

## 8. Application for Voluntary (Temporary/Permanent) Closure of Private Schools

Private schools voluntarily deciding to close all or part of its program or operations, either temporarily or permanently, are required to submit documents for endorsement to the Regional Office. The process ensures compliance with applicable policies and safeguards the rights and welfare of learners and personnel by requiring the school to provide timely transfer credentials, student records, and personnel documentation to affected parties and the SDO. The SDO evaluates submissions, coordinates necessary notifications and record transfers, and endorses closure to the Regional Office only after confirming that all protections and administrative requirements have been met.

This service charter outlines the procedures in which a private school will apply for temporary or permanent closure of all or part of its programs or operations.

This service is connected to the external service on “Endorsement of Voluntary (Temporary/Permanent) Closure of Private Schools”.

<b>Office or Division:</b>	School Governance and Operation Division – School Management Monitoring and Evaluation
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Private Basic Education Schools within the Region
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Standard Requirement</b>	
Notarized Letter of Intent stating the following in Two (2) original copies: <ul style="list-style-type: none"> <li>1. Program/s to close</li> <li>2. Effectivity of the closure</li> <li>3. Reason for closure</li> <li>4. Statement of Undertaking: <ul style="list-style-type: none"> <li>4.1. that the parents, learners, and school personnel were notified of the intent for voluntary closure two months before the submission of this letter of intent;</li> <li>4.2. that the school will facilitate the smooth transfer of learners including issuance of transfer credentials.</li> </ul> </li> </ul>	Applicant/Client
Proof of publication (posting on school website or official FB page <b>and</b> school bulletin board) of the notification of voluntary closure done two months prior submission of letter of intent to the Schools Division Office – one (1) original copy	Applicant/Client
Proof of acknowledgment of the Department of Labor of the notification for voluntary closure – one (1) original copy	Department of Labor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Schools Division Office through the Records Unit through walk-in two months before the end of the School Year	1.1 Receive the submitted documents and stamp "received"	None	15 minutes	Administrative Officer IV, OSDS-Records Unit
	1.2 Forward the submitted documents to the Schools Division Superintendent	None	5 minutes	Administrative Officer IV, OSDS-Records Unit
	1.3 Review and refer the submitted documents to the Chief of the School Governance and Operations Division (SGOD) for appropriate action	None	1 hour	Schools Division Superintendent
	1.4 Review the submitted documents and advise the Senior Education Program Specialist (SEPS) and Education Program Specialist (EPS) II of School Management Monitoring and Evaluation (SMME) for evaluation	None	1 hour	Chief Education Supervisor, SGOD
	1.5 Evaluate the submitted documents for completeness and compliance, and submit to SEPS for further validation	None	1 day	Senior Education Program Specialist, SGOD-SMME
	Note: Inform Client should there be any discrepancies.			
	1.6 Prepare the acknowledgment letter stating strict compliance of the school to the listed requirements	None	1 hour	Senior Education Program Specialist, SGOD-SMME

	1.7 Review the Acknowledgment Letter and forward to ASDS for his/her recommendation	None	1 hour	Chief Education Supervisor, SGOD
	1.8. Review the Acknowledgment Letter and recommend approval to SDS	None	2 hours	Assistant Schools Division Superintendent
	1.9. Review and sign the acknowledgment letter then refer to Records Unit for release	None	2 hours	Schools Division Superintendent
	1.10 Inform the Client on the availability that the Acknowledgment Letter is ready for release	None	10 minutes	Senior Education Program Specialist, SGOD-SMME
	2.1 Release the document/s to the Client	None	10 minutes	Administrative Officer IV, OSDS-Records Unit
<b>TOTAL:</b>		<b>None</b>	<b>2 days, 40 minutes</b>	