



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OF PASIG CITY

SDO-PASIG-SMME-041122

EVALUATION FORM FOR GOVERNMENT RECOGNITION APPLICATION

Name of School			
School Location	<input type="checkbox"/> Old Site		
	<input type="checkbox"/> New Site		
School Head		Contact Person:	
Position		Telephone No:	
School Email			

Course/s Applied	Grade Level Offerings	School Year
Kindergarten		
Elementary		
SPED		
Junior High School		

Date Uploaded: _____

_____ 1. Letter of Intent addressed to the Regional Director through the Schools Division Superintendent.

_____ Date of Application

_____ 2. Certified true copy of latest SEC Certificate of Registration and Articles of Incorporation.

Purposes: () Kindergarten () Elementary () SpEd () Junior High School

_____ Non-stock Educational Corporation _____ Stock Educ'l. Corporation

_____ Registration Certificate Number

_____ Date of Issuance of SEC Registration Certificate

_____ Term of Corporate Existence

_____ Number of Directors/ Trustees

_____ Amount of Subscribed Capital Stock/ Contribution (must be sufficient enough to cater to all the needs of the school for at least one year)

_____ 3. School Child Protection Policy (SCPP) with Anti-Bullying Policy pursuant to DepEd Order No. 40, s. 2012 and DepEd Order No. 55 s. 2013 **(The Schools Division Office shall check the submitted SCPP pursuant to their mandate provided under DO 40, s. 2012).**



Address: Caruncho Avenue, San Nicolas, Pasig City

Phone: AOV 7-7385209

Email: osds.sdopasigcity@deped.gov.ph

Website: <https://www.depedpasig.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OF PASIG CITY

SDO-PASIG-SMME-041122

- _____ 4. School Site / Documents of Ownership
- _____ Certified True Copy/ies of Transfer Certificate of Title (TCT) No. _____
- _____ Total lot area / Total floor area available (Indicated) _____
- _____ Location same as given address, if not, attached latest Certificate of Tax Declaration bears the same address
- _____ () in the name of the school
- _____ () in the name of the school owner
- _____ () in the name of the congregation
- _____ Usufruct
- _____ Total No. of Instructional Rooms
- _____ Classroom size in sq.m.
- _____ 5. Certified true copy of Occupancy Permit (Institutional/Educational)
- _____ 6. Inventory/List of Laboratory facilities, equipment, furniture, supplies and material classified by subject area
- _____ 7. Inventory/List of Library Holdings classified per subject area or category
- _____ 8. Inventory/List of Athletic Facilities, Equipment, Supplies and Materials
- _____ 9. Pictures
- | | |
|--|-------------------------------|
| _____ School Building | _____ Faculty Room |
| _____ Flagpole | _____ Registrar's Office |
| _____ School Grounds/Activity Area | _____ Guidance Office |
| _____ Playground | _____ Principal's Office |
| _____ Classrooms | _____ Medical & Dental Clinic |
| _____ Computer/IT/Multimedia Room | _____ Canteen |
| _____ Library (Elementary and High School) | |
| _____ Restrooms (Separate for Boys and Girls) | |
| _____ Laboratories | |
| _____ Practice House/ EPP/ HELE | |
| _____ Industrial Arts Room / Working Area | |
| _____ Science (Biology, Chemistry and Physics) | |
- _____ 10. Proposed Annual Budget for the School Year signed by the School Head
- _____ Annual Salaries



Address: Caruncho Avenue, San Nicolas, Pasig City
Phone: AOV 7-7385209
Email: osds.sdopasigcity@deped.gov.ph
Website: <https://www.depedpasig.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OF PASIG CITY

SDO-PASIG-SMME-041122

- _____ Maintenance Expenses
_____ Capital Expenditures (Building, Property & Equipment)
- _____ 11. Proposed Tuition and Other School Fees for the School Year signed by the School Head
_____ Tuition Fee _____ Miscellaneous Fees _____ Other Fees (if any)
- _____ 12. Latest Certificate of Bank Deposit in the name of the school indicative of adequate funds to support operation for one year
- _____ 13. Proposed Curriculum
_____ Implements the Enhanced Basic Education Curriculum (K-12)
_____ Class Program for the course/s applied for
_____ Kinder _____ Elementary _____ SpEd _____ Junior High School
_____ Time Allotment per Grade Level and Subject area
_____ correct _____ not correct
- _____ 14. List of Administrative Officials
_____ 14.1 School Head or the President, Rector, Director or Chief Executive Officer
() Bachelors Degree or Masters Degree holder
() Filipino
() with adequate teaching experience, managerial competence and technical expertise in school management or background of demonstrated service in the previous field
() of good moral character
() full time
_____ Field of Specialization
_____ Certificates of Training
_____ Notarized copy of Employment Contract/ Appointment
_____ Certified true copy of Transcript of Records
_____ NBI Clearance/Police Clearance
_____ Teaching Load, if any
- _____ 14.2 Principal



Address: Caruncho Avenue, San Nicolas, Pasig City
Phone: AOV 7-7385209
Email: osds.sdopasigcity@deped.gov.ph
Website: <https://www.depedpasig.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OF PASIG CITY

SDO-PASIG-SMME-041122

- ____ Master's Degree in the Education and with at least five (5) years Teaching experience
- ____ PRC License
- ____ Notarized copy of Employment Contract
- ____ Certified true copy of Transcript of Records
- ____ Copy of Certificates of Related Training (last 3 years)
- ____ 14.2.1 Salary Rate and benefits of Administrative Officials and Principal
() within the minimum rate () above the minimum () below the minimum
- ____ 14.3 List of Academic teaching Personnel (Presented in Tabular Form)
- ____ Kindergarten teachers are 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 are holders of a Bachelor's Degree in Elementary Education or its equivalent
- ____ Secondary school teachers are holders of a Bachelor's Degree in Secondary Education or its equivalent
- ____ PRC license
- ____ Teaching Loads
- ____ Full time ____ Part Time
- ____ Salaries (per hour/month) and benefits in accordance with prescribed standards in the Labor Code
() within the minimum rate () above the minimum () below the minimum
- ____ Notarized copy of Employment Contract
- ____ Certified true copy of Transcript of Records
- ____ Copy of Certificates of Related Training (last 3 years)
- ____ 14.4 List of Non-teaching Personnel (Registrar, Guidance Counselor, Librarian, Administrative Staff, Nurse etc. presented in Tabular Form with the following information: Name, Position, Educational Qualification, Eligibility(if applicable), Employment Status & Salary)
- ____ Notarized copy of Employment Contract/Appointment
- ____ Certified true copy of Transcript of Records



Address: Caruncho Avenue, San Nicolas, Pasig City
Phone: AOV 7-7385209
Email: osds.sdopasigcity@deped.gov.ph
Website: <https://www.depedpasig.ph>



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OF PASIG CITY

SDO-PASIG-SMME-041122

____ Copy of Certificates of Related Training (last 3 years)

____ 14.4.1 Salary Rate and benefits of Non-Teaching Personnel
() within the minimum rate () above the minimum () below the minimum

____ 15. Retirement Plan

____ School initiated retirement plan registered with the BIR

____ School Certificate of Registration

() SSS () Philhealth () Pag-ibig

____ 16. School Calendar

____ No. of School Days

____ No. of Holidays

____ 17. Student/ School Manual

____ 18. Application/Inspection Fee

____ Place of Issuance

____ OR No.

____ Date of Issuance

____ Amount

____ 19 Recent Issued Government Permit

____ 20. Attestation



Address: Caruncho Avenue, San Nicolas, Pasig City

Phone: AOV 7-7385209

Email: osds.sdopasigcity@deped.gov.ph

Website: <https://www.depedpasig.ph>