

PROCESSING SHEET FOR APPLICATION FOR
GOVERNMENT RENEWAL PERMIT

Name of School : _____
Address of School : _____

School Head: _____ Title: _____
Telephone No. : _____ Date of Filing _____

Course (s)	Status	School Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

FINDINGS ON THE REVIEW/EVALUATION

- _____ 1. Application duly accomplished and notarized DECS Form GPR 4
- _____ 2. School site
 - () at least 300 sq. m. for preschool
 - () at least 600 sq. m. for elementary
 - () at least 500 sq. m. for secondary
 - () at least 1000 sq. m. for preschool, elementary and secondary
 - _____ Total floor area available (Indicate) _____
 - () owned () leased / donation () authority to use the school site
 - () adequate () inadequate
 - _____ Copy (ies) of Additional 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 congregation
 - () in the name of the school owner () in the name of the lessor (privately owned) lease contract
 - () at least 10 years () _____ years
- _____ 3. Additional pictures of school building (s), classrooms, office, guidance, laboratories (science & EPP), library, medical and dental health facilities, canteen, playground apparatus (for preschool), etc.
- _____ 4. Proposed budget / annual expenditures for the intended school year approved by the Chairman of the Board / Directors
- _____ 5. Copy of the LATEST FINANCIAL STATEMENT of the school certified by an independent CPA
- _____ 6. Approved class program
 - _____ Preschool _____ Secondary
 - _____ Elementary
 - _____ Time Allotment per subject area () correct () not correct
- _____ 7. Acknowledgment Receipt to charge tuition and other school fees
- _____ 8. Remittance of payment/Latest O.R. No. of retirement plan (Any of the following) PERAA, CEAP, Professional Pension Plan, SSS

School initiated retirement plan
SUC/BIR Registration No. _____

For items 9-11, Use of columnar format is preferred.

- _____ 9. Updated list of administrators
- _____ Educationally qualified _____ not qualified
- School Head () Filipino () Master's degree or Bachelor's degree
 - Principal: Master's degree holder and have at least 5 years of relevant teaching or administrative experience
- _____ Transcript of Records
_____ Appointment / duly notarized contract
_____ Salaries & other fringe benefits
_____ Full time _____ Part time
- _____ 10. Updated list of academic non-teaching personnel (registrar, librarian, school physician, school dentist, school nurse, school office staff, guidance counselor, support staff, etc.) and supporting documents
- _____ 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 / duly notarized contract
_____ Salaries & other fringe benefits
_____ Full time _____ Part time
- _____ 11. Updated list of teaching staff and supporting documents
- _____ 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/Secondary school teachers should be holders of a Licensure Examination for teachers
 - Secondary teachers educational qualification
- _____ Transcript of Records
_____ Subject assignments in accordance with qualification
_____ Valid notarized contracts / appointments
_____ 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
- _____ 12. List of additional school facilities, equipment, furniture, supplies and materials for the course (s) applied for.
- _____ complies with minimum standards and requirements by subject area
- _____ 13. List of additional library holdings, teachers' references, general references, supplementary readers, periodicals, magazines.
- _____ Complies with prescribed standards and requirements by classification / subject area
- _____ 14. Application and Inspection fee (P2,000.00) for the intended school year.
(Note: To be paid at the Regional Office and not a requirement in the division level processing.)
- _____ Total fees paid _____ Date of Issuance
_____ O. R. Number _____ Place of Issuance

RECOMMENDATION:

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

Issuance of :

_____ Course:
_____ Course:

School Year _____

COMMENTS / DEFICIENCIES:

Evaluated by:

APPROVED: