



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



Reference Number: RU-2026-099

Office of the Schools Division Superintendent

October 22, 2026

DIVISION MEMORANDUM

No. 480, s. 2026

DISSEMINATION OF REGIONAL MEMORANDUM NO. 637, S. 2026 "REISSUANCE OF GOVERNMENT RECOGNITION CERTIFICATE TO PRIVATE BASIC EDUCATION SCHOOLS SEEKING CHANGE OF SCHOOL NAME"

To: Assistant Schools Division Superintendent
Chief Education Supervisors/Chiefs of Functional Divisions
Public School District Supervisors Concerned
All Private School Heads/Administrators
All Others Concerned

1. For the information, guidance, and compliance of all concerned, enclosed is a copy of DepEd Regional Memorandum No. 853, s. 2026, dated October 20, 2026, titled "*Reissuance of Government Recognition Certificate to Private Basic Education Schools Seeking Change of School Name*".
2. All private basic education schools seeking to change their official school name without a change in ownership are advised to read and strictly adhere to the guidelines, documentary requirements, and procedures outlined in the attached Regional Memorandum.
3. Immediate and wide dissemination of and strict compliance with this Memorandum is desired.

Digitally signed by
CHRISTOPHER
C. BENIGNO
Date: 2026.10.22
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CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC-Schools Division Superintendent

Encls: As stated
References: DO 88, s. 2010

sgod/smme/kaa/DM-2026-Dissemination-RM853.2026
October 22, 2026





Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



October 20, 2026

REGIONAL MEMORANDUM

No. 853.2026

**REISSUANCE OF GOVERNMENT RECOGNITION CERTIFICATE TO PRIVATE
BASIC EDUCATION SCHOOLS SEEKING CHANGE OF SCHOOL NAME**

To: Assistant Regional Director
Schools Division Superintendent
Private Basic Education School Administrators
All Others Concerned

1. In accordance with Sections 37 and 38 of DepEd Order No. 88, s. 2010, "Revised Manual of Regulations for Private Schools in Basic Education", private schools offering basic education with DepEd Government Recognition seeking to change their school's name, without a corresponding change in ownership, shall be guided by this issuance.
2. Request shall be submitted to the respective Schools Division Office with the following documentary requirements and guidelines.
 - a. Request Letter signed by the President of the school addressed to the Regional Director through the Schools Division Superintendent
 - b. Notarized Board Resolution indicating the proposed change of school name and stating the reason therefore, including an attestation that there is no change in the ownership, incorporation, or contributions of the school.
 - c. Certified true copy of the latest/amended SEC Certificate of Registration and Articles of Incorporation
 - d. Certified photocopy of the original Certificate of Registration and Articles of Incorporation
 - e. Certificate photocopy of the DepEd Government Recognition Certificate(s)
3. The Reissuance of the DepEd Government Recognition certificate shall not apply to the following circumstances:
 - a. In private basic education schools, ownership transfers can occur even if only-one party changes. To maintain recognition, the school must apply under section 38 of DepEd Order No. 88, s. 2010.
 - b. Change of address of the school-If there is change of address (school transfer to another location), then it should apply for retention of recognition. If the new location/school facilities meet or exceed the requirements for recognition, then the recognition certificate shall be retained, and a special order will be issued to that effect per Section 37 of DepEd Order No. 88, s. 2010.
 - c. Expiration of corporate life. If the corporate existence of the school as reflected in its SEC Articles of Incorporation has expired, then the school should apply a new recognition following the regular process. If the corporate life is extended prior to its expiry, it shall carry the validity of the DepEd Recognition. Thus, there is no need for reissuance.



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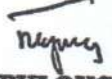
DepEd Tayo Cordillera <https://depedcar.ph>



Certificate No. PDP 001

4. For details or queries, kindly contact the Quality Assurance Division (QAD) at Tel. No. 422-1381 (local 1201) or email at car.qad@deped.gov.ph.

5. Immediate and wide dissemination of this Memorandum is expected.


Digitally signed by
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NICOLAS T. CAPULONG PhD, CESO III
Director IV/ Regional Director (