

**PROCESSING SHEET FOR PROPOSAL
FOR OPENING OF NEW SCHOOL**

Name of Schools : _____
 Address of School : _____
 School Head: _____ Title: _____
 Telephone No. : _____ Date of Filing _____

Course (s)	Status	School Year
Nursery / Kindergarten		
Elementary Course		
SPED		

FINDINGS ON THE REQUIREMENTS

- _____ 1. Application duly accomplished and notarized DECS Form GPR 4 / GPR 5
- _____ 2. Board Resolution on the intention to operate a school indicating the course/s and school year (For school operated by non-stock / profit corporation)
 _____ Certified by the Corporate Secretary
- _____ 3. Statements on the following:
 _____ Philosophy and goals of the course
- _____ 4. Certificate of SEC registration
 _____ Articles of Incorporation in the name of the school and By – Laws
 * purpose () Preschool () Elementary () Special Education (SPED)
 _____ Registered with Securities and Exchange Commission as non-stock / profit or stock
- _____ 5. Waiver to BP 232 on requirement of incorporation
 (for family-administered school offering pre-elementary only)
- _____ 6. School site
 () at least 500 sq. m. for preschool
 () more or less 5000 sq. m. for preschool, elementary and sped
 () owned / donation () authority to use the school site (for church schools)
 _____ Copy (ies) of Transfer Certificate (s) of Title (TCT)
 • TCT No. (s) _____
 • Location () same as given address, same block and lots are adjacent with each other
 () in the name of the school
 () in the name of the school owner
 () in the name of the congregation
- _____ 7. Location of school in relation to its environment
 _____ Far from places cited under Section 30.7, Art IV, 2010 Revised Manual of Regulations for Private Schools in Basic Education (cockpits, bars, cemetery, funeral parlor and others)
 _____ Free from noise / unpleasant odor and dust
 () conducive to learning () not conducive to learning
 () accessible and safe () not accessible and safe
- _____ 8. Campus development and landscaping plans
 _____ fully implemented _____ not implemented
 _____ partially implemented

- _____ 9. Document (s) of ownership of school building (Reference: Realty Tax Declaration)
- _____ total floor area (indicate) _____
- _____ Academic classroom (s) indicate total number of rooms _____
- () standard size(s) (indicated size) _____ () substandard (indicate size) _____
- * 6 X 8 m. / bigger * less than 6 X 8 m.
- () adequately lighted / ventilated () inadequately lighted / ventilated
- _____ Other quarters
- () office () library () H. E. & shop () Computer room
- () canteen () rest rooms () Science Laboratory/room
- () clinic () guidance, etc.
- _____ 10. Certificate of Occupancy of school building
- _____ signed by proper city / municipal authorities
- _____ notarized certification of licensed civil engineer with PTR No. (may be allowed for Permit only)
- _____ 11. Pictures of school building (s), classrooms, office, guidance, laboratories (science & EPP), library, medical and dental health facilities, canteen, playground apparatus (for preschool), etc.
- _____ 12. Proposed budget / annual expenditures for the succeeding school year approved by the Chairman of the Board / Directors
- _____ 13. Proposed / approved curriculum / class program
- _____ Conforms to DECS Order No. 107, s. 1989 (for Kindergarten)
- _____ Implements the Elementary School Curriculum prescribed by DepED
- () NESC () BEC () Modified BEC
- () SPED Curriculum
- _____ Class Program
- _____ Preschool
- _____ Elementary () Secondary (SPED)
- _____ Time Allotment per subject area () correct () not correct
- _____ 14. Proposed tuition and other school fees
- _____ Proposed (for new schools)
- _____ Acknowledgment Receipt (for renewal / recognition)
- _____ 15. Copy of retirement plan
- _____ School initiated retirement plan
- Social Security System (SSS) / Pag-Ibig Fund
- Remittance of payment / Latest O.R. No.: _____

For items 16-18 of columnar form is preferred.

- _____ 16. Name of administrator / Principal
- _____ Educationally qualified _____ not qualified
- School Head
 - () Filipino
 - () Master's degree in Education
 (at least 5 years of relevant teaching or administrative experience)
- _____ Transcript of Records
- _____ Appointment / contract
- _____ Salaries & other fringe benefits

- _____ 17. List of academic non-teaching personnel (registrar, librarian, school physician, school dentist, school nurse, school office staff, guidance counselor, support staff, etc.)
- _____ Educationally qualified _____ Not qualified
- Registrar : Bachelor's degree and have at least 3 years of training or experience in the serving and maintenance of student academic records and related school work
 - Librarian: at least with 18 units of Library Science
- _____ Transcript of Records
- _____ Appointment / contract
- _____ Salaries & other fringe benefits
- _____ Full time _____ Part time
- _____ 18. List of teaching staff
- _____ Educationally qualified _____ not qualified
- _____ Pre-Elementary teachers should be holders of Bachelor's Degree in Early Childhood Education or Bachelor's Degree in Elementary Education with at least 18 units of Early Childhood Education.
- _____ Elementary school teachers should be holders of a Bachelor's Degree in Elementary Education or its equivalent.
- _____ Elementary school teachers should be holders of a Licensure Examination for teachers
- _____ Transcript of Records
- _____ Subject assignments in accordance with qualification
- _____ Appointments / Contract
- _____ Salary /benefits in accordance with prescribed standards
- _____ Ratio of full time
- full time
 - paid monthly or hourly, based on the regular teaching loads as provided in policies, rules and standards.
 - a total working day of 8 hours daily
 - no other remunerative occupation elsewhere requiring regular hours of work
 - who are not teaching in any other educational institutions
- _____ 19. List of laboratory facilities, equipment, furniture, supplies and materials classified by subject area certified by school head.
- _____ complies with minimum standards and requirements by subject area
- _____ 20. List of library holdings, teachers' references, general references, supplementary readers, periodicals, magazines.
- _____ Complies with prescribed standards and requirements by classification / subject area
- _____ 21. Certification of bank deposit in the name of the school
- _____ adequate funds to support operation for one year
- _____ 22. Application and Inspection fee (P2,000.00)
- _____ Total fees paid _____ Date of Issuance
- _____ O. R. Number _____ Place of Issuance
- _____ 23. School Bond (P1,000.00) per course)
- _____ Bond agreement duly accomplished and notarized
- _____ Total amount of bond posted
- _____ Kind of Bond
- () Surety () Cash () Real Estate

Name of Schools : _____
Address of School : _____

RECOMMENDATION:

- () APPROVED FOR:
- () DISAPPROVED FOR:

Issuance of:

Course/s: _____

School Year: _____

School Year _____

COMMENTS / DEFICIENCIES:

Evaluated by:

APPROVED:
