

**APPLICATION OF GOVERNMENT PERMIT
TO OPERATE**

(Course & Curriculum Year (s))
FOR THE SCHOOL YEAR

_____ **Date**

**The Regional Director
Department of Education, Culture and Sports
NATIONAL CAPITAL REGION
Misamis Street, Bago Bantay
Quezon City**

Sir;

The undersigned Chairman of the Board of Trustees /President hereby petition for **GOVERNMENT PERMIT** to operate the _____

_____ under the laws of the Republic of the Philippines.

Name of School: _____

Address: _____

Course: _____ **Curriculum Year (s)** _____

To support this petition are following documents duly certified / authenticated:

1. Board Resolution on the operation of the new course certified by the Corporate Secretary.
2. Statement on the following:
 - a. Philosophy and goals of the course
 - b. Viability of the course particularly in terms of:
 - b.1 demand for the graduates
 - b.2 prospective students
 - b.3 existing schools offering the same course within the province/city

For new schools or existing schools that have not yet submitted this documents or have changes in the following aspects:

3. Articles of Incorporation By- Laws duly registered with the Securities and Exchange Commission.
4. Copy (ies) of the Transfer Certificate (s) of Title (TCT) of the school site.
5. Statement on the location of the school in relation to recreational places and other factors that are not conducive to the learning process.
6. Campus development and landscaping plans.
7. Document(s) of ownership of the school building(s).
8. Certificate of occupancy of the school building (s) from the proper city / municipal authorities.
9. Pictures of the school site building(s), classroom, laboratories, libraries, medical and dental health facilities, canteens, sports and recreational area, etc.
10. Proposed budget/annual expenditures for the succeeding school; year approved by the Board of Trustees/Director.
11. List of school administrators, i.e. president, vice president (s), deans, department heads, etc., including:
 - a. education qualification, where and when obtained
 - b. position/designation
 - c. full-time/part-time
 - d. rate of salary per hour/month
 - e. other employee benefits
12. List of academic non-teaching personnel including:
 - a. educational qualifications, where and when obtained
 - b. field of specialization by degree
 - c. subject assignments
 - d. full-time/part-time
 - e. number of teaching/contract hour per week
 - f. rate of salary per hour/month
 - g. other employee benefits
 - h. Outside employment, if any
13. List of athletic facilities, equipment, supplies and materials.
14. Bond agreement in the amount of One Thousand Pesos (P1, 000.00) per course which should not exceed P5,000.00 per school irrespective of the number of courses.

Schools which have already filed the maximum amount of P5, 000.00 need not file an additional bond.(Bond may be in the form of cash, real estate or surety).

For new course(s) of existing schools:

15. Copy of retirement plan of the school registered with the Securities and Exchange Commission.
16. Copy of the latest financial statement for existing programs certified by an independent Certified Public Accountant.
17. Proposed curriculum of the course (s) applied for.
18. Proposed schedule of tuition and other school fees (Approval to be secured from the DECS).
19. List of teaching / academic staff of the proposed course (s) applied for including:
 - a. education qualifications, where and when obtained
 - b. field of specialization by degree
 - c. subject assignments
 - d. full-time/part-time
 - e. number of teaching/contract hour per week
 - f. rate of salary per hour/month
 - g. other employee benefits
 - h. outside employment, if any
20. List of the laboratory facilities, equipment, supplies and materials for the course(s) applied for.
21. List of library holdings classified into cultural, filipiniana, and professional. (Professional books are limited to the course being applied for).
22. Application and inspection fees in the amount of Two Thousand Pesos (P2,000.00) Postal Money Order (PMO) must be issued in the favor of the Department of Education, Culture and Sports (DECS).
23. Performance in the Board/Bar Examination whenever applicable.

I, as Chairman of the Board / President, promise to maintain the standards required for this course and to follow faithfully all the laws, rules and regulations, and the requirements of the Department of Education, Culture and Sports governing the operation of authorized private school courses and to inform DECS of any plan or action regarding closure or phasing out of the course or any changes in the prescribed requirements. I Acknowledge that any violation of the laws, the rules and regulations, and the requirements of the Department of Education, Culture and Sports shall be deemed sufficient cause for the revocation of the authority granted.

The school will not conduct classes in the course applied for above until and unless this application is approved and the corresponding Government Permit is issued by the Department of Education, Culture and Sports.

Very truly yours;

(Chairman of the Board/President)

A F F I D A V I T

Republic of the Philippines
City/Municipality of _____
Province of _____

I. _____ of the Board of Trustees/President of the

(School)

Filipino of legal age and resident of the Philippines, after having sworn to in accordance with law, depose and say that the information in this application and in the supporting documents are true and correct.

(Chairman of the Board/President)

SUBSCRIBED AND SWORN to before me this _____ day of _____,
20____. The affiant exhibit his Residence Certificate No. _____ issued at
_____ on _____.

Notary Public

Doc.No. _____
Page No. _____
Book No. _____
Series of _____