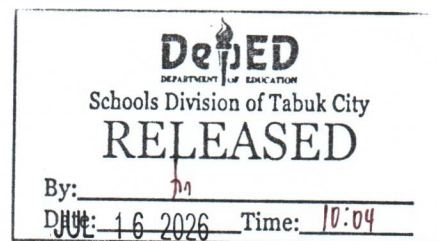




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

July 14, 2026

DIVISION MEMORANDUM
NO. **312** s. 2026

INSTRUCTIONS ON THE SUBMISSION OF APPLICATIONS FOR REGULATORY SERVICES FOR SCHOOL YEAR 2027-2028

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary and Secondary Schools
All Others Concerned

1. Pursuant to applicable DepEd policies and Regional Office issuances on regulatory services, all concerned are hereby informed of the timelines and deadlines for the submission of requests and applications covered by the Department's regulatory services for School Year (SY) 2027-2028, as indicated below:

Type of Application	Deadline for Submission to the Division Office	Deadline for Submission to the Regional Office	Onsite Validation (Joint RO & DO visit)
A. FOR PRIVATE SCHOOLS			
Tuition & Other Fees Increase	February 5, 2027	March 15, 2027	April to May 2027
Permit to Operate/Recognition	November 30, 2026	January 22, 2027	February to May 2027
Special Order, SY 2025-2026	August 30, 2026	October 30, 2026	Not applicable
Senior High School Program	November 30, 2026	January 22, 2027	February to May 2027
B. FOR PUBLIC SCHOOLS			
Establish of public school (Elementary, Junior High School, Senior High School)	October 9, 2026	January 22, 2027	February to May 2027
Additional /Expanded SHS offerings, including elective subjects	October 9, 2026	January 22, 2027	February to May 2027



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DepEd Tayo Tabuk City



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2. The foregoing timelines shall not supersede any subsequent guidelines, schedules, or deadlines that may be issued by the Regional Office concerning regulatory services.
3. All required documents shall be compiled in a properly labeled brown folder and arranged in accordance with the prescribed documentary requirements. Applications shall be duly received by the Records Unit and endorsed to the School Governance and Operations Division – Social Mobilization and Networking Section (SGOD-SMNS) for initial review and evaluation.
4. Applications with incomplete, deficient, or non-compliant documentary requirements shall be returned to the proponent for appropriate corrective action.
5. For public school applications, the **Division Review and Evaluation Committee (DREC) shall convene on September 18, 2026 and October 16, 2026** to evaluate and deliberate on applications endorsed by the SGOD-SMNS. Applications found to be deficient shall be returned to the proponent for correction and completion.
6. Applications submitted beyond the prescribed deadlines shall be returned to the proponents.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.

CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC – Schools Division Superintendent