



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION (NIR)

JAN 26 2026

REGIONAL MEMORANDUM

No. 069 s. 2026

**SUBMISSION OF APPLICATIONS, REQUESTS, AND OTHER RELATED
TRANSACTIONS FOR PRIVATE SCHOOLS, SCHOOL YEARS 2025-2026
TO 2027-2028**

To: Schools Division Superintendents
All Others Concerned

1. In line with the mandate of the Department of Education to ensure timely, orderly, and quality-assured processing of private school applications, requests, and other and related transactions, this Office, through the Quality Assurance Division (QAD), hereby announces the following schedules of submission.

Type of Application / Request	Deadline for Submission to the SDO	Deadline for Submission to the Regional Office	School Year Applied For
Government Temporary Permit (GTP) – for new establishments	On or before August 30	On or before September 30	SY 2027–2028
Government Renewal Permit (GRP)	On or before January 2	On or before February 2	SY 2026–2027
Government Recognition – Certificate (GRC)	On or before February 2	On or before March 2	SY 2026–2027
Government Provisional Permit (GPP) - SHS	On or before August 30	On or before September 30	SY 2027–2028
Certification of Tuition and Other School Fees (CTOSF)	On or before April 15	On or before May 15	SY 2026–2027
Special Orders (SOs) of SHS Graduates (<i>piloting NIRSOMS</i>)	On or before February 2	On or before February 28	SY 2025–2026
School Calendar	On or before April 30	On or before May 30	SY 2026–2027



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2. The Schools Division Offices (SDOs) shall ensure that all application documents are **properly evaluated for completeness, authenticity, and compliance** prior to endorsement to the Regional Office.
3. Only **complete and duly endorsed applications** received by the Regional Office on or before the prescribed deadlines shall be processed. Applications submitted beyond the stated cut-off dates shall not be accepted.
4. This Memorandum shall apply to the indicated School Years. Issuance of supplemental or amending Memoranda, when necessary, shall be subject to subsequent Regional issuances.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None
Reference: DO 88 s. 2010
To be indicated in the Perpetual Index
under the following subjects:

PERMIT
PROCEDURES
SCHOOLS

MMN/QAD-RM/ Submission of Application Documents...
January 26, 2026



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