**Requirements for Proposal for Opening of New School**

(Checklist Only)

____ 1. Application duly accomplished and notarized DECS Form GPR 4

____ 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 ( ) non-stock / non-profit ( ) profit
   * purpose ( ) Preschool ( ) Elementary ( ) Special Education (SPED)

____ 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)
   ___ Total floor area available (Indicated) __________
   ___ owned ( ) leased / donation ( ) authority to use the school site
   ___ adequate ( ) inadequate

   * 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 ( ) in the name of the lessor
   ___ privately owned
   ___ lease contract
   ___ at least 10 years ( ) __ years

____ 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 (indicated size) __________
   ___ 6 X 8 m. / bigger
   ___ less than 6 X 8 m.
   ___ adequately lighted / ventilated ( ) inadequately lighted / ventilated
10. Certificate of Occupancy of school building signed by proper city / municipal authorities

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 (for new schools)

15. Copy of 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