



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



March 26, 2025

REGIONAL MEMORANDUM

No. 350, s. 2025

To: Schools Division Superintendents
Quality Assurance Division (QAD))
Private School Administrators/Heads
All Others Concerned

**REISSUANCE AND CORRECTION IN GOVERNMENT RECOGNITION CERTIFICATE
OF PRIVATE SCHOOLS**

1. Private schools in basic education that were granted DepEd Recognition for its operation but were either lost, damaged or has to be corrected or changed, shall be guided by this issuance.
2. Request shall be coursed through the online system of the Region: QuADPRO System.

A. Request for reissuance of DepEd Recognition due to loss or damage

Requirements and Guidelines:

- a. Notarized Request Letter (as petition) addressed to the Regional Director through the Schools Division Superintendent, stating the request and circumstances surrounding the loss or damage of the certificate. The letter must be signed by the President/CEO of the school.
- b. Photocopy/Scanned Copy of the DepEd Recognition Certificate.

B. Change/Correction of DepEd Recognition

Any change or correction in the DepEd Recognition certificate due to change of name or any typographical error therein, without change in the ownership of the school, shall be applied and the requirements should be submitted.

Requirements and Guidelines:

- a. Notarized Request Letter signed by the President/CEO of the school - stating the requested correction and explaining the reason for the change or correction including a statement attesting that there is no change of ownership or change of incorporators/contributors in the school.



Address: 6 Misamis St. Bago Bantay, Quezon City
Email Address: asd.ncr@deped.gov.ph
Website: depedncr.com.ph



Certificate No. PHP QMS
24 93 0193



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- b. Certified true copy of the **latest/amended** SEC Certificate of Registration and Articles of Incorporation
 - c. Scanned copy of the **original** Certificate of Registration and Articles of Incorporation
 - d. Scanned Copy of the DepEd Recognition Certificate(s)
3. A Special Order effecting the change or correction in the DepEd Recognition will be issued upon compliance of the requirements. The SO shall form part of the previously issued Recognition. No reissuance of certificate for correction or changes in the Recognition certificate.
4. Reissuance or correction of certificate shall not apply to the following instances:
- a. Where there is change of ownership in the school, even if it only involves one. The school should apply for a new Government Recognition/Permit as the change ownership constitutes a new institution.
 - b. Change of address of the school – if there is change of address or the school relocated, it should apply for retention of recognition. If the new location/school facilities meet or exceed the requirements for recognition, the recognition shall be ordered 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, the school should apply anew of 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, no need for reissuance.
5. Immediate and wide dissemination of this Memorandum is expected.


JOCELYN DR. ANDAYA

Regional Director, DepEd NCR
concurrent Officer-In-Charge, Office
of the Assistant Secretary for Operations

qad/apb/jpd