?	13
How to Apply for Government Permit?	19
How to Apply for Renewal Government Permit?	25
How to Apply for Tuition Fee Increase?	31
How to Apply for No Tuition Fee Increase?	38
How to Apply for Proposed Fees?	45
How to Apply for Government Permit Senior High School?	52
How to Apply for Special Order?	57
How to Apply for School Calendar?	59
How to Apply for Change of SHS Strand	61
What to do on the Returned/Complied Applications with Deficiencies?	66

# Background

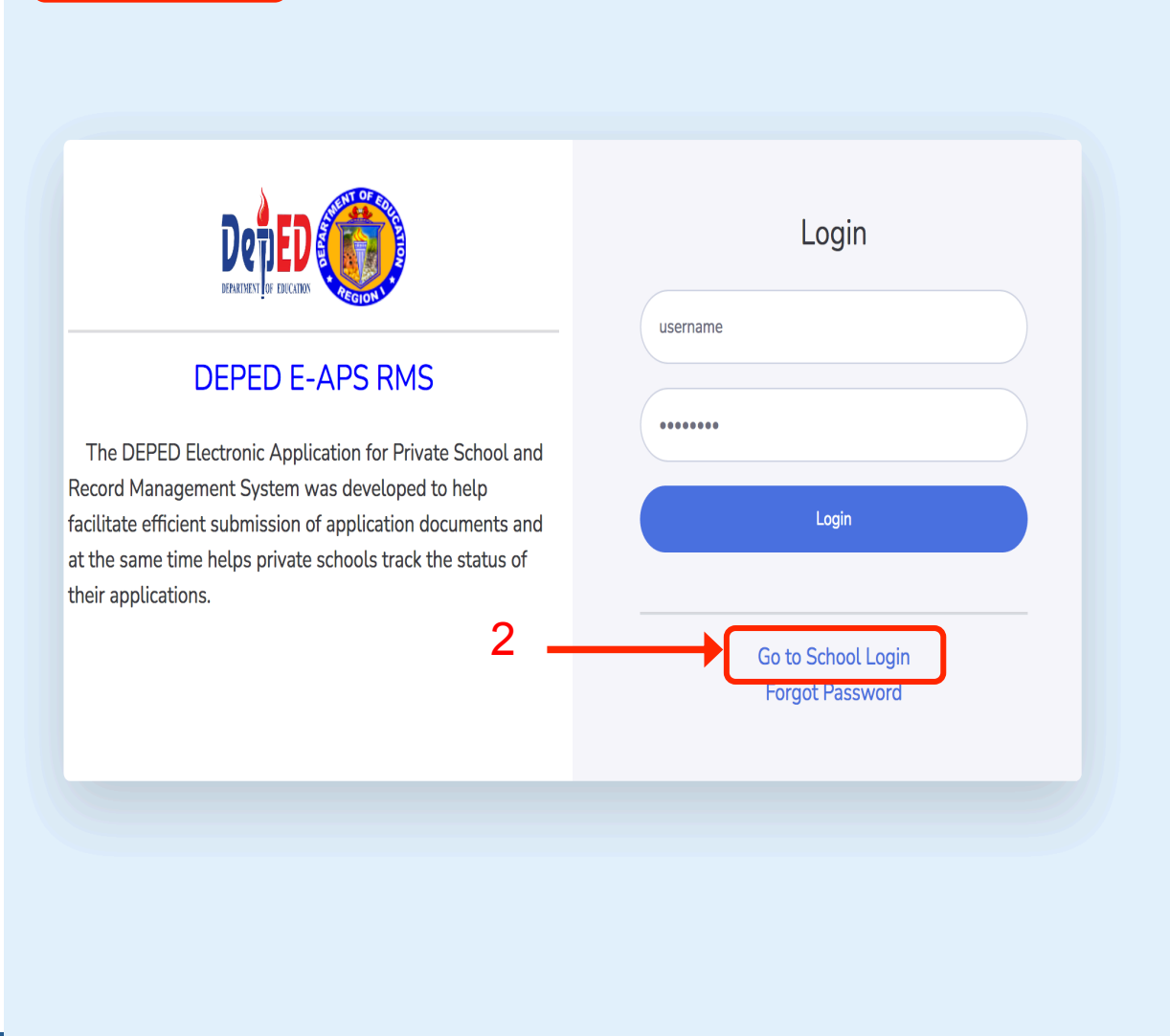
- The use of E-APS-RM will be in support to the strategic goal of the Department of Education – “Modernizing Education Management and Governance”.
- Through this information system, DepEd Region 1 will be able to automate core systems and processes that would improve service delivery of the programs 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](https://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](https://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

1

**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](mailto:pas.cd@deped.gov.ph).

**OK**

DEPED

The DEPED Electronic Ap  
cord Management was de  
cient submission of appli  
ne time helps private sch  
plications.

LOGIN

school  
sword

DEP.


# 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

The screenshot shows a web browser window with the URL [deped.ro1apps.com/school](http://deped.ro1apps.com/school). The page content includes the DEPED logo (Department of Education Region I) and the title 'DEPED E-APS RMS'. A descriptive paragraph states: '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.' The 'SCHOOL LOGIN' section contains a 'Username' input field, a 'Password' input field, and a blue 'Login' button. Below the login form are two links: 'Register School' and 'Reset Password'. Red annotations are present: a red '1' with an arrow pointing to the login form, a red '2' next to the 'Login' button, and a red box containing a red '3' next to 'Register School' and a red '4' next to 'Reset Password'.

# 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.

1 →

### School Registration

Name	XXXXXXXXXX	
SchoolId	10000	
Address	City of San Fernando, La Union	
ContactNo	XXXXXXXXXX	
Email	XXXXXXXXXX	
Contact Person	Uncle Sam	
School Head	Uncle Sam	
Division	SAN FERNANDO CITY ▾	
	<input type="checkbox"/> ESC	

2 →

UserName	XXXXXXXXXX
Password	●●●●●●
Password Confirmation	●●●●●●

3 ↓

Save

Reset

# 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

SCHOOL PAGE

Dashboard

MENU

- Create New Application
- Permits and Recognitions
- Message

Dashboard

Timeline [ Government Recognition ]

Submit Application    Validation(Division)    Validation(Region)    For Signature    Completed

Application List

Show 10 entries    Search:

Application Type	Program	Date Applied	Date Granted	Date Updated	Status	Action
Government Recognition	Elementary	2022-05-22		2022-05-21 22:19:21	Validation(Division)	<a href="#">i</a> <a href="#">x</a>
Application Type	Program	Date Applied	Date Granted	Date Updated	Status	Form Action

Showing 1 to 1 of 1 entries

Previous 1 Next

# 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.

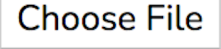
4. Check requirements to be submitted for Government Recognition.


The screenshot shows a web browser at rollout.ro1apps.com/editapplication/73. The page is titled 'SCHOOL PAGE' and 'School Application'. A blue sidebar menu on the left contains 'Dashboard', 'MENU', 'Create New Application', 'Permits and Recognitions', and 'Message'. The main content area is titled 'Application Details' and includes a 'Type' dropdown menu set to 'Government Recognition', a 'Grade Applied For:' section with radio buttons for 'Kinder', 'Elementary', 'Junior High School', and 'Senior High School', and a 'Requirements' table. Red annotations with numbers 1 through 4 point to the 'Create New Application' menu item, the 'Government Recognition' dropdown, the 'Grade Applied For:' radio buttons, and the 'Requirements' table respectively.

	Id	Description	Action
1	GR1	Updated Board Resolution certified and signed by the Corporate Secretary	<input type="button" value="Browse..."/> No file selected.
2	GR2	Articles of Incorporation duly registered with the SEC	<input type="button" value="Browse..."/> No file selected.
3	GR3	Documents of ownership/Transfer Certificate of Title of Site and Building	<input type="button" value="Browse..."/> No file selected.
4	GR4	Updated certificate of occupancy issued by the city/municipal engineer	<input type="button" value="Browse..."/> No file selected.
5	GR5	Proposed budget for the succeeding school year duly approved by the Board of Trustees/Directors	<input type="button" value="Browse..."/> No file selected.












# Apply for Government Recognition

5. Click the  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.

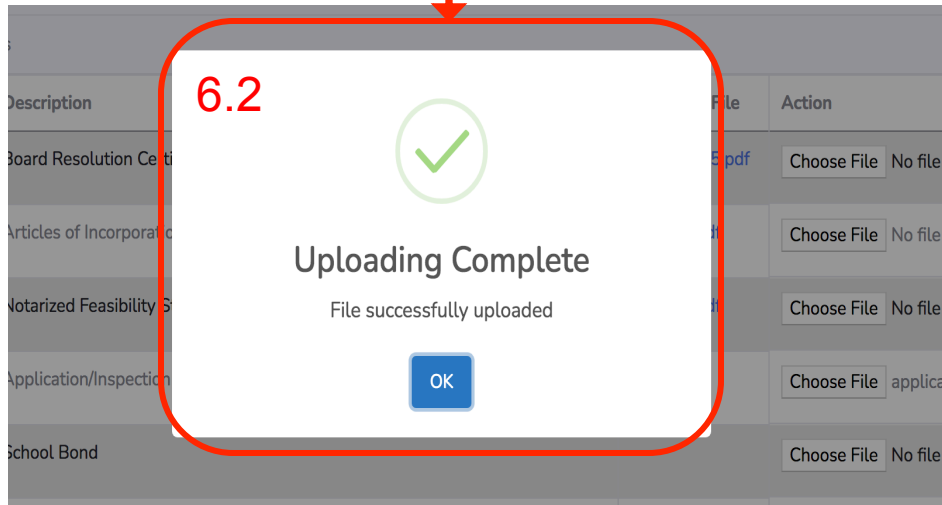
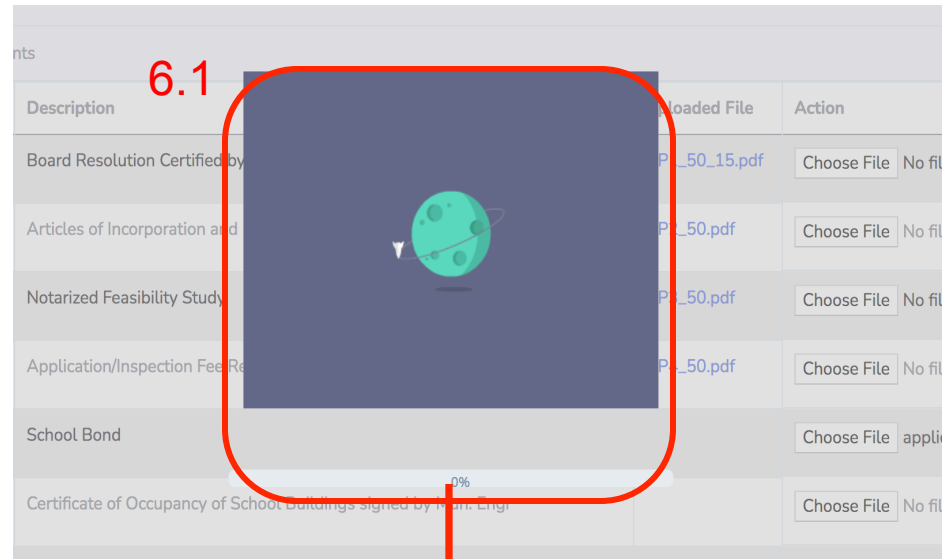
9	GR9	List of basic Biology laboratory equipment/instruments/facilities	<a href="#">GR9_62.pdf</a>	<input type="button" value="Browse..."/>	No file selected	
10	GR10	List of basic Physics laboratory equipment/instruments/facilities	<a href="#">GR10_62.pdf</a>	<input type="button" value="Browse..."/>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

Uploads: 17 of 17

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

8

Uploads: 17 of 17

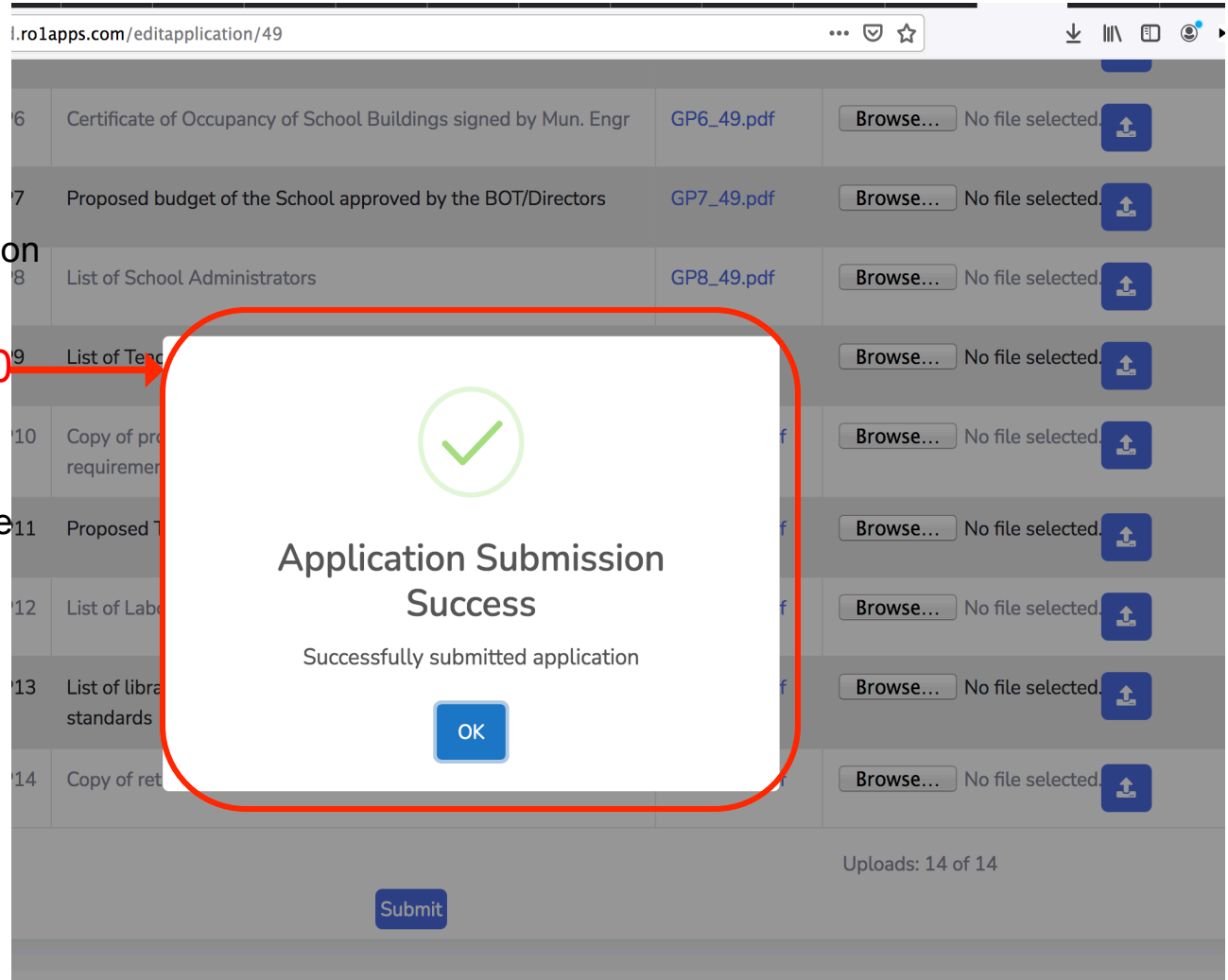
9

# Apply for Government Recognition

10. A notification widget will be shown 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.

10



The screenshot shows a web browser window with the URL `l.ro1apps.com/editapplication/49`. The background is a table with 14 rows, each containing a document name, a PDF filename (e.g., GP6\_49.pdf), a 'Browse...' button, and an upload icon. A white notification modal is centered on the screen, outlined in red. The modal contains a green checkmark icon, the text 'Application Submission Success', and 'Successfully submitted application'. Below the text is a blue 'OK' button. At the bottom of the page, there is a 'Submit' button and the text 'Uploads: 14 of 14'. A red arrow points from the number '10' to the notification modal.

# 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.

**SCHOOL PAGE**

Dashboard

MENU

- Create New Application
- Permits and Recognitions
- Message

School Application

Application Details

Type

Application Type: Government Permit

Grade/Course Applied For:

- Kindergarten
- Elementary
- Junior High School

Grade Selection:

- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10

Requirements

#	Id	Description	Action
1	GP1	Board Resolution Certified by the Corporate Secretary	Browse... No file selected.
2	GP2	Articles of Incorporation and By-laws	Browse... No file selected.
3	GP3	Notarized Feasibility Study	Browse... No file selected.

# Apply for Government Permit

6. Click the  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](#))

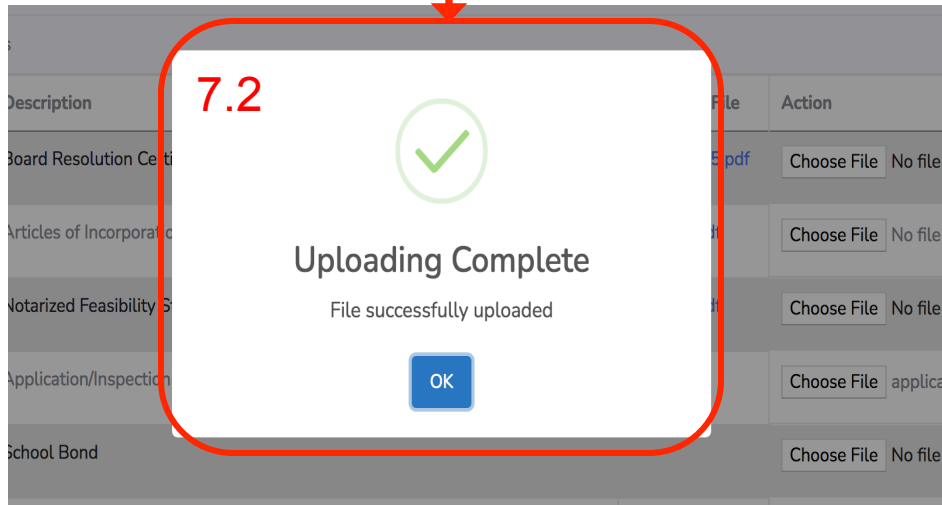
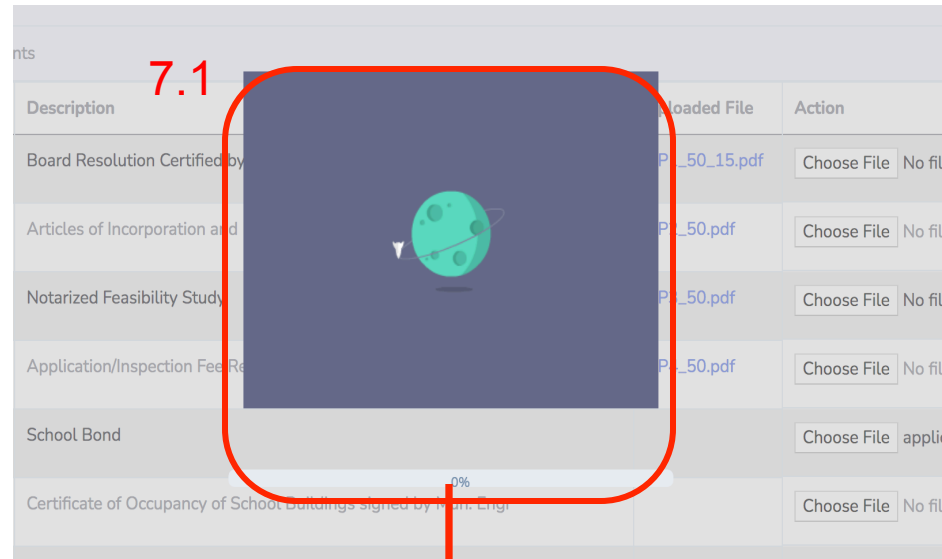
**Note:** The user can view the uploaded file by clicking the File Name with blue font color. Files can still be changed until the application is submitted.

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

# 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	<input type="button" value="Browse..."/> No file selected.	
7	GP7	Proposed budget of the School approved by the BOT/Directors	GP7_74.pdf	<input type="button" value="Browse..."/> No file selected.	
8	GP8	List of School Administrators	GP8_74.pdf	<input type="button" value="Browse..."/> No file selected.	
9	GP9	List of Teaching & Non-Teaching personnel	GP9_74.pdf	<input type="button" value="Browse..."/> No file selected.	
10	GP10	Proposed Tuition and other school fees	GP10_74.pdf	<input type="button" value="Browse..."/> No file selected.	
11	GP11	List of Laboratory facilities	GP11_74.pdf	<input type="button" value="Browse..."/> No file selected.	
12	GP12	List of library holdings by subject area (complies with prescribed standards	GP12_74.pdf	<input type="button" value="Browse..."/> No file selected.	
13	GP13	Copy of retirement plan registered with the SEC	GP13_74.pdf	<input type="button" value="Browse..."/> No file selected.	

9

10

Submit

Uploads: 13 of 13



# Apply for Government Permit

11. A notification widget will be shown 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

The screenshot shows a web browser window at the URL `l.ro1apps.com/editapplication/49`. The background is a table with columns for document ID, description, filename, and upload status. The table contains rows for documents like 'Certificate of Occupancy of School Buildings signed by Mun. Engr', 'Proposed budget of the School approved by the BOT/Directors', 'List of School Administrators', and 'List of Teachers'. Each row has a 'Browse...' button and a 'No file selected' message. A modal dialog box is overlaid on the table, titled 'Application Submission Success'. The dialog contains a green checkmark icon, the text 'Application Submission Success', and 'Successfully submitted application'. Below the text is a blue 'OK' button. A red arrow points from the number '11' to the top-left corner of the modal dialog. At the bottom of the page, there is a 'Submit' button and a status indicator 'Uploads: 14 of 14'.

ID	Description	Filename	Upload Status
6	Certificate of Occupancy of School Buildings signed by Mun. Engr	GP6_49.pdf	Browse... No file selected.
7	Proposed budget of the School approved by the BOT/Directors	GP7_49.pdf	Browse... No file selected.
8	List of School Administrators	GP8_49.pdf	Browse... No file selected.
9	List of Teachers		Browse... No file selected.
10	Copy of proposed requirements		Browse... No file selected.
11	Proposed Terms and Conditions		Browse... No file selected.
12	List of Labels		Browse... No file selected.
13	List of library standards		Browse... No file selected.
14	Copy of return		Browse... No file selected.

# 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

SCHOOL PAGE

- Dashboard
- MENU
  - Create New Application**
  - Permits and Recognitions
  - Message

School Application

Application Details

Type

Application Type: Renewal Government Permit

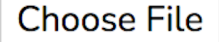
Grade/Course Applied For


Kindergarten	Elementary	Junior High School
<input type="checkbox"/> Kindergarten	<input checked="" type="checkbox"/> Grade 1 <input checked="" type="checkbox"/> Grade 2 <input checked="" type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 8 <input type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 10

Requirements

#	Id	Description	Action
1	RGP1	Board Resolution Certified by the Corporate Secretary	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.

# Apply for Renewal of Government Permit










5. Click the  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\\_65\\_123.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

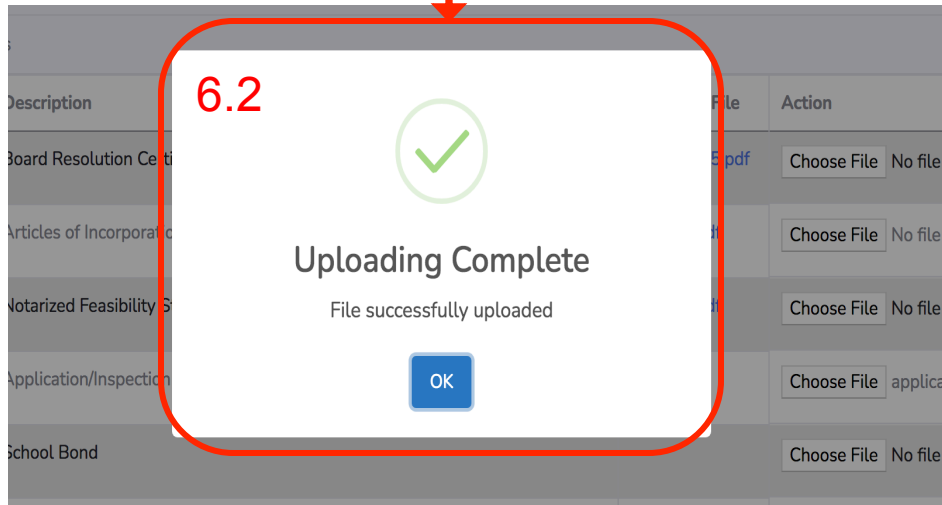
#	Id	Description	Uploaded File	Action
1	RGP1	Board Resolution Certified by the Corporate Secretary	<a href="#">RGP1_65_123.pdf</a>	<input type="button" value="Browse..."/> No file selected 
2	RGP2	Articles of Incorporation and By-Laws		<input type="button" value="Browse..."/> No file selected 
3	RGP3	Certificate of Occupancy of School Buildings signed by Mun. Engr		<input type="button" value="Browse..."/> No file selected 
4	RGP4	Application Fee		<input type="button" value="Browse..."/> No file selected 
5	RGP5	Proposed Budget		<input type="button" value="Browse..."/> No file selected 
6	RGP6	List of School Administrators		<input type="button" value="Browse..."/> No file selected 
7	RGP7	List of Teaching and Non-Teaching personnel		<input type="button" value="Browse..."/> No file selected 
8	RGP8	Copy of Latest Financial Statement		<input type="button" value="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		<input type="button" value="Browse..."/> No file selected 

Uploads: 1 of 9

# 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.

Requirements

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

8

9

Uploads: 9 of 9

**Submit**

# Apply for Renewal of Government Permit

10. A notification widget will be shown 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.

10

The screenshot shows a web browser window with the URL `l.ro1apps.com/editapplication/49`. The background is a form with several rows of input fields, each with a 'Browse...' button and a 'No file selected.' message. A red arrow points from the number '10' to a white notification modal box. The modal box contains a green checkmark icon, the text 'Application Submission Success', and 'Successfully submitted application'. Below the text is a blue 'OK' button. At the bottom of the page, there is a 'Submit' button and a status indicator 'Uploads: 14 of 14'.



# 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

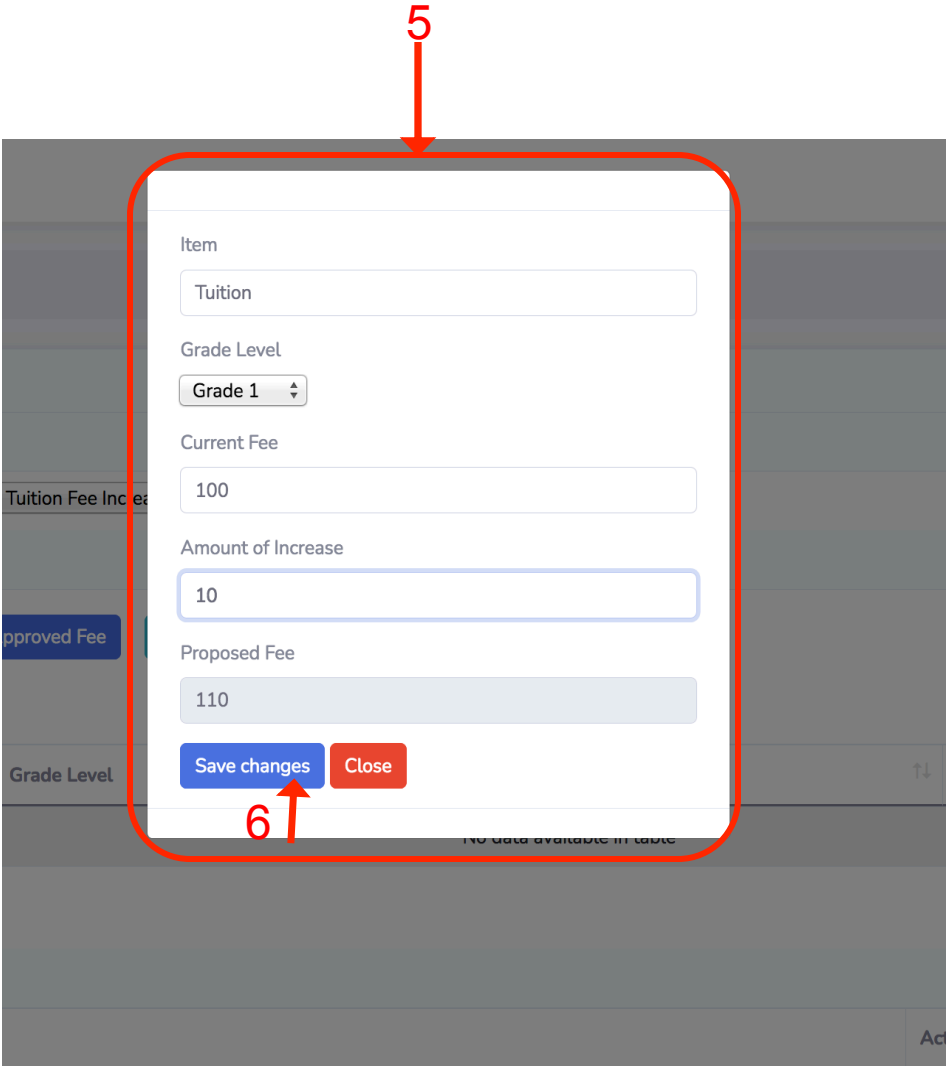
The screenshot shows the 'SCHOOL PAGE' interface. On the left is a blue sidebar menu with 'Create New Application' highlighted by a red box and labeled '1'. The main content area is titled 'School Application' and 'Application Details'. A dropdown menu for 'Application Type' is open, showing 'Tuition Fee Increase' selected, with a red box and label '2'. Below this, the 'Tuition Fee Details' section contains three buttons: 'Add New', 'Copy Previous Approved Fee', and 'Export'. The 'Copy Previous Approved Fee' button is highlighted with a red box and labeled '3'. Below the buttons is a table with columns: No, Item, Grade Level, Current Fee, Amount of Increase, Proposed Fee, and Action. The table is currently empty, with a message 'NO data available in table' and 'Showing 0 to 0 of 0 entries'. A red box and label '4' encompasses the entire table area. At the bottom, there is a 'Requirements' section with a table listing three items: 'Letter of Intent', 'Original notarized application using the attached official format.', and 'Certification under oath signed by the school head relative to the Distribution of Salary Increase'. Each item has a 'Browse...' button and an upload icon.

# 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

Buttons: Add New, Copy Previous Approved Fee, **Export**

Show 10 entries

No	Item	Grade Level	Current Fee	Amount of Increase	Proposed Fee	Action
1	Tuition	Grade 1	100.00	10.00	110.00	[Edit] [Delete]

Showing 1 to 1 of 1 entries

Navigation: Previous 1 Next


8

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.

Requirements				11	9	10
#	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.	

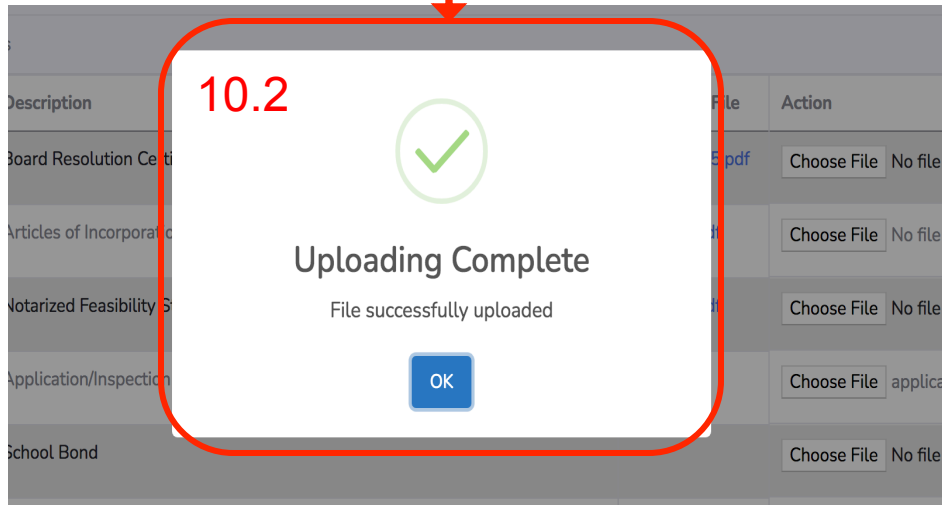
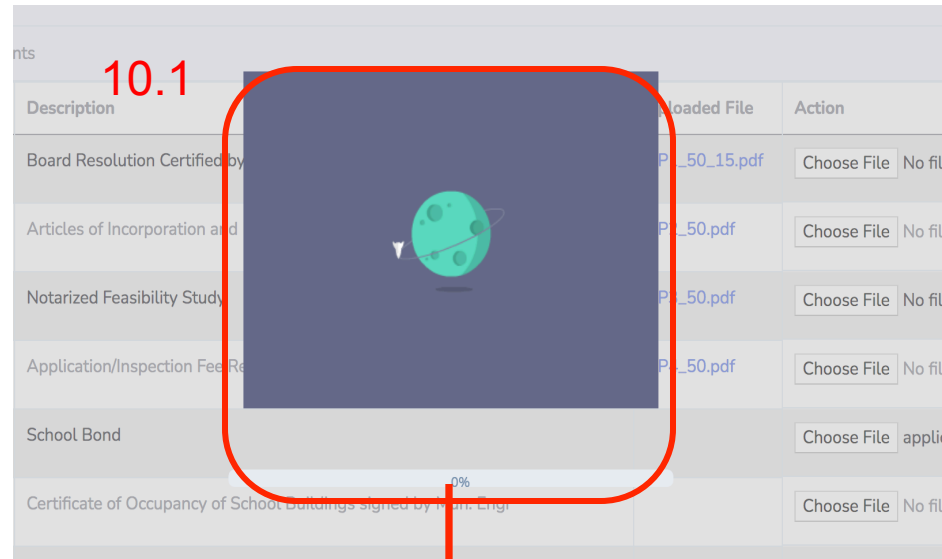
Submit

Uploads: 7 of 7

# 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



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

SCHOOL PAGE

Dashboard

MENU

Create New Application

Permits and Recognitions

Message

School Application

Application details

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

Requirements

#	Id	Description	Action
1	NTF1	Letter of Intent	Browse... No file selected.
2	NTF2	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.

The screenshot shows a web application interface for 'School Application'. The main content area is titled 'Application Details' and 'Tuition Fee Details'. A modal form is open, containing the following fields:

- Item: Tuition Fee
- Grade Level: Grade 1
- Current Fee: 100
- Amount of Increase: 10
- Proposed Fee: 110

At the bottom of the modal form is a blue button labeled 'Save changes'. A red arrow labeled '5' points to the top of the modal form, and a red arrow labeled '6' points to the 'Save changes' button. The background interface includes an 'Add New' button, an 'Export' button, a 'Show 10 entries' dropdown, and a table with columns 'No', 'Item', and 'Grade'. The status at the bottom indicates 'Showing 0 to 0 of 0 entries'.

# 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

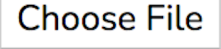
[Add New](#) [Export](#)


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	<a href="#">Edit</a> <a href="#">Delete</a>
2	Tuition Fee	Grade 1	100.00	10.00	110.00	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 2 of 2 entries Previous 1 Next



# Apply for No Tuition Fee Increase

9. Click the  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.

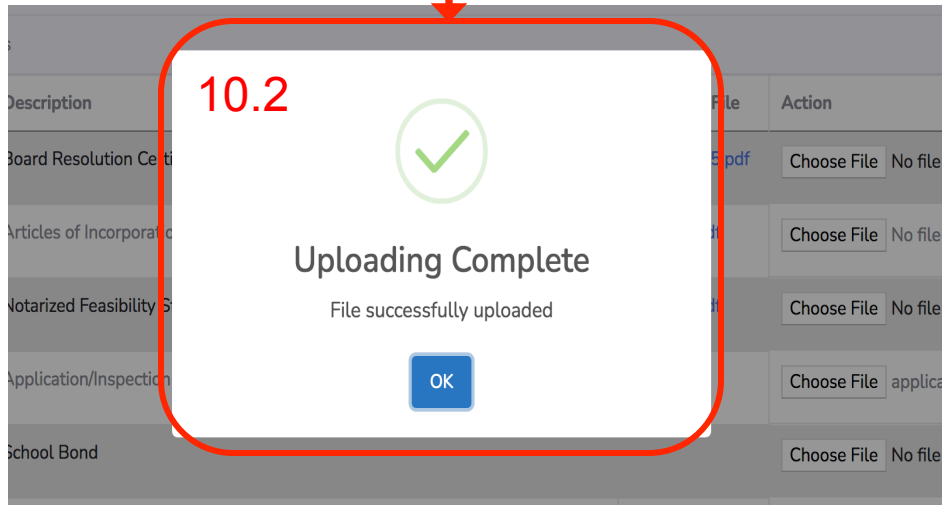
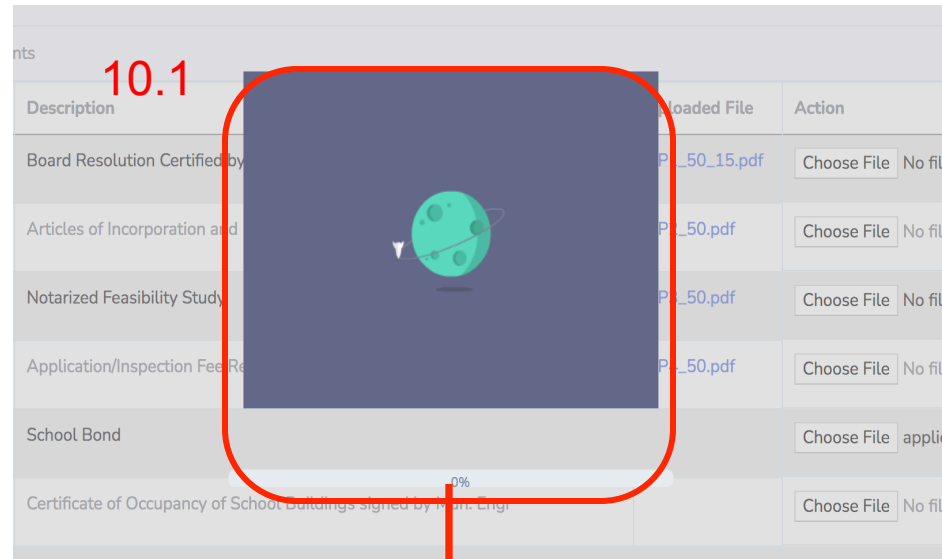
Requirements				
#	Id	Description	Uploaded File	Action
1	NTF1	Letter of Intent	<a href="#">NTF1_67_123.pdf</a>	<input type="button" value="Browse..."/> No file selected. 
2	NTF2	Copy of latest approved fees (photocopy)	<a href="#">NTF2_67.pdf</a>	<input type="button" value="Browse..."/> No file selected. 

Uploads: 2 of 2

# 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.

SCHOOL PAGE

Dashboard

MENU

- Create New Application
- Permits and Recognitions
- Message

School Application

Application Details

Type

Application Type: No Tuition Fee Increase

Add New Export

Show 10 entries Search:

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

Showing 0 to 0 of 0 entries

Requirements

#	Id	Description	Uploaded File	Action
1	NTFI1	Letter of Intent	NTFI1_76_.pdf	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>
2	NTFI2	Copy of latest approved fees (photocopy)	NTFI2_76_.pdf	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>

Uploads: 2 of 2

**13**

# 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

The screenshot shows the 'SCHOOL PAGE' interface. On the left is a blue sidebar menu with 'Create New Application' highlighted by a red box and labeled '1'. The main content area is titled 'School Application' and 'Application Details'. A dropdown menu for 'Application Type' is set to 'Proposed Fee', highlighted by a red box and labeled '2'. Below this, the 'Tuition Fee Details' section has three buttons: 'Add New', 'Copy Previous Approved Fee', and 'Export'. The 'Copy Previous Approved Fee' button is highlighted by a red box and labeled '3'. Below the buttons is a table with columns: No, Item, Grade Level, Current Fee, Amount of Increase, Proposed Fee, and Action. The table is empty, with a message 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A red box labeled '4' encompasses the 'Requirements' section below the table, which lists two items: 'PF1 Letter of Intent' and 'PF2 Original notarized application using the attached official format', each with a 'Browse...' button and a file upload icon.



# 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.

The screenshot displays a 'School Application' interface. A modal window titled 'Tuition Fee Details' is open, allowing for the addition of a new fee item. The form contains the following fields and values:

- Item:** Tuition Fee
- Grade Level:** Grade 1
- Current Fee:** 100
- Amount of Increase:** 10
- Proposed Fee:** 110

At the bottom of the modal, there is a blue button labeled 'Save changes'. A red arrow labeled '6' points to this button. Another red arrow labeled '5' points to the top of the modal form. The background interface shows 'Application Details' with 'Application Type' set to 'Tuition' and 'Add New' and 'Export' buttons. A table with columns 'No', 'Item', and 'Grade' is partially visible at the bottom.

# 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

The screenshot shows the 'Application Details' interface. Under the 'Tuition Fee Details' section, there are two buttons: 'Add New' and 'Export'. The 'Export' button is highlighted with a red box and a red arrow labeled '8'. Below the buttons is a table with the following data:

No	Item	Grade Level	Current Fee	Amount of Increase	Proposed Fee	Action
1	Sports Fee	Grade 1	200.00	0.00	200.00	[Edit] [Delete]
2	Tuition	Grade 1	100.00	0.00	100.00	[Edit] [Delete]

Below the table, there is a pagination control showing 'Showing 1 to 2 of 2 entries' and a page indicator '1' between 'Previous' and 'Next' buttons. A red arrow labeled '7' points to the table area.

# 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

11
9
10

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

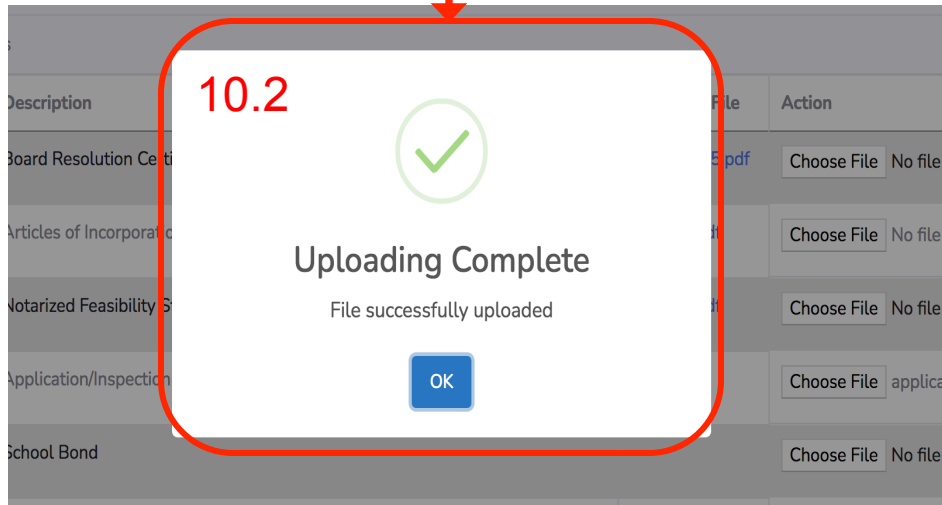
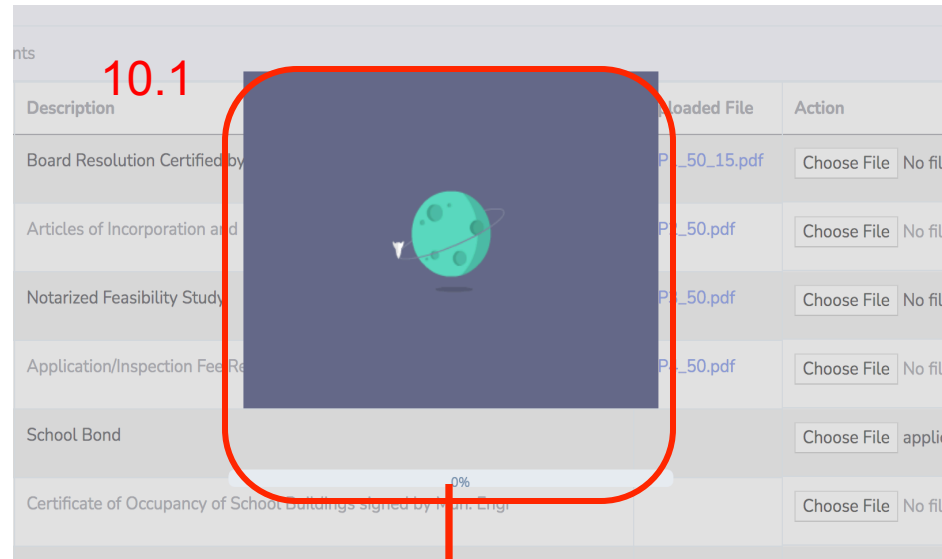
Uploads: 7 of 7

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

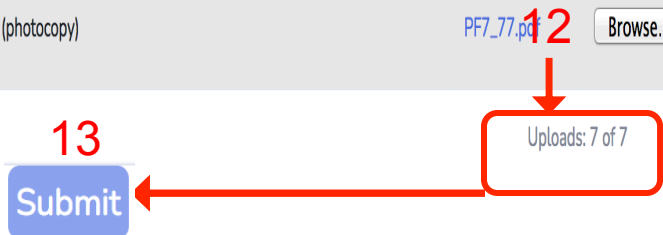
#	Id	Description	Uploaded File	Action
1	PF1	Letter of Intent	<a href="#">PF1_77_.pdf</a>	<input type="button" value="Browse..."/> No file selected. 
2	PF2	Original notarized application using the attached official format.	<a href="#">PF2_77.pdf</a>	<input type="button" value="Browse..."/> No file selected.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

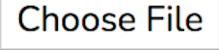
3. Select the Track and Strand applied for.


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

The screenshot shows the 'School Application' page. The left sidebar has a 'MENU' section with 'Create New Application' highlighted by a red box and the number 1. The main content area has 'Application Details' with 'Application Type' set to 'Government Permit SHS Application' (indicated by a red box and number 2). Under 'TRACKS:', 'Academic Track' is selected (indicated by a red box and number 3), with 'ABM' and 'HUMSS' selected as strands. Other tracks like 'Tech-Voc Track', 'Arts and Design Track', 'Sports Track', and 'Unique Track' are unselected. Below the tracks is a 'Requirements' section with a table:

Id	Description	Action
SHS1	Board Resolution Certified by the Secretary and Approved by the Board of Directors/Board of Trustees	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>

# Apply for Government Permit for SHS












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

6. Click the  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	<a href="#">SHS1_77.pdf</a>	<input type="button" value="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)	<a href="#">SHS2_77.pdf</a>	<input type="button" value="Browse..."/> No file selected. 
3	SHS3	Proposed Tuition and Other School Fees	<a href="#">SHS3_77.pdf</a>	<input type="button" value="Browse..."/> No file selected. 
4	SHS4	Proposed School Calendar	<a href="#">SHS4_77.pdf</a>	<input type="button" value="Browse..."/> No file selected. 
5	SHS5	Proposed List of Academic and Non-Academic Personnel	<a href="#">SHS5_77.pdf</a>	<input type="button" value="Browse..."/> No file selected. 
6	SHS6	Minimum Program Requirements for the SHS Tracks/Strands	<a href="#">SHS6_77.pdf</a>	<input type="button" value="Browse..."/> No file selected. 
7	SHS7	Memorandum/Memoranda of Agreement/MOU for Partnership Arrangements relative the SHS Program	<a href="#">SHS7_77.pdf</a>	<input type="button" value="Browse..."/> No file selected. 
8	SHS8	Articles of Incorporation and by-laws	<a href="#">SHS8_77.pdf</a>	<input type="button" value="Browse..."/> No file selected. 
9	SHS9	Documents ownership of school sites under the name of the school, or deed of usufruct	<a href="#">SHS9_77.pdf</a>	<input type="button" value="Browse..."/> No file selected. 
10	SHS10	Proposed annual budget and annual expenditures	<a href="#">SHS10_77.pdf</a>	<input type="button" value="Browse..."/> No file selected. 
11	SHS11	Curriculum Offering	<a href="#">SHS11_77.pdf</a>	<input type="button" value="Browse..."/> No file selected. 

Uploads: 11 of 11

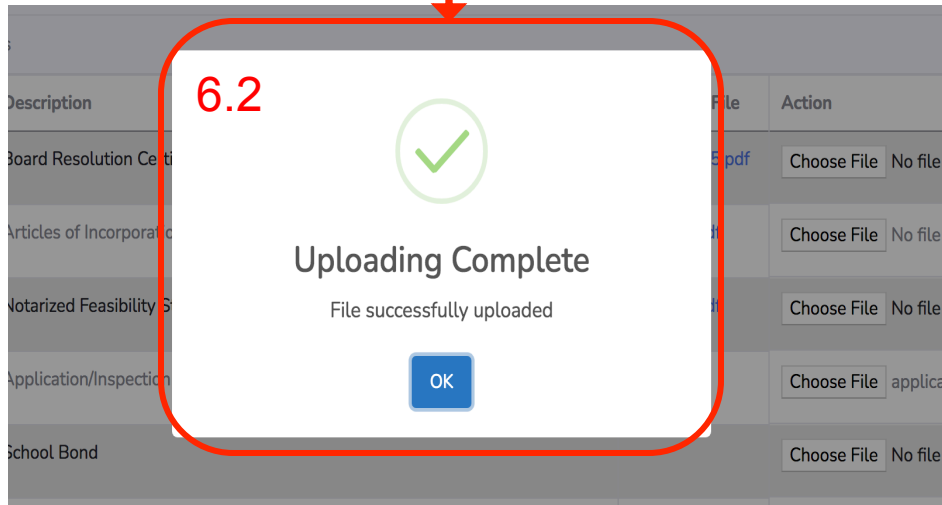
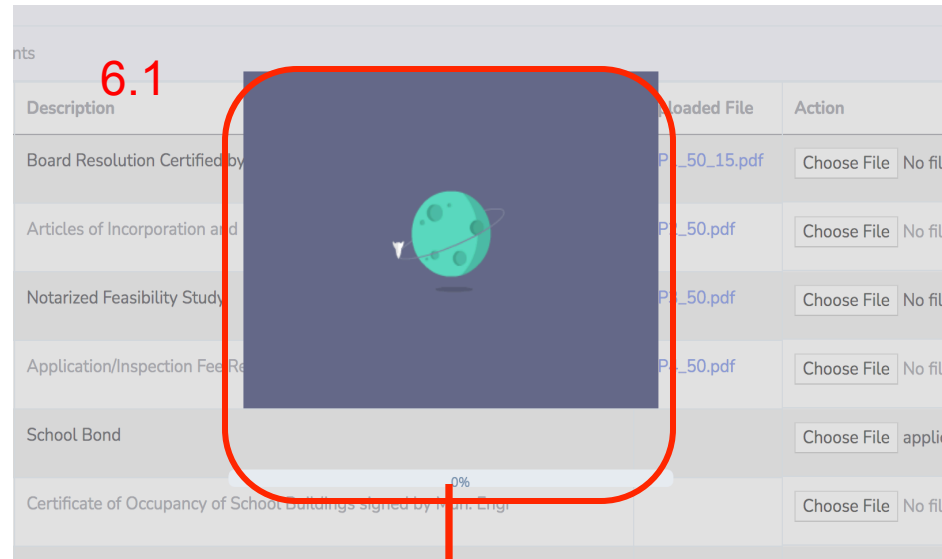
Uploads: 11 of 11



# 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.

Requirements

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

8

9

Uploads: 11 of 11

**Submit**

# 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.

The screenshot shows the 'SCHOOL PAGE' interface for a 'School Application'. The left sidebar contains a 'MENU' with 'Create New Application' (step 1), 'Permits and Recognitions', and 'Message'. The main form area is titled 'School Application' and includes sections for 'Application Details', 'Special Order Details', and 'Requirements'. Red arrows and numbers 1-5 point to the corresponding steps in the instructions.

**Application Details**

Application Type: SO Application

**Special Order Details:**

Number of Students: 100

**Requirements**

#	Id	Description	Action
1	S01	Letter of Intent	Browse... No file selected.
2	S02	List of Qualified SHS Students(PDF)	Browse... No file selected.
3	S03	List of Qualified SHS Students(xls)	Browse... No file selected.

Uploads: 0 of 3

**Submit**

# School Calendar Application

# APPLY FOR SCHOOL CALENDAR

**SCHOOL PAGE**

DEPARTMENT OF EDUCATION REGION 1

Dashboard

MENU

Create New Application

Permits and Recognitions

Message

School Application

Application Details

Type: School Calendar Application

Requirements

#	Id	Description	Uploaded File	Action
1	SC1	Letter of Intent	SC1_78_.pdf	Browse... No file selected.
2	SC2	Copy of School Calendar	SC2_78.pdf	Browse... No file selected.

Uploads: 2 of 2

Submit

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.

1

2

3

4

# 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

The screenshot shows a 'School Application' form with a blue sidebar on the left. The sidebar contains a 'MENU' section with 'Create New Application' highlighted by a red box and arrow labeled '1'. The main form has a 'Type' section with 'Application Type' set to 'Change SHS Strand' (indicated by a red box and arrow labeled '2'). Below this is a 'Tracks to Change' section with a 'Track' dropdown set to 'Academic Track' and a 'Strand' dropdown set to 'ABM' (indicated by a red box and arrow labeled '3'). The 'TRACKS:' section is outlined in red and contains several options: 'Academic Track' (radio button), 'Tech-Voc Track' (radio button), 'Arts and Design Track' (radio button), 'Sports Track' (radio button), and 'Unique Track' (radio button). Under 'Academic Track', there are radio buttons for 'ABM', 'HUMSS', 'STEM' (which is selected), 'GAS', and 'PBMS'. Each radio button option is accompanied by a text input field. A red arrow labeled '4' points to the 'STEM' radio button.



# 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.

Requirements

#	Id	Description	Uploaded File	Action
1	CSHS1	Board Resolution Certified by the Secretary and Approved by the Board of Directors/Board of Trustees	<a href="#">CSHS1_79.pdf</a>	<input type="button" value="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)	<a href="#">CSHS2_79.pdf</a>	<input type="button" value="Browse..."/> No file selected.
3	CSHS3	Proposed Tuition and Other School Fees	<a href="#">CSHS3_79.pdf</a>	<input type="button" value="Browse..."/> No file selected.
4	CSHS4	Proposed School Calendar	<a href="#">CSHS4_79.pdf</a>	<input type="button" value="Browse..."/> No file selected.
5	CSHS5	Proposed List of Academic and Non-Academic Personnel	<a href="#">CSHS5_79.pdf</a>	<input type="button" value="Browse..."/> No file selected.
6	CSHS6	Minimum Program Requirements for the SHS Tracks/Strands	<a href="#">CSHS6_79.pdf</a>	<input type="button" value="Browse..."/> No file selected.
7	CSHS7	Memorandum/Memoranda of Agreement/MOU for Partnership Arrangements relative the SHS Program	<a href="#">CSHS7_79.pdf</a>	<input type="button" value="Browse..."/> No file selected.
8	CSHS8	Articles of Incorporation and by-laws	<a href="#">CSHS8_79.pdf</a>	<input type="button" value="Browse..."/> No file selected.
9	CSHS9	Documents ownership of school sites under the name of the school, or deed of usufruct	<a href="#">CSHS9_79.pdf</a>	<input type="button" value="Browse..."/> No file selected.
10	CSHS10	Proposed annual budget and annual expenditures	<a href="#">CSHS10_79.pdf</a>	<input type="button" value="Browse..."/> No file selected.
11	CSHS11	Curriculum Offering	<a href="#">CSHS11_79.pdf</a>	<input type="button" value="Browse..."/> No file selected.

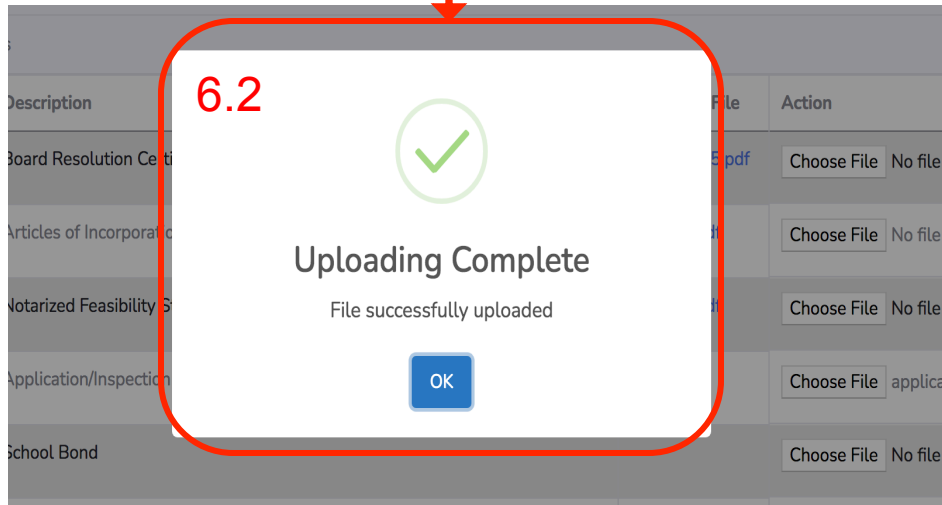
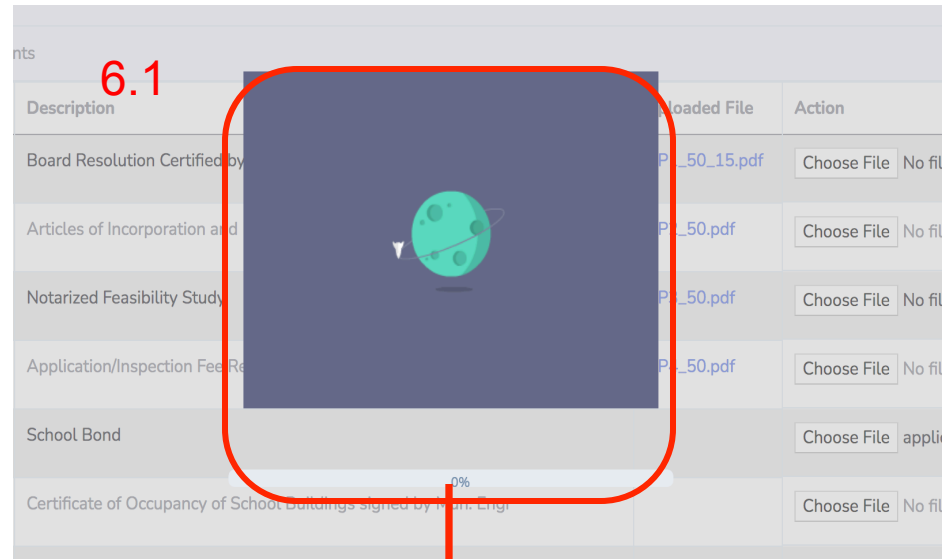
Uploads: 11 of 11

Uploads: 11 of 11

# 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.

Requirements

#	Id	Description	Uploaded File	Action
1	CSHS1	Board Resolution Certified by the Secretary and Approved by the Board of Directors/Board of Trustees	<a href="#">CSHS1_79_.pdf</a>	<input type="button" value="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)	<a href="#">CSHS2_79_.pdf</a>	<input type="button" value="Browse..."/> No file selected.
3	CSHS3	Proposed Tuition and Other School Fees	<a href="#">CSHS3_79_.pdf</a>	<input type="button" value="Browse..."/> No file selected.
4	CSHS4	Proposed School Calendar	<a href="#">CSHS4_79_.pdf</a>	<input type="button" value="Browse..."/> No file selected.
5	CSHS5	Proposed List of Academic and Non-Academic Personnel	<a href="#">CSHS5_79_.pdf</a>	<input type="button" value="Browse..."/> No file selected.
6	CSHS6	Minimum Program Requirements for the SHS Tracks/Strands	<a href="#">CSHS6_79_.pdf</a>	<input type="button" value="Browse..."/> No file selected.
7	CSHS7	Memorandum/Memoranda of Agreement/MOU for Partnership Arrangements relative the SHS Program	<a href="#">CSHS7_79_.pdf</a>	<input type="button" value="Browse..."/> No file selected.
8	CSHS8	Articles of Incorporation and by-laws	<a href="#">CSHS8_79_.pdf</a>	<input type="button" value="Browse..."/> No file selected.
9	CSHS9	Documents ownership of school sites under the name of the school, or deed of usufruct	<a href="#">CSHS9_79_.pdf</a>	<input type="button" value="Browse..."/> No file selected.
10	CSHS10	Proposed annual budget and annual expenditures	<a href="#">CSHS10_79_.pdf</a>	<input type="button" value="Browse..."/> No file selected.
11	CSHS11	Curriculum Offering	<a href="#">CSHS11_79_.pdf</a>	<input type="button" value="Browse..."/> No file selected.

8

9


**Submit**

Uploads: 11 of 11

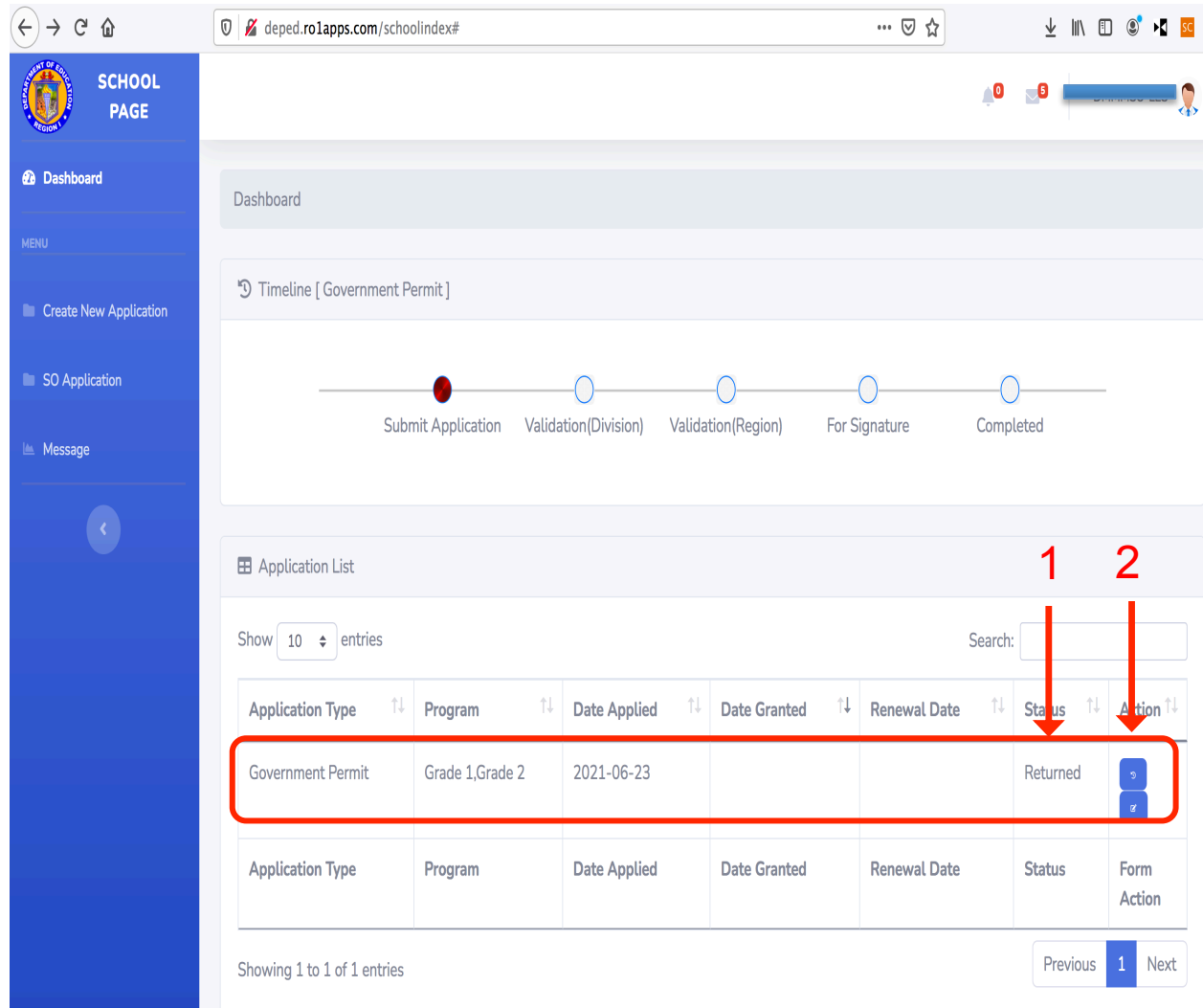
# What to do on Returned/ Complied Applications with Deficiencies?

# 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.



The screenshot shows a web application interface for a school page. The left sidebar contains a 'Dashboard' section with a 'MENU' containing 'Create New Application', 'SO Application', and 'Message'. The main content area shows a 'Dashboard' header, a 'Timeline [ Government Permit ]' with a progress bar, and an 'Application List' table. The table has columns for Application Type, Program, Date Applied, Date Granted, Renewal Date, Status, and Action. A red box highlights the first row, which has a 'Returned' status and a blue 'view' button. Red arrows labeled '1' and '2' point to the 'Returned' status and the 'view' button respectively. The table also includes a search bar, a 'Showing 1 to 1 of 1 entries' indicator, and pagination controls.

Application Type	Program	Date Applied	Date Granted	Renewal Date	Status	Action
Government Permit	Grade 1,Grade 2	2021-06-23			Returned	 
Application Type	Program	Date Applied	Date Granted	Renewal Date	Status	Form Action

# Comply To Deficiencies

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

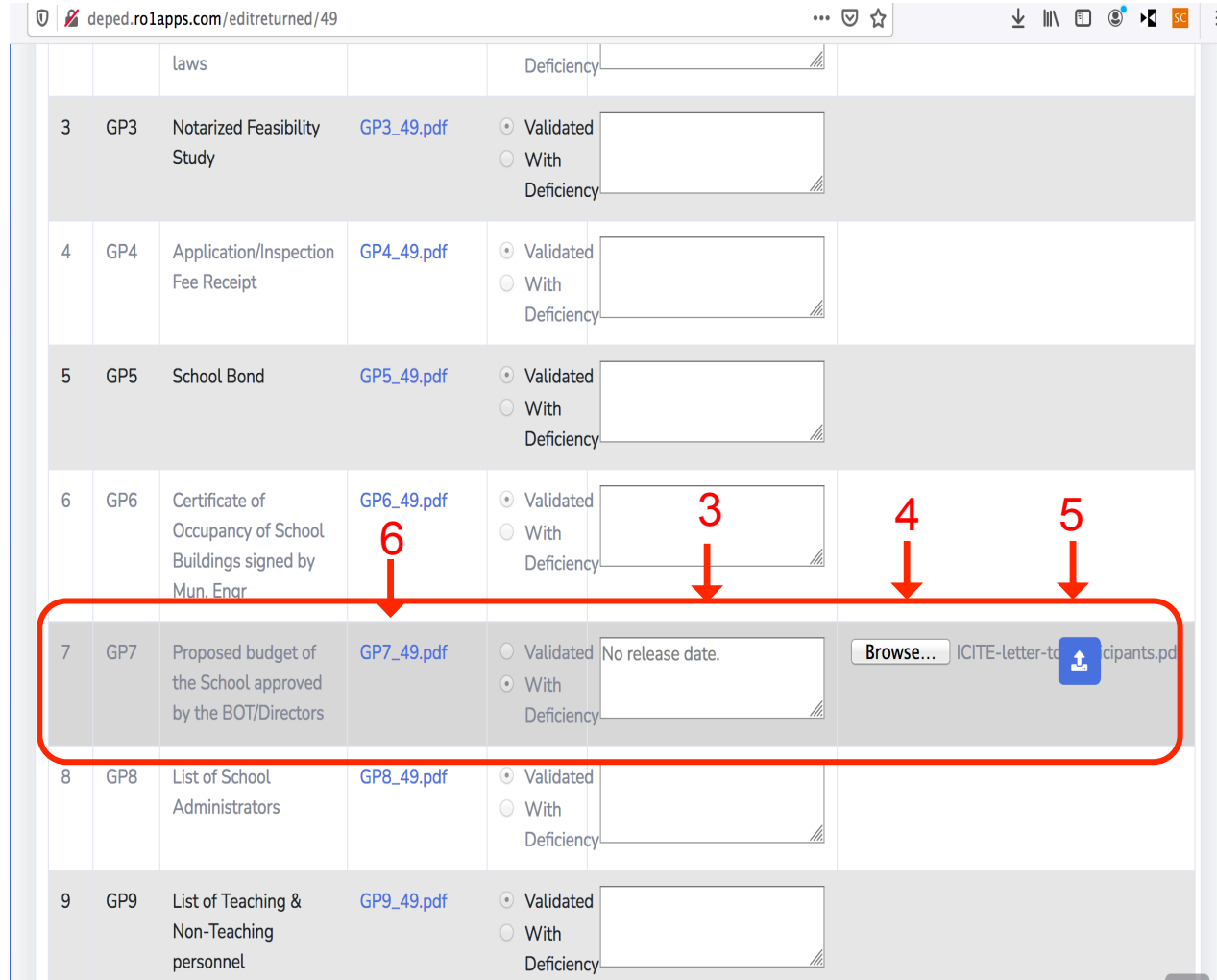
3. Check on the requirements with remarks/comments/with deficiency.

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](#))



		laws		Deficiency	
3	GP3	Notarized Feasibility Study	<a href="#">GP3_49.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
4	GP4	Application/Inspection Fee Receipt	<a href="#">GP4_49.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
5	GP5	School Bond	<a href="#">GP5_49.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
6	GP6	Certificate of Occupancy of School Buildings signed by Mun. Engr	<a href="#">GP6_49.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
7	GP7	Proposed budget of the School approved by the BOT/Directors	<a href="#">GP7_49.pdf</a>	<input type="radio"/> Validated <input checked="" type="radio"/> With Deficiency	No release date. <b>Browse...</b> <b>ICITE-letter-to</b> <b>Participants.pdf</b>
8	GP8	List of School Administrators	<a href="#">GP8_49.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
9	GP9	List of Teaching & Non-Teaching personnel	<a href="#">GP9_49.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	

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

Uploads: 14 of 14

**Submit**

# Comply To Deficiencies

## 9. The Status of application of be changed to Validation

The screenshot displays the 'SCHOOL PAGE' interface. On the left is a blue sidebar with a 'MENU' containing 'Dashboard', 'Create New Application', 'SO Application', and 'Message'. The main content area shows a 'Dashboard' section with a 'Timeline [ Government Permit ]' consisting of five steps: 'Submit Application' (green dot), 'Validation(Division)' (yellow dot), 'Validation(Region)' (blue circle), 'For Signature' (blue circle), and 'Completed' (blue circle). Below the timeline is an 'Application List' section with a search bar and a table. The table has columns for 'Application Type', 'Program', 'Date Applied', 'Date Granted', 'Renewal Date', 'Status', and 'Action'. The first row shows a 'Government Permit' for 'Grade 1,Grade 2' applied on '2021-06-23' with a status of 'Validation(Division)'. This 'Status' cell is highlighted with a red box, and a red arrow labeled '9' points to it. The table footer shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous', '1', and 'Next'.

Application Type	Program	Date Applied	Date Granted	Renewal Date	Status	Action
Government Permit	Grade 1,Grade 2	2021-06-23			Validation(Division)	<a href="#">➤</a> <a href="#">⌵</a>





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

# EPS DIVISION MODULE

# Table of Contents

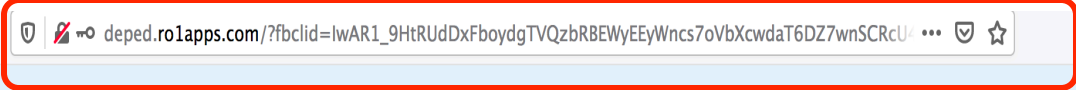
Topic	Page
Brief Overview	3
EPS Division Login Page	5
EPS Division Main Page	7
Verify Requirements from Applications	9
Verify Reuploaded Requirements from Returned Applications	15

# 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

1



# Login

1. Go to URL [deped.ro1apps.com](https://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



2

Login

username

.....

## 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.

3

[Go to School Login](#)

4

# 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

1

2

3

4


No	SchoolName	Application Type	Grade Level	Application Date	Target Date	Status	Action
2	Vineyard Chritian Academy	Tuition Fee Increase		2021-06-02	2021-07-02	Returned	
3	Vineyard Chritian Academy	Government Recognition	Junior High School	2021-05-29	2021-06-28	Validation(Division)	



# 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.

Dashboard

Total Applications: 4

Total Processed: 0

In Progress (On Target): 3

In Progress(Urgent): 0

School Applications per Month

Application Graph

Application Lists

No	SchoolName	Application Type	Grade Level	Application Date	Target Date	Status	Action
2	[Redacted]	Tuition Fee Increase		2021-06-02	2021-07-02	Returned	
3	[Redacted]	Government Recognition	Junior High School	2021-05-29	2021-06-28	Validation(Division)	

# 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.

deped.ro1apps.com/validateapps/42

Juan Dela Cruz

Academy Government Recognition

**Application Details**

Type

Application Type: Government Recognition

Grade Applied For:

- Kinder
- Elementary
- Junior High School
- Senior High School

**Requirements**

#	Id	Description	Uploaded File	Findings	Remarks
1	GR1	Updated Board Resolution certified and signed by the Corporate Secretary	<a href="#">GR1_42.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
2	GR2	Articles of Incorporation duly registered with the SEC	<a href="#">GR2_42_3.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> 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	<a href="#">GP5_74_.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
6	GP6	Certificate of Occupancy of School Buildings signed by Mun. Engr	<a href="#">GP6_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
7	GP7	Proposed budget of the School approved by the BOT/Directors	<a href="#">GP7_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
8	GP8	List of School Administrators	<a href="#">GP8_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
9	GP9	List of Teaching & Non-Teaching personnel	<a href="#">GP9_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
10	GP10	Proposed Tuition and other school fees	<a href="#">GP10_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
11	GP11	List of Laboratory facilities	<a href="#">GP11_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
12	GP12	List of library holdings by subject area (complies with prescribed standards)	<a href="#">GP12_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
13	GP13	Copy of retirement plan registered with the SEC	<a href="#">GP13_74.pdf</a>	<input type="radio"/> Validated <input checked="" type="radio"/> With Deficiency	No signature

6  
↓  
**Save Work**

7  
↓  
**Return to School**

Uploads: 13 of 13

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



Uploads: 13 of 13

# 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

deped.ro1apps.com/validateapps/49 8.1

8	GP8	List of School Administrators	GP8_49.pdf	Validated With Deficiency	
9	GP9	List of Teachers	ICITE-letter-to-participants.pdf	Validated With Deficiency	
10	GP10	Copy of proposed curriculum in accordance with standards and requirements	GP10_49.pdf	Validated With Deficiency	
11	GP11	Proposed Tuition and other school fees	GP11_49.pdf	Validated With Deficiency	
12	GP12	List of Laboratory facilities	GP12_49.pdf	Validated With Deficiency	
13	GP13	List of library holdings by subject area (complies with prescribed standards	GP13_49.pdf	Validated With Deficiency	
14	GP14	Copy of retirement plan registered with the SEC	GP14_49.pdf	Validated With Deficiency	

Upload Endorsement **Browse...** **Submit to Region** 8.2

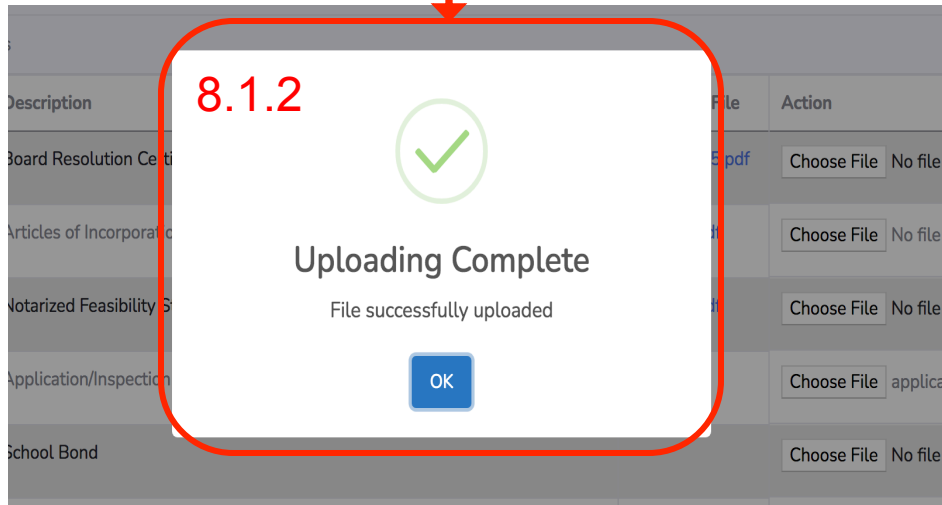
Uploads: 14 of 14

Save Work Submit to Region Return to School

# 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.

				<input type="radio"/> With Deficiency	
5	GP5	School Bond	<a href="#">GP5_49.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
6	GP6	Certificate of Occupancy of School Buildings signed by Mun. Engr	<a href="#">GP6_49.pdf</a> 1	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
7	GP7	Proposed budget of the School approved by the BOT/Directors	<a href="#">GP7_49.pdf</a>	<input type="radio"/> Validated <input type="radio"/> With Deficiency	No release date.
8	GP8	List of School Administrators	<a href="#">GP8_49.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
9	GP9	List of Teaching & Non-Teaching personnel	<a href="#">GP9_49.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
10	GP10	Copy of proposed curriculum in accordance with standards and requirements	<a href="#">GP10_49.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
11	GP11	Proposed Tuition and other school fees	<a href="#">GP11_49.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
12	GP12	List of Laboratory facilities	<a href="#">GP12_49.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	

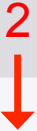
Uploads: 15 of 15

**Save Work** **Submit to Region**

# 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	<a href="#">GP5_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
6	GP6	Certificate of Occupancy of School Buildings signed by Mun. Engr	<a href="#">GP6_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
7	GP7	Proposed budget of the School approved by the BOT/Directors	<a href="#">GP7_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
8	GP8	List of School Administrators	<a href="#">GP8_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
9	GP9	List of Teaching & Non-Teaching personnel	<a href="#">GP9_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
10	GP10	Proposed Tuition and other school fees	<a href="#">GP10_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
11	GP11	List of Laboratory facilities	<a href="#">GP11_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
12	GP12	List of library holdings by subject area (complies with prescribed standards	<a href="#">GP12_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	
13	GP13	Copy of retirement plan registered with the SEC	<a href="#">GP13_74.pdf</a>	<input checked="" type="radio"/> Validated <input type="radio"/> With Deficiency	



[Save Work](#) [Submit to Region](#)

Uploads: 13 of 13

# 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

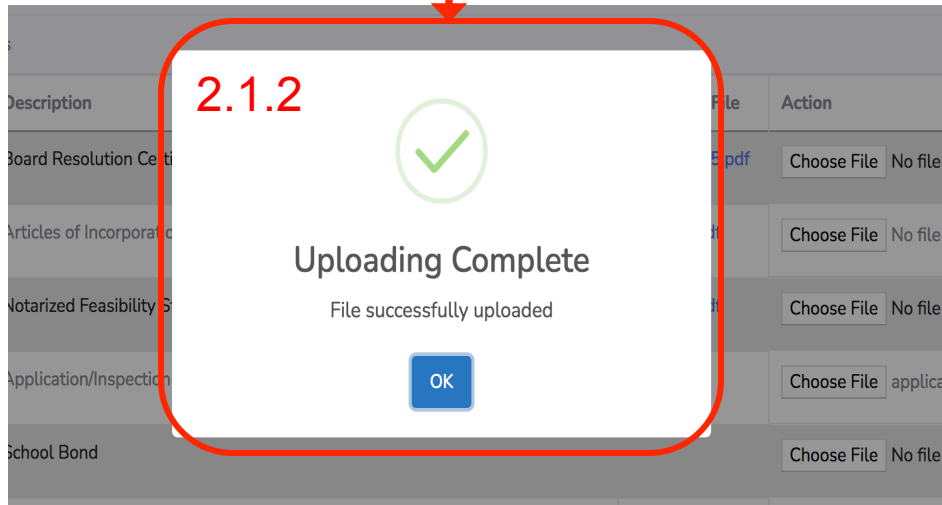
The screenshot shows a web application interface for validating applications. The browser address bar displays `deped.ro1apps.com/validateapps/49`. The main content is a table with 14 rows, each representing a requirement. The table columns include an ID (e.g., GP8, GP9), a description (e.g., 'List of School Administrators'), a file name (e.g., 'GP8\_49.pdf'), and a status (e.g., 'Validated', 'With Deficiency'). A modal window is open over the first row (GP8), containing an 'Upload Endorsement' label, a 'Browse...' button, and a 'Submit to Region' button. Red arrows and numbers '2.1' and '2.2' highlight the 'Browse...' and 'Submit to Region' buttons, respectively. At the bottom of the interface, there are three buttons: 'Save Work', 'Submit to Region', and 'Return to School'. The text 'Uploads: 14 of 14' is visible in the bottom right corner of the application area.

ID	Description	File Name	Status
8	List of School Administrators	GP8_49.pdf	Validated With Deficiency
9	List of Teachers	GP9_49.pdf	Validated With Deficiency
10	Copy of proposed curriculum in accordance with standards and requirements	GP10_49.pdf	Validated With Deficiency
11	Proposed Tuition and other school fees	GP11_49.pdf	Validated With Deficiency
12	List of Laboratory facilities	GP12_49.pdf	Validated With Deficiency
13	List of library holdings by subject area (complies with prescribed standards)	GP13_49.pdf	Validated With Deficiency
14	Copy of retirement plan registered with the SEC	GP14_49.pdf	Validated With Deficiency

# 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

The screenshot shows a web application interface for validating applications. The browser address bar displays "deped.ro1apps.com/validateapps/49". The main content is a table with 14 rows, each representing a requirement. The table columns include an ID (e.g., GP8, GP9), a description (e.g., "List of School Administrators"), a file name (e.g., "GP8\_49.pdf"), and a status (e.g., "Validated", "With Deficiency"). A modal window is open over the first row, containing an "Upload Endorsement" label, a "Browse..." button, and a "Submit to Region" button. Red arrows and numbers "7.1" and "7.2" highlight the "Browse..." and "Submit to Region" buttons, respectively. At the bottom of the interface, there are three buttons: "Save Work", "Submit to Region", and "Return to School". The text "Uploads: 14 of 14" is visible in the bottom right corner of the application area.

ID	Description	File Name	Status
8	List of School Administrators	GP8_49.pdf	Validated With Deficiency
9	List of Teachers	GP9_49.pdf	Validated With Deficiency
10	Copy of proposed curriculum in accordance with standards and requirements	GP10_49.pdf	Validated With Deficiency
11	Proposed Tuition and other school fees	GP11_49.pdf	Validated With Deficiency
12	List of Laboratory facilities	GP12_49.pdf	Validated With Deficiency
13	List of library holdings by subject area (complies with prescribed standards)	GP13_49.pdf	Validated With Deficiency
14	Copy of retirement plan registered with the SEC	GP14_49.pdf	Validated With Deficiency

# Check Requirements from Returned Applications

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

deped.ro1apps.com/epsdivision

4 0 2 0

### School Applications per Month

Month	Applications
May	1
Jun	1

### Application Graph

Status	Count
Total	4.0
Processed	0.0
IP	2.0
IP Urgent	0.0

### Application Lists

Show 10 entries

Search:

No	SchoolName	Application Type	Grade Level	Application Date	Target Date	Status	Action
2	Vineyard Chritian Academy	Tuition Fee Increase		2021-06-02	2021-07-02	Returned	<a href="#">View</a>
3	Vineyard Chritian Academy	Government Recognition	Junior High School	2021-05-29	2021-06-28	Validation(Region)	<a href="#">View</a>
4	DMMMSU-LES	Government Permit	Grade 1,Grade 2	2021-06-23	2021-07-23	Validation(Division)	<a href="#">View</a>
1	BHC Educ`l. Institute	Tuition Fee Increase		2021-06-11	2021-07-11	Validation(Division)	<a href="#">View</a>

Showing 1 to 4 of 4 entries

Previous 1 Next



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

# CES MODULE



# Table of Contents

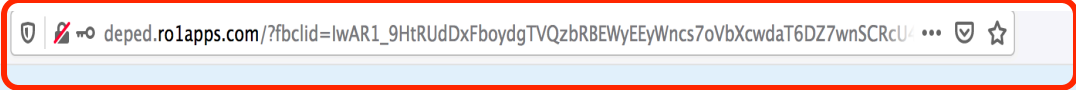
Topic	Page
Brief Overview	4
CES Login Page	5
CES Main Page	7
View the Status of Applications	9
Assign EPS to Division/s	11
View and/or Generate Reports	13

# 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

1



# Login

1. Go to URL [deped.ro1apps.com](https://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



2

Login

username

.....

Login

## 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.

3

4

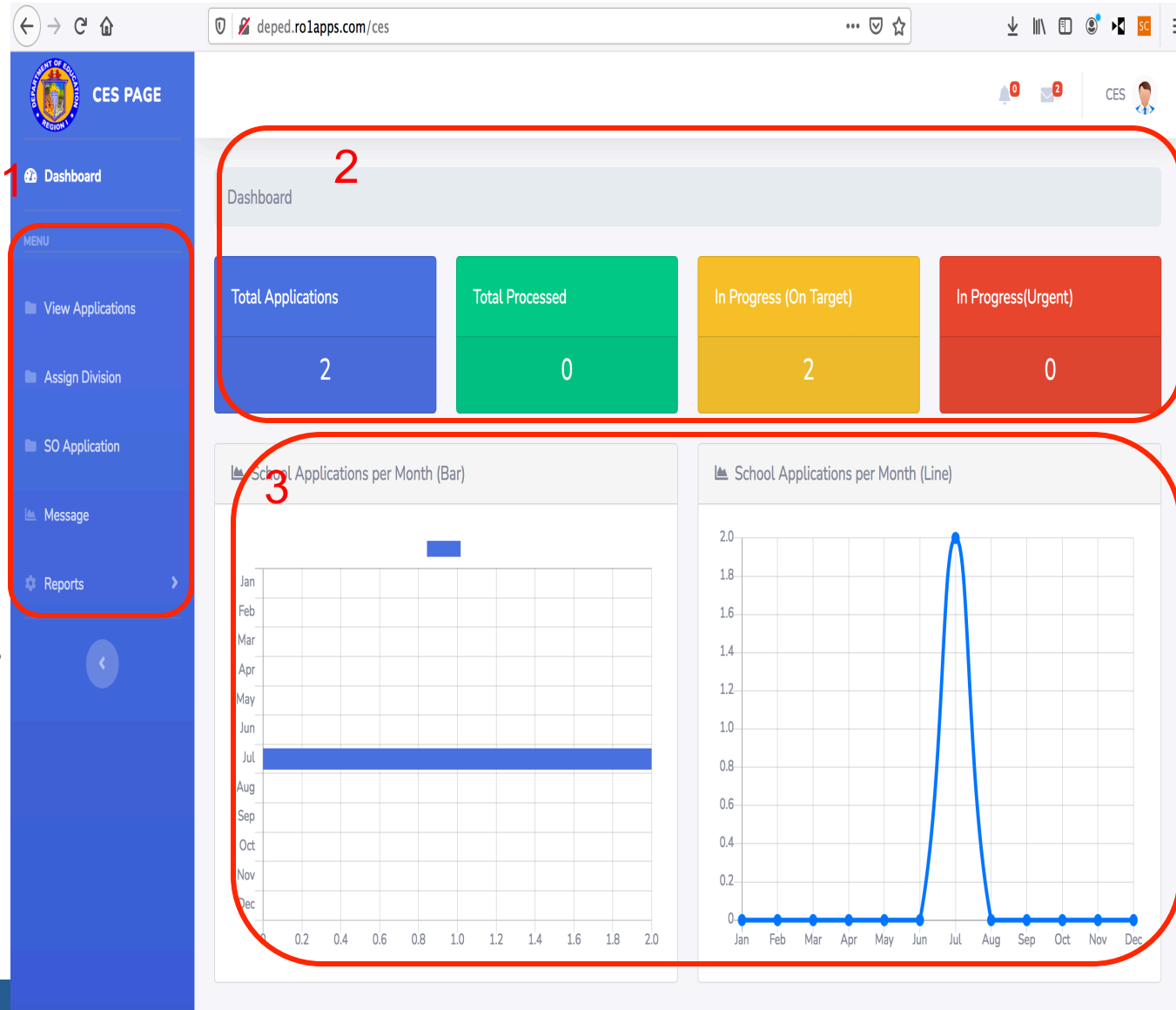
[Go to School Login](#)  
[Forgot Password](#)

# 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.

The screenshot shows the CES PAGE interface. The sidebar menu on the left includes: Dashboard, View Applications (highlighted with a red box and labeled '1'), Assign Division, SO Application (highlighted with a red box), Message, and Reports. The main content area is titled 'Application Lists' and features a search bar and a 'Show 10 entries' dropdown (labeled '2'). Below this is a table with the following data:

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.

The screenshot shows the 'Assign EPS' interface. The sidebar menu on the left has 'Assign Division' highlighted with a red box and labeled '1'. The form in the center has 'EPS Region' selected in the 'EPS' dropdown and 'Division' selected in the 'Division' dropdown, both highlighted with a red box and labeled '2'. The 'Save' button is highlighted with a red box and labeled '3'. The table on the right, titled 'Assign EPS', shows a list of assignments with columns for No., EPS, Division, and Action. The table is highlighted with a red box and labeled '4'. A green notification bar at the top says 'Assignment successfully added'. The footer of the page reads 'Project Initiated by DEPED Region 1 Quality Assurance Division © 2021' and '© ZenCube'.

No	EPS	Division	Action
1	Ryan Bantiding	SAN FERNANDO CITY	
4	Ryan Bantiding	ILOCOS SUR	
3	Melisa Del Prado	PANGASINAN II	
5	Juan Dela Cruz II	SAN FERNANDO CITY	
2	Edwina Manalang	LA UNION	

# 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.

The screenshot displays the CES PAGE interface. On the left is a blue sidebar menu with the following items: Dashboard, View Applications, Assign Division, SO Application, Message, and Reports. The Reports menu is highlighted with a red box and labeled '1'. The main content area features a 'Date Search' section with 'From' and 'To' date input fields (format mm/dd/yyyy), a 'Division' dropdown menu, and a search button, all enclosed in a red box labeled '2'. Below the search section is a table with columns: No., Division, SchoolName, Application Type, Grade Level, Application Date, Target Date, and Status. The table contains four rows of application data. A red box labeled '3' encompasses the table. At the top right of the table area, there are two buttons: 'Export to Excel' and 'Generate PDF', both enclosed in a red box labeled '4'.

No.	Division	SchoolName	Application Type	Grade Level	Application Date	Target Date	Status
1	SAN FERNANDO CITY	DMMMSU-LES	Government Recognition	Kindergarten			Validation(Division)
2	LA UNION	Sts. Peter and Paul Learning Center	Government Recognition	Kindergarten,Elementary			Validation(Division)
3	LA UNION	JESUS CARES CHRISTIAN ACADEMY OF CABA, LA UNION INC.	Government Recognition	Elementary			Validation(Division)
4	LA UNION	Sacred Heart School	Government Recognition	Junior High School			Validation(Division)