

Permit from the Philippine Government

Applications for permit to operate a Philippine school overseas, or permit to adopt the Philippine curriculum shall be submitted to the IAC Secretariat, through the Philippine Embassy of Consulate concerned.

The application for permit for any educational program should be received by DepEd at least six (6) months before the start of the proposed school year of operation, and shall specify the program, i.e., elementary/secondary, for which the application is being made.

An application shall include the following documents and such other official information as may be required by DepEd:

1. Completed application form (copy attached) indicating, among others, the following information:
 - a. Instructional program of the school (covering subjects and time allotment per grade/year level)
 - b. Annotated summary of textbooks to be used
 - c. School personnel plantilla, indicating names, qualification, experiences, and subjects to be taught (attached copy of the credentials for principal, faculty members, and non-teaching personnel)
 - d. School building plan and photographs showing facilities of the school
2. Duly completed PSO Information Sheet (copy attached);
3. Original or certified true copy of host government permit or authorization;
4. List/portfolio of the board of trustees or governing board or proprietors;
5. Original or certified true copy of registration certificate issued by Philippine SEC or by counterpart agency in the host country; and
6. Endorsement from the Philippine Embassy/Consulate to the Department of Education.

An application for permit to operate or permit to adopt the Philippine curriculum shall be filed under oath by the chairman of the board of trustees or governing board, when so authorized by the board.