

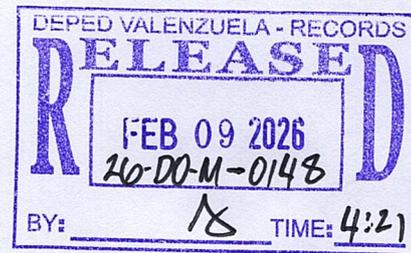
DepEd ICT Unit

Web Posted by: don  
Control no.: 24PMB168



Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**

No. 0143 s. 2026

**ESTABLISHMENT OF A PRIVATE SCHOOL BRANCH OR EXTENSION FACILITY**

**To: Assistant Schools Division Superintendent  
Chief Education Supervisors- CID and SGOD  
Division Private School Focal Person  
Private School Heads, Technical Vocational Institution School Heads  
All Others Concerned**

1. Enclosed is Regional Memorandum No. 101, s. 2026 dated January 27, 2026 signed by Jocelyn DR. Andaya, Regional Director, NCR, Concurrent Officer-In-Charge, Office of the Assistant Secretary for Operations re: ESTABLISHMENT OF A PRIVATE SCHOOL BRANCH OR EXTENSION FACILITY, the content of which, is self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to paragraph no. 3 & 4 of this Memorandum.
3. Immediate dissemination of this Memorandum is desired.

**NOEL D. BAGANO**  
Schools Division Superintendent

Encl: as stated  
Reference:  
To be indicated in the Perpetual Index  
under the following subjects:

**PRIVATE SCHOOLS**

SGOD/SAG/**LaniE**-private schools  
February 9, 2026, 2026

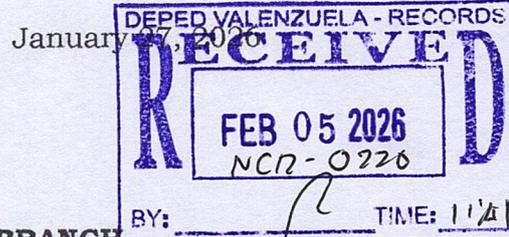


Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

No. 107 s. 2026



To : **Schools Division Superintendents  
Heads, Private Schools in Basic Education**

**ESTABLISHMENT OF A PRIVATE SCHOOL BRANCH  
OR EXTENSION FACILITY**

1. Monitoring reveals that there are private schools establishing their branches or extension classes adjacent to the main school or within the same city. Other branches are being established without the approval from this Office.
2. To determine whether what was established is a branch or an extension, *Section 41 and 41.a of DepEd Order No. 88, s. 2010* as amended by *DepEd Order No. 11, s. 2011*, provides the distinction:

**School Branch**

- Located in a separate site with separate school building, classrooms and facilities
- The same incorporators and administrators with the mother school
- Educational programs are the same in the mother school
- Program offering are being offered to the **general public** not to a special clientele

**School Extension**

Same as a branch except that -

- Program offering are being offered to a **special clientele**
- **Temporary** in nature

3. Accordingly, the following policies shall be observed and adhered to by all private schools offering basic education programs:
  - a) No establishment of any school branch or extension classes without approval or authority from the Regional Director.
  - b) The opening of a branch or extension shall not be done at any time within the school. It should be at the start of the school year and upon authority of this Office.
  - c) Request for establishment of a branch or extension should be submitted to the Regional Office at least two months prior to the opening of the school year and opening of the branch or extension.
  - d) A school extension shall be allowed only on extra-ordinary circumstances and it is temporary in nature.



Address: 6 Misamis St., Bago Bantay, Quezon City  
E-mail address: ncr@deped.gov.ph  
Website: depedncr.com.ph





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

---

4. **A school operating as a branch of a DepEd authorized private school but being administered by separate set of officers not those in the Articles of Incorporation of the DepEd authorized school, shall not be considered as its branch. It is an entirely separate entity. As such, its learners can not be registered in the LIS as learners of the authorized school.**
5. Division Offices are directed to monitor compliance to these policies and to promptly submit a report to this Office for any violation.
6. Non-compliance or violation of this policy shall be dealt with in accordance with DepEd Order No. 88, s. 2010.

**JOCELYN DR ANDAYA**   
Regional Director, NCR  
Concurrent Officer-in-Charge, Office of the  
Assistant Secretary for Operations

*Encl.:* Evaluation Form



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**Evaluation of a School's Branch or Extension Facility**  
(Based on DepEd Order 41 and 41.a of DepEd Order 88, 2010 as amended  
by DepEd Order 11, s. 2011)

**School Branch**

- Located in a separate site with separate school building, classrooms and facilities
- The same incorporators and administrators with the mother school
- Educational programs are the same in the mother school
- Program offering are being offered to the general public not to a special clientele

Note : **Approval** of the Regional Director is necessary. If a branch is located in **another city** within the NCR, a **separate DepEd Authority to Operate is required.**

**School Extension**

- Only classrooms, no administrative support facilities
- Located in a separate site with separate school building
- The same incorporators and administrators with the mother school
- Educational programs are the same in the mother school
- Program offering are being offered to a special clientele
- Temporary in nature

Note : It is enough that the school notifies DepEd on this extension facility. DepEd may acknowledge.

**SDO**

Name of School: \_\_\_\_\_

Location of Branch /Extension Class : \_\_\_\_\_

Evaluation : \_\_\_\_\_ (State whether Branch or Extension)

Evaluated by : \_\_\_\_\_ Date \_\_\_\_\_  
(Private School Focal/ -In-charge)

Reviewed by : \_\_\_\_\_ Date \_\_\_\_\_

**Regional Office**

Evaluation : \_\_\_\_\_ Date \_\_\_\_\_

Evaluated by : \_\_\_\_\_ Date \_\_\_\_\_  
(EPS -In-charge)

Reviewed by : \_\_\_\_\_ Date \_\_\_\_\_



Address: 6 Misamis St., Bago Bantay, Quezon City  
E-mail address: ncr@deped.gov.ph  
Website: depedncr.com.ph

