



24-03233

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2026-0032

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Education Program Supervisor, School Governance and Operations Division
Education Program Supervisors, Curriculum Implementation Division
Public Schools District Supervisors
Private Schools' Administrators and Principals
All Others Concerned

Subject: **SCHEDULE OF ACTIVITIES RELATIVE TO THE APPLICATION OF PRIVATE SCHOOLS ON VARIOUS REGULATORY REQUIREMENTS**

Date: January 21, 2026

1. This memorandum is issued to provide guidance on the applications of private schools on various regulatory requirements (e.g. New Application, Renewal of Government to Operate – Kinder-SHS, School Branching, Application To Increase/Not To Increase Tuition Fee, Special Order).
2. The matrix containing the schedule, activities, venue, concerned schools, and validation team is found in the enclosure for complete reference.
3. Travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. In adherence to all policies, everyone is encouraged to continuously support and value the Equal Opportunity Principle (EOP).
5. Immediate and wide dissemination of this memorandum is directed.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

DEPED DAVAO DEL NORTE
RECORDS SECTION
RELEASED
DATE: 1-26-26

Enclosure/s: As stated
sgod-djql

Fr: **SCHEDULE OF ACTIVITIES ON THE APPLICATION OF PRIVATE SCHOOLS ON VARIOUS REGULATORY REQUIREMENTS**





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Enclosure to Division Memorandum SGOD-2026-0032

MATRIX OF SCHEDULE AND ACTIVITIES (REGULATION FOR PRIVATE SCHOOLS)

DATE	ACTIVITY	VENUE	CONCERNED SCHOOL	VALIDATION TEAM ASSIGNED
JANUARY 30, 2026	Deadline of Submission of All Documents to the Division Office thru SGOD-SMME (Private Schools Focal Person)	Division Office Mankilam, Tagum City, DDN	All Applicant Schools	-Arnel F. Labasan -Danilo Jr. Q. Lumayno -April Julie Mae P. Gonzaga
JANUARY 30, 2026	Orientation on Various Regulatory Requirements and Documents (For School Branch, New Application, Application To Increase/Not To Increase Tuition Fee, And Renewal of Kinder-JHS)	Division Conference Room, Mankilam, Tagum City, DDN	Administrators/ Principals of Concerned Private Schools	-Nicole Aubrey E. Amoguis -Grace Santa T. Daclan -Evelyn Grace H. Labasan -Ernie M. Aguan -Medos O. Jala -Adones P. Layaguin
FEBRUARY 9, 2026	Reading and Validation of Documents for Issuance of Special Order (Grade 12)	Kapalong College of Technology, Inc. (KCTI), Maniki, Kapalong DDN	All Private Schools offering Grade 12 SHS	-Arnel F. Labasan -Danilo Jr. Q. Lumayno -Grace Santa T. Daclan -Evelyn Grace H. Labasan -Ernie M. Aguan -Medos O. Jala
MARCH 2-6, 2026	Onsite Inspection and Validation for Applicant Schools (Renewal – SHS)	At the concerned schools	All Applicant Schools (RENEWAL – SHS)	-Arnel F. Labasan -Danilo Jr. Q. Lumayno
MARCH 9-13, 2026	Onsite Inspection and Validation for Applicant Schools (Renewal – Kinder-JHS)	At the concerned schools	All Applicant Schools (RENEWAL – Kinder-JHS)	-April Julie Mae P. Gonzaga -Nicole Aubrey E. Amoguis -Grace Santa T. Daclan



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				-Evelyn Grace H. Labasan -Ernie M. Aguan -Medos O. Jala -Adones P. Layaguin
MARCH 30, 2026	Deadline For the Uploading of All Documents (New Application, Application To Increase/Not To Increase Tuition Fee, And Renewal of Kinder, JHS, & SHS) in the Online Application System (OAS)	OAS	All Applicant Schools	-Arnel F. Labasan -Danilo Jr. Q. Lumayno