



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

OCT 20 2025

REGIONAL MEMORANDUM

No. 511 s. 2025

**SUBMISSION OF UPDATED SCANNED COPIES OF REQUIRED
GOVERNMENT REGULATORY DOCUMENTS**

TO : OIC-Assistant Regional Director
Schools Division Superintendents
In Charge of Private Kinder, Elementary, and Secondary Schools
All Others Concerned

1. In line with the ongoing monitoring and validation activities of the Quality Assurance Division (QAD) and pursuant to the provisions of DepEd Order No. 88, s. 2010 (Revised Manual of Regulations for Private Schools in Basic Education), the Schools Division Offices are hereby required to submit updated scanned copies of the following government regulatory documents of all private schools:

- a. Securities and Exchange Commission (SEC) Registration;
- b. Government Temporary Permit (GTP) or Government Renewal Permit (GRP) for the following education levels: Kindergarten, Elementary and Junior High School;
- c. Government Provisional Permit (GPP) to Operate Senior High School; and
- d. Government Recognition Certificate (GRC).

2. All SDOs shall facilitate and provide appropriate guidance to private schools in uploading the documents to their designated Google Drive folder to ensure that files are correctly arranged and prevent errors during the process. For instructions, refer to the **contents.txt** file. The required documents must be submitted on or before October 27, 2025.

3. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As Stated

Incl: None

To be indicated in the Perpetual Index

under the following subjects:

PRIVATE SCHOOL DOCUMENT REQUIREMENTS

EMN/QAD/RM—S. 2025 /Submission of Updated Scanned Copies of Required Government Documents
09/October 13, 2025



Address: Batinguel, Dumaguete City 6200
Email Address: nir@deped.gov.ph
Website: depednir.net