



Office of the Minister

POLICY GUIDELINES IN THE ISSUANCE OF GOVERNMENT PERMIT TO OPERATE, RENEWAL AND RECOGNITION FOR PRIVATE MADRASAH IN BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO (BARMM).

I. Rationale

Education is a constitutional right guaranteed to every Filipino (1987 Philippine Constitution Art. XIV, Sec. 1) which provides that the state shall protect and promote the right of all citizens to quality education at all level, and shall take appropriate steps to make such education accessible to all. More so, the concept of education equity has been advocated for years by major international educational organizations and institutions, including various educational covenants and agreement created by different countries to ensure sustained and quality education services.

There are laws signed and issued by former President Ferdinand E. Marcos pertaining to the recognition of Islamic heritage as part of the Filipino culture. One of these laws was a Letter of Instruction (LOI) 71-A which allows the use of Arabic as a medium of instruction in areas where Muslims are dominant. Subsequently, Letter of Instruction (LOI) 1221 (March 31, 1982) was issued as a basis for gradual integration of the madrasah into Philippines educational system.

The Bangsamoro Education Code Chapter 2, Section 8 states that the Bangsamoro Government shall promote and protect the constitutional right of all to quality and accessible education at all levels and to establish, maintain, and support a complete, adequate, and integrated system of education relevant and responsive to the needs, ideals, and aspirations of the Bangsamoro People. It further provides the provision on the establishment, maintenance, and supervision of basic education in both the school system and madrasah system to meet learning needs and provide the foundation on which subsequent learning can be based.

The same law provides that the Ministry shall also ensure the integration in the elementary and high school education curricula the teaching of Islamic and Arabic Studies for Muslim Pupils in Public School and develop and strengthen the Madaris Educational System in the Bangsamoro. (Chapter 2, Section 8, o) In order to do so, learners of Private *Madaris* shall also be given equal educational opportunities.

Finally, educational institutions such as private *Madaris* shall be able to undertake educational operation through issuance of government permit to operate and recognition consistent with the National Educational Policies and Standards and in consonance with the existing policies of the Ministry. Thus this policy.



Office of the Minister

II. Scope

This policy guidelines shall cover issuance of government permit to operate, renewal and its recognition for Formal Private Madaris Offering Standard Madrasah Curriculum, Non - Formal Madaris called Traditional Madaris which requires attendance during week-ends and Special Institution such as Tahfidz Al- Qur'an that focuses on memorizing and understanding the Qur'an, which shall take effect starting school year 2023-2024.

III. Definition of Terms

The purposes of this Order, the following terms are defined as follows:

- a) **Child-Friendly Madrasah** – it promotes children's health which guarantees that madrasah buildings, grounds, and facilities are safe, clean, with adequate water, space to pray and enough space in conducting activities that will able the children to become educated, happy and be Allah (SWT) conscious.
- b) **Formal Madrasah** - By Formal Learning System, BEC Section 49 a defines a learning system that refers to the hierarchically structured and chronologically graded learning organized and provided by the formal education institution and results in a certification that shows the educational progress of the students through grades or educational levels encompassing all levels. Formal Learning System includes school and madrasah for basic education and higher education.(is this already existing in the Philippines?)

Therefore, as states in the Bangsamoro Education Code Section 91, the Madrasah as a Formal Learning System consists of the following levels/key stages:

- a. Tahderiyah, including early childhood care and education.
 - b. Grade 1 to Grade 3 (Lower Madrasah Ibtidaiyyah)
 - c. Grades 4 to 6 (Upper Madrasah Ibtidaiyyah)
 - d. Grades 7 to 9 (Madrasah Mutawassitah)
 - e. Grades 10 to 12 (Madrasah Thanawiyyah)
- a. **Tahderiyah, a pre-school level of study in kindergarten.**
Tahderiyah is the first stage of mandatory formal madrasah education. Is consist of the following:



Office of the Minister

Tahderiyyah is a learning program for early childhood education and kindergarten. Tahderiyyah education aims to effectively develop physical, cognitive, language, spiritual, moral, creativity and aesthetic domains of every learner inside the Tahderiyyah classroom.

b. Grade 1 to Grade 3 (Lower Madrasah Ibtidaiyyah)

Lower Madrasah Ibtidaiyyah refers to the second stage of compulsory madrasah education which is composed of:

- a. Lower Madrasah Ibtidaiyyah has Grade 1, Grade 2, and to Grade 3.
- b. Lower Madrasah Ibtidaiyyah aims to provide the learners with functional literacy encompassing reading writing, numeracy, and technology, Islamic Education, Arabic language, and the formation of values, and social and emotional skills.

c. Grades 4 to 6 (Upper Madrasah Ibtidaiyyah)

Upper Madrasah Ibtidaiyyah refers to the third stage of compulsory madrasah education which is composed of:

- a. Upper Madrasah Ibtidaiyyah has Grade 4, Grade 5, and Grade 6.
Upper Madrasah Ibtidaiyyah aims to provide the learners opportunities for enhancement and application of learned literacy and numeracy competencies to varied contents areas encompassing language, science, mathematics, social studies, civic education, arts, home economics, Islamic Education and Arabic Language, and physical education and health.

d. Grades 7 to 9 (Madrasah Mutawassitah)

Mutawassitah Madrasah Ibtidaiyyah refers to the fourth stage of compulsory madrasah education which is composed of:

- a. Madrasah Mutawassitah has Grade 7, Grade 8, and Grade 9.
- b. Madrasah Mutawassitah aims to provide the learners with opportunities to learn fundamental concept at a higher degree of complexity to enable them to live productive lives, covering language, science, mathematics, social studies, civic education, arts, home economics, Islamic Education and Arabic Language, and physical education and health, technology, and livelihood education.

e. Grades 10 to 12 (Madrasah Thanawiyyah)



Office of the Minister

Thanawiyah Madrasah refers to the fifth stage of compulsory madrasah education which is composed of:

- a. Madrasah Thanawiyah has Grade 10, Grade 11, and Grade 12.
- b. Madrasah Thanawiyah aims to provide the learners with general subjects and the option to choose subject tracks that cater to their interests and inclinations to enable them to prepare for higher learning and the world of work, with subjects covering language, science, mathematics, humanities, social science, Islamic Education and Arabic language, values, and physical education and health. The subject tracks cover offering related to the academic, arts and design, sports, and technical-vocational livelihood.
- c) **Islamic Studies and Arabic Language (ISAL)** - set of subjects (such as Arabic language, Seerah and hadeeth, Qur'an, Fiqh and Aqeedah) to be taught as a single subject in the public schools,
- d) **Islamic Studies and Arabic Language teacher**- a teacher who teaches the Arabic language and Islamic Studies in Arabic, in English, and in the local languages or dialect.
- e) **Madaris** – is the plural form of the Arabic word “madrasah” which means school.
- f) **Madaris Education Division Heads** – is a designate head of the Madaris Education Division Office. He serves as the point person for collaboration between Directorate General for Madaris Education and Directorate General for Basic Education - SDO;s and spearheads the implementation of the policies, plans, programs, and projects of Ministry of Basic Higher and Technical Education - Directorate General for Madaris Education while Madaris Division Superintendent is yet to be hired.
- g) **Madaris Education Division Office** – It refers to the office of the Designate Madaris Education Division Head that shall implements, and coordinates policies, plans, programs, and projects of Ministry of Basic Higher and Technical Education - Directorate General for Madaris Education. It supervises all elementary and secondary madaris education institutions both public and private madaris, including Traditional Madrasah and Tahfidz Al-Qur'an centers while Madaris Division Office is yet to established.
- h) **Madrasah** – an Arabic term for school which is operationally defined as an educational institution which is community-based and operated privately whereby the medium of instruction is the Arabic language with Islamic studies and Arabic literacy as the core emphasis.



Office of the Minister

- i) **Mudarris** – refers to a teacher teaching Arabic and/or Islamic Studies.
- j) **Non-Formal Education - BEC Section 49** - refers to education that occurs outside the formal school system. It shall include but not limited to Alternative Learning System for basic education, early childhood education, special education, adult literacy, training centers, and Alternative Learning System for Islamic Education, including traditional madrasah (which requires attendance only during the weekends)
- k) **Private Madrasah** – refers to private schools or providers of Madrasah education. These can be categorized as: (1) traditional Madrasah that conducts Arabic Language and Islamic Values Education (ALIVE) and islamic studies, and (2) private Madrasah that conducts regular K to 12 classes and implements a Madrasah curriculum or the Standard Madrasah Curriculum implementers.
- l) **Tahfidz Al-Quran Institutions** - is a special type of madrasah institution, such as the Toril Learning Schools, with a regular two-year study or within a reasonable duration as may be prescribed by the Ministry. It includes a provision of boarding for its learners and its curriculum focuses on memorizing and understanding the Qur'an and the Sunnah (tradition) of the Prophet Muhammad (S.A.W) as primary sources of Islamic Law (Shari'ah) under Presidential Decree No. 1083 or the Code of Muslim Personal Laws of the Philippines.

IV. Policy Statement

Private Madaris can undertake educational operations only when so authorized by the Ministry. This policy guidelines shall provide for the legal requirements and standard procedures for the issuance of government permit to operate, renewal and recognition.

V. Procedures

V. 1 A. Filing of Application and Renewal of Government Permit to Operate for Tahderiyyah Curriculum Implementers.

- Step 1: Application/Documentary requirements must be submitted in three separate copies together with its soft copy contained in a USB flash drive to Madaris Education Division Office/ Madaris Focal Person. (Please see Annex B for the documentary requirements)
- Step 2: The Madaris Education Division Offices thru the Madaris Division Focal Person will initially evaluate the application documents within 15 working



Office of the Minister

days upon receipt. In case of non-compliance, applicant madrasah shall be notified and be given 5 working days to comply.

Step 3: The Madaris Education Division Offices thru the Madaris Division Focal Person shall endorse the documents to the office of the Directorate General for Madaris Education through Quality Assurance Division.

Step 4: The Quality Assurance Division will review and evaluate the submitted requirement for 15 consecutive working days upon receipt.

Step 5: Based on the result of the evaluation, the Quality Assurance Division will submit a list of qualified applicant madrasah to the Office of the Directorate General for Madaris Education for Monitoring and Validation.

Those who will not qualify will be notified through the Madaris Education Division Office Focal Person and be given 5 working days to comply.

Step 6: The Director General for Madaris Education shall approve the list of qualified applicant madrasah and recommends the same in the office of the minister for monitoring and validation.

Step 7: Upon the approval of the Minister, a Monitoring and Validation Composite Team shall be constituted to conduct the monitoring and validation of the applicant madrasah. (Please see Annex C for the Composition of the Validation Team)

Step 8: The Validation Composite Team shall then conduct the Validation of all qualified applicant madrasah within two(2) months.

Step 8: The Composite Team shall conduct deliberation of the result of the validation and submit a list of qualified and disqualified Madaris to the Office of the Director General.

- The list of qualified Madrasah shall be recommended for issuance of Government Permit to Operate to the Office of the Minister.
- The disqualified madrasah shall be notified to comply the lacking requirements through the Madaris Education Division Office/Focal Persons. This does not preclude them from reapplication.

Step 9: A Government Permit to Operate shall be issued to all qualified Madaris. The original copy shall be mailed to the approved madrasah and a certified true copy shall be forwarded to the Madaris Education Division Office/ Focal Person and OMIN Planning Division for the issuance of School ID before the opening of the school year.



Office of the Minister

Step 10: The madrasah with Government Permit to Operate may commence their operation.

Note:

1. The permit to operate is valid for one school year only.
2. Annex Madrasah are required to apply separate permit to operate and school ID.
3. Private madrasah which temporarily closed due to man-made and natural calamity shall notify the Office of the DGME thru the MEDO. Should they decide to reopen, they shall be required to submit a letter of intent (Annex) to resume operation to the Office of the DGME thru the MEDO.
4. Please follow the timeline below:

Timeline												
Jan	Feb	Mar	April	May	June	July	Aug	Sep t	Oct	Nov	Dec	
Application			Review and Conduct of the Monitoring and Validation			Releasin g of Governm ent Permit to Operate						

1.B Filing of Application and Renewal of Private Madrasah Implementing Refine Standard Madrasah Curriculum (RSMC).

- Step 1: Application with corresponding documentary requirements must be submitted in three (3) separate copies together with their soft copy -in a USB flash drive to Madaris Education Division Office thru the Madaris Focal Person. (Please see Annex D for the documentary requirements)
- Step 2: The Madaris Education Division Offices thru their respective Madaris Division Focal Persons in collaboration with Division Private Schools Supervisor/Coordinator and Division Quality Assurance Officer will initially evaluate the application documents within 15 working days upon receipt. In case of non-compliance, applicant madrasah shall be notified and given 5 working days to comply.
- Step 3: The Madaris Education Division Offices thru their respective Madaris Division Focal Persons shall endorse the documents to the office of the Directorate General for Madaris Education through Quality Assurance



Office of the Minister

Division. Copies of the documents shall be provided to DGME-QAD, DGBE-QAD and OMIN-Planning Division.

Step 4: The Quality Assurance Division of DGME will review and evaluate the submitted documents within 15 working days upon receipt.

In the same manner, the DGBE-QAD will review and evaluate the Basic Education curriculum program offering of the madrasah applicant within 15 working days upon receipt.

Step 5: The DGBE-QAD will submit the result of the documents evaluation to the Office of the Director General for Madaris Education.

Step 6: Based on the results of the evaluation, the DGME-Quality Assurance Division will submit the list of qualified applicant madrasah to the Office of the Directorate General for Madaris Education and Director General for Basic Education.

Applicant Madaris with lacking documents will be notified through the Madaris Education Division Office Focal Person and be given 5 working days to comply.

Step 7: The Director General for Madaris Education and Director General for Basic Education shall submit the list of qualified applicant Madaris and recommends the same to the Office of the Minister.

Step 8: Upon the approval of the Minister, the Validation Composite Team shall conduct validation of the applicant Madaris within two (2) months. (Please see Annex E for the Composition of the Validation Team)

Step 9: The Composite Team shall conduct deliberation of results of the validation and submit the list of qualified and disqualified Madaris to the Office of the Director General for Madaris Education and Office of the Director General for Basic Education.

- The list of qualified Madaris shall be recommended to the Office of the Minister for issuance of Government Permit to Operate.
- On the other hand, disqualified Madaris shall be notified through the Madaris Education Division Office or Division Madaris Focal Person for compliance of lacking requirements.



Office of the Minister

Step 10: A Government Permit to Operate shall be issued to all qualified applicant Madaris. The original copy of the permit shall be mailed to the approved Madaris. Certified true copy of the same shall be forwarded to the Office of the Minister Planning Division for the issuance of School ID before the opening of the school year, and the Madaris Education Division Office thru the Division Madaris Focal Person.

Step 11: The Madaris with Government Permit to Operate may commence their operation.

Note:

5. The permit to operate is valid for one school year only.
6. Annex Madrasah are required to apply separate permit to operate and school ID.
7. Private madrasah which temporarily closed due to man-made and natural calamity shall notify the Office of the DGME thru the MEDO. Should they decide to reopen, they shall be required to submit a letter of intent (Annex) to resume operation to the Office of the DGME thru the MEDO.
8. Please follow the timeline below:

Timeline												
Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Application			Review and Conduct of the Monitoring and Validation			Releasing of Government Permit to Operate						

1.C. Filling of Application and Renewal of Government Permit to Operate for Non-Formal Madrasah/Traditional Madrasah and Special Institutions

Step 1: Application/Documentary requirements must be submitted in three separate copies together with its soft copy contained in a USB flash drive to Madaris Education Division Office/ Madaris Focal Person or directly to the regional office thru the DGME - Bureau of Madaris Education. (Please see Annex H for Non-Formal and Annex I for Special Institutions for the documentary requirements)



Office of the Minister

- Step 2: The Madaris Education Division Offices thru the Madaris Division Focal Person will initially evaluate the application documents within 15 working days upon receipt. In case of non-compliance, applicant madrasah shall be notified and be given 5 working days to comply.
- Step 3: The Madaris Education Division Offices / Madaris Division Focal Person shall endorse the documents to the office of the Directorate General for Madaris Education DGME - Bureau of Madaris Education.
- Step 4: The DGME - Bureau of Madaris Education will review and evaluate the submitted requirement for 15 consecutive working days upon receipt.
- Step 5: Based on the result of the evaluation, the DGME - Bureau of Madaris Education will submit a list of qualified applicant madrasah to the Office of the Directorate General for Madaris Education for Monitoring and Validation.
- Those who will not qualify will be notified through the Madaris Education Division Office Focal Person and be given 5 working days to comply.
- Step 6: The Director General for Madaris Education shall approve the list of qualified applicant madrasah and recommend the same in the office of the minister for monitoring and validation.
- Step 7: Upon the approval of the Minister, a Validation Composite Team shall be constituted to conduct the monitoring and validation of the applicant madrasah. (Please see Annex J for the Composition of the Validation Team)
- Step 8: The Monitoring and Validation Composite Team shall then conduct the Validation of all qualified applicant madrasah within two(2) months.
- Step 8: The Composite Team shall conduct deliberation of the result of the validation and submit a list of qualified and disqualified Traditional Madaris/ Special Institutions to the Office of the Director General.
- The list of qualified madrasah shall be recommended for issuance of Government Permit to Operate to the Office of the Minister.
 - The disqualified madrasah shall be notified to comply the lacking requirements through the Madaris Education Division Office/Focal Persons. This does not preclude them from reapplication.
- Step 9: A Government Permit to Operate shall be issued to all qualified madaris. The original copy shall be mailed to the approved madrasah and a certified



Office of the Minister

true copy shall be forwarded to the Madaris Education Division Office/ Focal Person and OMIN Planning Division for the issuance of (Madaris School ID) School ID before the opening of the school year.

Step 10: The madrasah with Government Permit to Operate may commence their operation.

Note:

1. The permit to operate is valid for one school year only.
2. Annex Madrasah are required to apply separate permit to operate and school ID.
3. Private madrasah which temporarily closed due to man-made and natural calamity shall notify the Office of the DGME thru the MEDO. Should they decide to reopen, they shall be required to submit a letter of intent (Annex) to resume operation to the Office of the DGME thru the MEDO/ MDFP.
4. Please follow the timeline below:

Timeline											
Muharram	Safar	Rabiul Awwal	Rabiulthani	Jumadil Ulah	Jumadil Akhir	Rajab	Sha'ban	Ramadhan	Shawwal	Zulqadah	Zul'hajji
					Application	Review and Conduct of the Validation	Releasing of Government Permit to Operate				

1. D. Filling of Application for Government Recognition.

Step 1: Application/Documentary requirements must be submitted in three separate copies together with its soft copy contained in a USB flash drive to Madaris Education Division Office/ Madaris Focal Person. (Please see Annex F for the documentary requirements)

Step 2: The Madaris Education Division Offices thru the Madaris Division Focal Person will initially evaluate the application documents within 15 working days upon receipt. In case of non-compliance, applicant madrasah shall be notified and be given 5 working days to comply.



Office of the Minister

- Step 3: The Madaris Education Division Offices thru the Madaris Division Focal Person shall endorse the documents to the office of the Directorate General for Madaris Education through Quality Assurance Division.
- Step 4: The Quality Assurance Division will review and evaluate the submitted requirement for 15 consecutive working days upon receipt.
- Step 5: Based on the result of the evaluation, the Quality Assurance Division will submit a list of qualified applicant madrasah to the Office of the Directorate General for Madaris Education for Monitoring and Validation.
- Those who will not qualify will be notified through the Madaris Education Division Office Focal Person and be given 5 working days to comply.
- Step 6: The Director General for Madaris Education shall approve the list of qualified applicant madrasah and recommends the same in the office of the minister for monitoring and validation.
- Step 7: Upon the approval of the Minister, a Monitoring and Validation Composite Team shall be constituted to conduct the monitoring and validation of the applicant madrasah. (Please see Annex G).
- Step 8: The Monitoring and Validation Composite Team shall then conduct the Monitoring and Validation of all qualified applicant madrasah within two(2) months.
- Step : The Composite Team shall conduct deliberation of the result of the monitoring and validation and submit a list of qualified and disqualified Madaris to the Office of the Director General.
- The list of qualified madrasah shall be recommended for issuance of Government Recognition to the Office of the Minister.
 - The disqualified madrasah shall be notified to comply the lacking requirements through the Madaris Education Division Office/Focal Persons. This does not preclude them from reapplication.
- Step 9: A Government Recognition shall be issued to all qualified madaris. The original copy shall be mailed to the approved madrasah and a certified true copy shall be forwarded to the Madaris Education Division Office/ Focal Person.
- Note:** The Madrasah that will not be qualified will be given permit to operate and may apply next school year.

Please follow the timeline below:



Office of the Minister

Timeline											
Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
					Application			Review and Conduct of the Monitoring and Evaluation		Releasing of Government Recognition	

VII. Program Management Responsibilities

This section specifies the management leadership, commitment, support, and decision-making capacity of each level of offices in the MBHTE to maintain an oversight of the progress and status of the Private Madrasah and ensure that the program goals are achievable.

MBHTE – OFFICE OF THE MINISTER

- a) The Minister shall be the approving authority for the issuance of Government Permit to Operate and Recognition for Private Madaris within the BARMM;
- b) The Office of the Ministry may initiate programs providing for support to private madaris education through technical and financial assistance subject to usual accounting and auditing standards;
- c) The Office of the Minister shall be a member of the Validation Composite Team that will conduct validation of applicant madaris through its Service Offices such as the Education Facilities Division, Internal Audit Division, Planning Division, and other offices within the Ministry as deemed necessary.

MBHTE -DGME Office:

- a) The Ministry be primarily responsible for the formulation, planning, implementation, and coordination of the policies, plans, programs, and projects in the areas of formal and non-formal education at all levels, supervise all educational institutions, both public and private, and provide for the establishment, maintenance, and support of a complete, adequate, and integrated system of education relevant and responsive to the needs, ideals, and aspirations of the Bangsamoro People;
- b) Ensure the application of moral governance at all levels in the education system;



Office of the Minister

- c) The DGME-BME serves as the person-in-charge for the implementation, while the overall management of the program shall be the responsibility of the Director General for Madaris Education;
- d) The DGME-QAD provides support and technical assistance to the compliance of Madrasah on the implementation of this policy;
- e) The Director General for Madaris Education (DGME) through the Quality Assurance Division - Monitoring & Evaluation composite group shall conduct annual monitoring and validation on the performance of the Private Madrasah Applied for Permit to Operate on their compliance to the policy and guidelines;
- f) The composite MBHTE - DGME monitoring & validation composite team will draft monitoring and validation tools as bases of the approval of the subsidy;
- g) The DGME-Quality Assurance Division shall be responsible for the review, revision and enhancement of this policy and extend technical assistance on carrying out the program components;
- h) The DGME - Curriculum Division shall regularly monitor and evaluate the implementation of the madrasah curriculum and other academic program and may revise the curriculum based on the results of the evaluation;
- i) Provide technical assistance to private madaris through the division offices in terms of education planning and programming, curriculum implementation, learner's assessment, and teacher support;
- j) Technical assistance in strengthening the partnership of private madaris in both local and international setting;
- k) The DGME office will shoulder the expenses of its staff and personnel and supplies needed during the monitoring and validation;
- l) The Quality Assurance Division will conduct a yearly orientation and capacity building on the private madrasah on what are the policies they need to comply to smoothly operate and management of madrasah.

VI.2. Madrasah Education Division Office:

- a) The Madrasah Education Division Office through their respective Division Madaris Focal Person shall ensure that the application of private madrasah will be processed within the timeline mentioned in this Order and the documentary requirements that supports the compliance of the madrasah to the minimum standards;



Office of the Minister

- b) The Madrasah Education Division Head through their respective Division Madaris Focal Person shall submit a report of the evaluation and their recommendation to the Madaris Education, thru its Directorate General;
- c) Conduct class observation, instructional supervision and provide technical assistance to both ISAL and Tahderiyyah to 12 Teachers;
- d) Provide technical assistance to private madaris in securing permit to operate (PTO);
- e) Evaluate performance of Asatidz and learners in relevance to implementation of madaris programs, projects, activities, and services to the respected madaris.

VI.3. Directorate General for Basic Education and Schools Division Offices:

Basic Education – Quality Assurance Division

- a. The Directorate General for Basic Education - Quality Assurance Division shall provide support and technical assistance on the compliance of Madaris to Basic Education curriculum;
- b. The Directorate General for Basic Education - Quality Assurance Division - Technical Working Group on the Issuance of Permit to Operate will evaluate the submitted documents on their compliance to Basic Education curriculum;
- c. The Directorate General for Basic Education - Quality Assurance Division - Technical Working Group on the Issuance of Permit to Operate shall participate as members of the Validation Composite Team that will conduct validation of applicant Madaris.

Basic Education Schools Division Offices

- a. The Division Private Area Supervisor/Coordinator together with the Division Quality Assurance Officer will evaluate the submitted documents on their compliance to Basic Education curriculum within 15 working days upon receipt;
- b. Prepare and consolidate required data, forms and report of learning performance and enrollment;
- c. Join the MBHTE Validation Composite Team and provide technical assistance during the conduct of the validation of the applicant RSMC implementers.



Office of the Minister

VI.4. Private Madrasah (Formal, Non-Formal and Special Institutions)

- a. Ensure the application of moral governance at all levels in the education system;
- b. Private Madrasah owners and administrators shall be primarily responsible for madrasah education financing;
- c. Ensure the integration in the elementary and high school education curricula the Tahderiyah, Refine Standard Madrasah Curriculum or prescribed curriculum by the Ministry for Muslim pupils in Private Madrasah and develop and strengthen the *Madaris* Educational system in the Bangsamoro Autonomous Region;
- d. Ensure the quality of teaching-learning. *Madaris* shall practice “engage-time-on-task” by lessening activities that take teachers and/or learners away from the classroom, maximizing the use of the time allotment for every subject, and reducing the non-teaching duties of teachers. (BEC Section 115);
- e. Conduct yearly training and workshop for Asatidz and Tahderiyah to 12 Teachers or existing curriculum in Non-Formal and Special Institutions that includes monthly Learning Action Cell Session to ensure teachers development;
- f. Submit all necessary requirements and documentation as required by the MBHTE-BARMM for assessment and evaluation;
- g. Develop and maintain an integrated and comprehensive physical education program and develop healthy, disciplined, innovative, and productive individuals, and promote sportsmanship, cooperation, and teamwork;
- h. The madrasah shall encourage and support Musabaqah, sports programs, league competitions, martial arts, indigenous games, and amateur sports including training for regional, national and international competitions;
- i. Observe proper Madrasah uniform and activities according to the Islamic context;
- j. Strictly implement the prescribed Time Allotment per subject in the Refine Standard Madrasah Curriculum by the Ministry;



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

- k. Put signages on the gate and exterior walls of the madrasah that the madrasah is implementing Refine Standard Madrasah Curriculum Compliant (Tahderiyyah to Grade 12 Subject and ISAL Subjects) under the supervision of MBHTE-DGME;
 - l. Comply and adhere with the standards set forth by the Ministry through the Directorate General for *Madaris* Education.
9. This guideline shall take effect upon issuance and shall remain effective unless superseded by new issuance; and
10. Immediate dissemination of and compliance with this Order is directed.


HON. MOHAGHER M. IQBAL
Minister, MBHTE



Office of the Minister

Annex A. Prescribe Time Allotment for Standard Madrasah Curriculum Implementers in BARMM only.

Learning Areas	Grade I	Grade II	Grade III	Grade IV	Grade V	Grade VI	Frequency
English	60	60	60	60	60	60	Daily
Filipino	60	60	60	50	50	50	Daily
Science and Health			40	50	50	50	Daily
Mathematics	60	60	60	60	60	60	Daily
Makabayan							
SK	50	50	50				
HKS				40	40	40	
EPP				40	40	40	Daily
MSEP				30	30	30	Daily
Character Education with Integration of Islamic Values	30	30	30	20	20	20	Daily
ISAL Subjects							
Arabic Language	60	60	60	50	50	50	Daily
Qur'an	40	40	40	40	40	40	Daily
Sirah and Hadith	40	40	40	40	40	40	Sirah 3x a week Hadith 2x a week
Aqidah and Fiqh	40	40	40	40	40	40	Aqidah 3x a week Fiqh 2x a week
Total	440	440	480	520	520	520	



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

Annex B: Documentary Requirements on the Application for Government Permit to Operate for Formal Education Tahderiyah Curriculum Implementers.

Name of Madrasah:	Division:		
Address: (Barangay) (Municipality) (Province)	Security and Exchange Commission (SEC) No. :		
Name of the President:	Contact No.		
Documentary Requirements (3 Sets of the following documents with e-copy) <i>For DGME, Division and OMIN Planning Division</i>	Status of Submission <i>(To be filled out by the Division Madrasah Focal Person if submitted)</i>	VERIFICATION To be filled out by the Validation Composite Team	
		Status of Submission <i>(Check if complied)</i>	REMARKS <i>(Validate consistency of different documents presented)</i>
1. Application for MBHTE -BARMM Permit to Operate The application must be address to: HON. MOHAGHER M. IQBAL Minister Thru: TAHIR G. NALG, MAIS Director General			
2. Original or Certified true copy of board resolution Implementing the Tahderiyah Curriculum duly signed by all members of the board.			
3. Updated Securities and Exchange Commission (SEC) registration certified true copy by the Madaris Division Focal Person.			
4. Local Government Unit (LGU) certificate stating that the madrasah is existing and recognized as learning institutions.			
5. Barangay Local Government Unit (BLGU) certification from the barangay that no private school is located within the 2 km radius from the school to be established implementing Tahderiyah Curriculum. In case there is an existing Madrasah within the 2km radius a certificate by the Barangay Chairman and /or Municipal Mayor the need			



Office of the Minister

to establish a madrasah in the locality. There must be evidence of the following factors: a. Number/List of Learners of prospective applicant madrasah (Using the SF 1 – School Register format)								
N o.	Name (Family Name, First Name, Middle Name)	Sex	Age	Date of Birth	Address			
6. Proof of ownership such as original certificate of land title/ transfer certificate of title/deed of donation/ contract of lease/deed of usufruct and the like with a minimum of 200 square meter land area.								Total Lot Area: _____
7. Madrasah Site Development Plan (The madrasah must not be in a high-risk area, natural and man-made calamities)								
8. Madrasah Information Profile (Annex)								
9. Certificate that the Madrasah financial capacity can sustain and maintain school resources besides tuition fees. (State the Source)								
10. Tahderiyyah Teacher/ Asatidz Contract of Service attached Transcript of Record and corresponding qualification and intended salaries monthly)								
11. Propose Tuition Fee and other Schools Fees and its schedule signed by administrator.								
12. Proposed Annual Budget and Annual Expenditures for the School Year.								
Madrasah Infrastructure and Other Learning Support Materials (Pictures)								
13. Complete Classroom (Standard in the numbers of Learners.) Note: The prescribed classroom size for a classroom-student ratio of 1:45 is about 7m x 7m for rural areas or 7m x 9m classroom for urban areas.								
14. Complete chairs depend on the target number of pupils								
15. Teachers table and chairs								
16. Playground (If no playground the proposed area)								



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

17. Water and electric facilities or sources			
18. Copy of the Tahderiyah Curriculum			
19. Individual Instructional Materials in respective classrooms. Digital and Non-Digital, indigenized, contextualized, and customized needs-based learning resources to cater diverse group of learners. (renewal only)			
Remarks (Qualified/Disqualified for Permit to Operate)			

COMMENT(S):

RECOMMENDATION(S):

REMARKS:

- All requirements complied with
- With deficiencies (marked x)

Prepared by:

 Ocular Inspector / Head of the Team

Noted by:

ABDULKAHAR GUIAMBANGAN
 Education Program Supervisor
 OIC Chief - Quality Assurance Division

Recommending Approval:

Date: _____

ACTION:

PROF. TAHIR G. NALG, MAIS
 Director General for MADARIS

- Conduct ocular/on-site inspection/validation
- Notify MDS In-charge of Private Madrasah

Approved by:

MOHAGHER M. IQBAL
 Minister



Office of the Minister

Annex C: The Validation Composite Team for Government Permit to Operate for Formal Education Private Madrasah Implementing Tahderiyah Curriculum

Office	Position	Functions
1. Quality Assurance Division	Chief Education Program Supervisor/Senior Education Program Specialist/ Education Program Specialist II/ Education Program Specialist I	Act as a team leader who will facilitate monitoring and evaluation. Prepare necessary assessment tools and communication with the target division and madrasah.
2. Directorate General for Madaris Education -Curriculum Division and LRMDS	Chief Education Program Supervisor/Senior Education Program Specialist/ Education Program Specialist II/ Education Program Specialist I	Ensure that Tahderiyah Curriculum content, delivery and assessment are strictly implemented and child-friendly curriculum.
3. Office of the Minister – Planning Division	Planning Officer III/Planning Officer II Any qualified representative	Ensure the accuracy of data which are filled-up in the Madrasah Information Sheet Validate the Madrasah sketch plan/ Municipal Certificate and Barangay Certificate.
4. Office of the Minister – Education Facilities Section/ Office DGME Madaris	Engineer/ Qualified Represent	Ensure madrasah's compliance to building and other technical requirements and madrasah are child-friendly with enough space to play and study.
5. Bureau of Madaris Education	Director/ Education Program Specialist or Qualified Representative	Ensure the completeness of the Madrasah Application requirements before forwarding to the Quality Assurance of proper recommendation to Office of the Directorate General Office. The DGME-BME provide support and technical assistance to the applicant madaris as to the compliance to the policy guidelines of the Ministry



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

Annex D: Requirements for Application and Renewal of Permit to Operate in Formal Education (Refine Standard Madrasah Curriculum Implementers)

Name of Madrasah:		Division:	
Address: (Barangay) (Municipality) (Province)		Security and Exchange Commission (SEC) No. : School ID:	
Name of the President:		Contact No.	
Documentary Requirements (3 Sets of the following documents with e-copy) <i>For DGME, DGBE and OMIN Planning Division</i>		VERIFICATION To be filled out by the Validation Composite Team	
		Status of Submission <i>(To be filled out by the Division Madrasah Supervisor if submitted)</i>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Status of Submission <i>(Check if complied)</i></td> <td style="width: 50%;">REMARKS <i>(Validate consistency of different documents presented)</i></td> </tr> </table>
Status of Submission <i>(Check if complied)</i>	REMARKS <i>(Validate consistency of different documents presented)</i>		
1. Application for MBHTE -BARMM Permit to Operate: The application must be address to: HON. MOHAGHER M. IQBAL Minister Thru: TAHIR G. NALG, MAIS Director General			
1. Original or Certified true copy of board resolution Implementing the Refine Standard Madrasah Curriculum duly signed by all members of the board.			
2. Updated Securities and Exchange Commission (SEC) registration certified true copy by the Madaris Division Focal Person.			
3. Recent Permit to Operate (PTO) signed by the Minister certified true copy by the MBHTE - DGME Record Section. (For renewal only)			
4. A certification signed by the Principal/Academic Head and the President of the private madrasah stating that the old curriculum of the madrasah shall be gradually phased out or already phase-out after 6 years of operation. The madrasah is now implementing Standard Madrasah Curriculum (ISAL and K to 12). (original copy)			
5. Local Government Unit (LGU) certificate stating that the madrasah is existing and recognized as learning institutions.			
6. Barangay Local Government Unit (BLGU) certification from the barangay that no private			



Office of the Minister

<p>school is located within the 2 km radius from the school to be established implementing RSMC Curriculum.</p> <p>In case there is an existing Madrasah within the 2km radius a certificate by the Barangay Chairman and /or Municipal Mayor the need to establish a madrasah in the locality. There must be evidence of the following factors:</p> <p style="padding-left: 20px;">a. Target Learners for new</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="width: 5%;">No.</th> <th style="width: 20%;">Name (Family Name, First Name, Middle Name)</th> <th style="width: 5%;">Sex</th> <th style="width: 5%;">Age</th> <th style="width: 10%;">Date of Birth</th> <th style="width: 55%;">Address</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	No.	Name (Family Name, First Name, Middle Name)	Sex	Age	Date of Birth	Address									
No.	Name (Family Name, First Name, Middle Name)	Sex	Age	Date of Birth	Address										
7. Proof of ownership such as original certificate of land title/ transfer certificate of title/deed of donation/ contract of lease/deed of usufruct and the like with a minimum of 5,000 square meter land area.			Total Lot Area: _____												
8. Madrasah Site Development Plan / Sketch Plan (The madrasah must not be in a high-risk area, natural and man-made calamities)															
9. Madrasah Information Sheet/ Profile															
10. Madrasah Improvement Plan (3 Years)															
11. SF 1 – School Register (Current year and last year school year) (renewal only)															
12. SF 5 – Report on Promotion (Last school year for renewal only)															
13. SF 7 – Inventory of School Personnel (Teaching Load and Assignment)															
14. Propose School Curriculum Standard and Requirements.															
15. School Calendar															
16. Class Program signed by adviser and the school head.															
17. Matrix of Teachers'/Teacher' Program															
18. Licensure Examination for Teachers Results if applicable. LET Passers: Male: Female															
19. K to 12 Teachers Contract of Service Updated for current year) must be notarized attached Transcript of Record (renewal)															
20. ISAL Teachers/ Asatidz Contract of Service Updated for current year) must be notarized attached Transcript of Record (renewal)															
21. Propose Tuition Fee and other Schools Fees and its schedule signed by the school registrar and approved by the school head.															



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

22. Proposed annual budget for the school year approved by the board of directors that includes salaries, maintenance expenses and capital expenditures (building, property and equipment's)			
23. Certificate that the Madrasah financial capacity can sustain and maintain school resources besides tuition fees or assistance from the government. (State the Source)			
Madrasah Infrastructure and Other Learning Support Materials (Pictures)			
24. Complete Classroom (Standard in the numbers of Learners and grade level offered) The prescribed classroom size for a classroom-student ratio of 1:45 is about 7m x 7m for rural areas or 7m x 9m classroom for urban areas.			
25. Complete chairs depend on the target number of learners			
26. Teachers table and chairs			
27. Playground (If no playground the proposed area)			
28. Water and electric facilities or sources			
29. Laboratory Apparatus (Grade 4-6 only)			
30. Individual Copy of the Refine Standard Madrasah Curriculum for ISAL Teachers (renewal)			
31. Individual Copy of the Curriculum for Grade 1-12 Teachers (renewal)			
32. Teachers Guide/ Lesson Plan/Log (renewal)			
33. Individual Instructional Materials in respective classrooms (Digital and Non-Digital, indigenized, contextualized, and customized needs-based learning resources to cater diverse group of learners) (renewal)			
34. Learners Output (renewal)			
Remarks (Qualified/Disqualified for Permit to Operate)			

COMMENT(S):

RECOMMENDATION(S):

Prepared by:

Reviewed by:

 Validator / Head of the Team

 Monitoring and Evaluation Section Head /
 BME – Private Madrasah Coordinator



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

Noted by:

ABDULKAHAR GUIAMBANGAN
Education Program Supervisor
OIC Chief - Quality Assurance Division

REMARKS:

- All requirements complied with
 With deficiencies (marked x)

Recommending Approval:

Date: _____

PROF. TAHIR G. NALG, MAIS
Director General for MADARIS

ACTION:

- Conduct ocular/on-site
inspection/validation
 Notify Division EPS In-charge
of Private Madrasah

Approved by:

MOHAGHER M. IQBAL
Minister



Office of the Minister

Annex E: The Division Monitoring and Validation Composite Team for Formal Education (Refine Standard Madrasah Curriculum Implementers)

Office	Position	Functions
1. DGME Quality Assurance Division	Chief Education Program Supervisor/Senior Education Program Specialist/ Education Program Specialist II/ Education Program Specialist I	Act as a team leader who will facilitate monitoring and evaluation. Prepare necessary assessment tools and communication with the target division and madrasah.
2. Directorate General for Madaris Education - Curriculum Division/ LRMDS	Chief Education Program Supervisor/Senior Education Program Specialist/ Education Program Specialist II/ Education Program Specialist I	Ensure that Tahderiyah Curriculum content, delivery and assessment are strictly implemented and child-friendly curriculum.
3. Office of the Minister – Planning Division	Planning Officer III/Planning Officer II Any qualified representative	Ensure the accuracy of data which are filled-up in the Madrasah Information Sheet, MIP and other DepEd Forms. Validate the Madrasah sketch plan/ Municipal Certificate and Barangay Certificate.
4. Office of the Minister – Education Facilities Section/ Office DGME Madaris	Engineer/ Qualified Represent	Ensure madrasah's compliance to building and other technical requirements and madrasah are child-friendly with enough space to play and study.
5. Bureau of Madaris Education	Director/ Education Program Specialist or Qualified Representative	Ensure the completeness of the Madrasah Application requirements before forwarding to the Quality Assurance of proper recommendation to Office of the Directorate General Office. The DGME-BME provide support and technical assistance to the applicant madaris as to the compliance to the policy guidelines of the Ministry
6. DGBE School Division Office while Madaris Education Division Office is yet to be established.	Division Engineer/Qualified Representative	• Monitor the compliance to standards on classroom, class size and other educational facilities.
7. DGBE Quality Assurance Division.	School Division Offices Education Program Supervisor / Representative	• Monitor DepEd National Curriculum implementation, trainings of teachers, qualification, class programming, and content.



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

Annex F: Required Documents on Filling of Application for Government Recognition

Name of Madrasah:	Division:		
Address: (Barangay) (Municipality) (Province)	Security and Exchange Commission (SEC) No.:		
	School ID:		
DOCUMENTARY REQUIREMENTS (3 Copies for DGME, DGBE and OMIN Planning Division)	Status of Submission (To be filled out by the Division Madrasah Supervisor or if submitted)	VERIFICATION <i>To be filled out by the Validation Composite Team</i>	
		Status of Submission (Check if complied)	REMARKS (Validate consistency of different documents presented)
Madrasah Administrative and Management Concerns			
1. Application of MBHTE -BARMM Government Recognition The application must be address to: HON. MOHAGHER M. IQBAL Minister Thru: TAHIR G. NALG, MAIS Director General			
2. Endorsement from Madaris Education Division Heads while Madaris Division Superintendent is yet to be hired.			
3. Duly Accomplished Madrasah Improvement Plan (3 Years			
4. A certification signed by the principal/academic head and the president of the private madrasah stating that the old curriculum already phase-out after 6 years of operation. The madrasah is implementing Tahderiyah Curriculum and Standard Madrasah Curriculum (ISAL and DepEd Grade 1 to 12).			
5. Original/Certified true copy/authenticated copy of the Permit to Operate (PTO) Government Permit/Recognition). The PTO must be updated.			
6. Proof of ownership such as original certificate of land title/ transfer certificate of title/deed of donation/ contract of lease/deed of usufruct and the like with a minimum of 200 square meter land area.			
7. Certification signed by the academic head and the president of the Private Madrasah stating that the old curriculum of madrasah shall be gradually phased out/phase out.			
8. Board Resolution adopting the Tahderiyah Curriculum and Refine Standard Madrasah Curriculum (K to 12 and ISAL) signed by the members of the Board			



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

9. K to 12 Teachers Contract of Service Updated for current year) must be notarized attached Transcript of Record Preferably Bachelor of Elementary Education Graduate for Elementary level and Bachelor of Secondary Education for Secondary level			
10. ISAL Teachers/ Asatidz Contract of Service Updated for current year) must be notarized attached Transcript of Record Preferably Tarbiyyah Graduate			
11. Licensure Examination for Teachers Results if applicable/ constant monitoring, suitable training, and follow-up support to maintain a high-quality workforce. LET Passers: Male: Female:			
12. Parents Teachers and Community Association (PTCA) Structure and 3 Years Accomplishments. (pictures) Madrasah Forms and Learning Assessment			
13. Madrasah Profile/ Information Sheet			
14. SF 1 – School Register signed by the principal and duly received by the Madaris Education Division Head; Current year and last school year (for renewal only) certified true copy by the School Record Officer or School Principal) Note: Annexes or other branches should have a separate application.			Last School Year: Male: Female Total: Current School Year: Male: Female: Total
15. SF 2 – Learner’s Daily Class Attendance (last school year)			
16. SF 5 – Report on Promotion (Last school year)			
17. SF 7 – Inventory of School Personnel (Teaching Load and Assignment last school year)			
18. SF 9 – Learner Progress Report Card (sample only)			
19. SF 10 – Learner’s Permanent Academic Record (Form 137 with birth certificate form Kinder to Grade 6) (sample only)			
20. Test Questioners and Table of Specification (sample only)			
Curriculum Implementation and Compliance / Learning Delivery Management			
ISAL SUBJECTS and Tahderiyyah Curriculum			
21. Matrix of Teachers'/Teacher' Program			
22. Individual Copy of the Tahderiyyah Curriculum for ISAL Teachers			
23. Individual Copy of the Refine Standard Madrasah Curriculum for ISAL Teachers (Pictures Only)			
24. Teachers Guide/ Lesson Plan/Log (sample only)			
25. Individual Instructional Materials in respective classrooms (Digital and Non-Digital, indigenized, contextualized, and customized needs-based learning resources to cater diverse group of learners)			
26. Supervisory Plan - Conduct of Monitoring and Evaluation of Teaching and Learning Process			



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

Programs and the ISAL teacher performance that include Clinical Supervision.			
27. Quarterly Test Paper			
Grade 1 TO 12 SUBJECTS			
28. Matrix of Teachers'/Teacher' Program			
29. Class Program			
30. Individual Copy of the Curriculum for T-12 Teachers Guide (Pictures only)			
31. Teachers Guide/ Lesson Plan/Log (sample only)			
32. Individual Instructional Materials in respective classrooms (Digital and Non-Digital, indigenized, contextualized, and customized needs-based learning resources to cater diverse group of learners)			
33. Supervisory Plan - Conduct of Monitoring and Evaluation of the Learners Development and the teacher performance that include Clinical Supervision. (sample only) Attached Teachers Classroom Observation Sheet)			
34. Manipulative Materials for Tahderiyah Learners to Grade 3.			
Financial Management			
35. Official Statement signed by the Academic Head or Registrar and the President of the Madrasah stating the amount of the tuition fee collected per student/school year.			
36. Schedule of tuition and other fees signed by the school registrar and approved by the school head.			
37. Work and Financial Plan (WFP), sources and details of proponents, and equity participation in the project pursuant to COA Circular No. 2007-OO1;(original copy)			
38. LBP Bank Account for Private Madrasah qualified to receive the financial grant (Photocopy of the Passbook) LBP Account Number:			
39. Proposed annual budget for the school year approved by the board of directors that includes salaries, maintenance expenses and capital expenditures (building, property, and equipment's)			
40. Certificate that the Madrasah financial capacity can sustain and maintain school resources besides tuition fees or assistance from the government. (State the Source)			
41. Payroll and Teachers/ Asatidz Contract (3 consecutive years)			
Madrasah Infrastructure and Other Learning Support Materials (Pictures)			
42. Complete Classroom (Standard in the numbers of Learners and Grade level)			
43. Complete chairs depend on the number of pupils per grade level			
44. Teachers table and chairs			
45. Comfort Rooms (Separate Girls and Boys for common CR)			
46. Administrators/ Principal's Office			
47. Playground			
48. Water Facilities			



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

49. Electric Facilities			
50. School Fence			
51. Canteen			
52. Home and Economics Room			
53. Science Laboratory			
54. Information Communication and Technology (ICT) Room			
55. Washing Facilities with ablution area			
56. Learners Output			
57. Masjid (Prayer Room)			
58. Clinic			
59. Classroom Aide for learners with specials needs			
60. wheelchair ramps			
Grand Total			

COMMENT(S):

RECOMMENDATION(S):

Prepared by:

Reviewed by:

 Validator / Head of the Team

 Monitoring and Evaluation Section Head /
 B ME – Private Madrasah Coordinator

Noted by:

ABDULKAHAR GUIAMBANGAN
 Education Program Supervisor
 OIC Chief - Quality Assurance Division

REMARKS:

- All requirements complied with
 With deficiencies (marked x)

Recommending Approval:

Date: _____

PROF. TAHIR G. NALG, MAIS
 Director General for MADARIS

ACTION:

- Conduct ocular/on-site
 inspection/validation
- Notify Division EPS In-charge
 of Private Madrasah

Approved by:

MOHAGHER M. IQBAL
 Minister



Office of the Minister

Annex G: MBHTE-DGME Validation Composite Team for Government Recognition

Office	Position	TOR
1. DGME Quality Assurance Division- M and E Section	Education Program Supervisor/Senior Education Program Specialist	<ul style="list-style-type: none"> • Act as a team leader that will facilitate monitoring and evaluation of the Ministry's programmed and projects through the development of appropriate reporting instruments and templates. • Prepare necessary tools and communication with the target division and madrasah. • Prepare a report to address the teachers and learners needs and various factors that affect the quality of teaching and learning process and • Recommend the results to the Planning Section for proper intervention for both Formal and Non-Formal Education.
2. Directorate General For <i>Madaris</i> Education - Curriculum Division/ LRMDS	Education Program Supervisor/Senior Education Program Specialist/ Qualified Representative	<ul style="list-style-type: none"> • Ensure that Tahderiyyah Curriculum and Refine Standard Madrasah Curriculum (ISAL Subjects) content, delivery and assessment are inclusive and respectful of ethnic and denominational differences
3. Directorate General for Basic Education – Quality Assurance Division/ Curriculum Division	Education Program Supervisor/Senior Education Program Specialist/qualified representative	<ul style="list-style-type: none"> • Ensure that DepEd National Basic Education Curriculum is properly implemented in Formal Education and will provide certification after the monitoring and validation.
4. OMIN – Planning Division	Chief Planning Officer/ qualified representative	<ul style="list-style-type: none"> • Ensure the accuracy of data in the EBEIS. • Evaluate the existing Madrasah Improvement plan and its implementation.
5. Office of the Minister – Internal Audit Division	Finance Officer/ Internal Auditor/Qualified Representative	<ul style="list-style-type: none"> • Monitor and validate the utilization of the fund, ensure that the salary of teachers is commensurate to the fund provided (80% - T to 12 teachers' salary, ISAL/Ustadz) and other personnel, 20% of the fund is utilized properly, and that government rules were not violated for Education. • Certify proper fund utilization
6. Office of the Minister – Physical Facilities Section/	Engineer/ Qualified Representative	Ensure <i>Madrasah's</i> compliance to building and other technical requirements and other educational facilities.



Office of the Minister

Office of the Directorate General		
7. Bureau of Madaris Education	Director/ Education Program Specialist or Qualified Representative	<ul style="list-style-type: none">• Ensure the completeness of the <i>Madrasah</i> Application before forwarding to the Quality Assurance of proper recommendation to Office of the Directorate General Office.• Provide support and technical assistance to the compliance to the policy and guidelines of the Ministry
8. Accounting Division	Division Chief or Representative	<p>The accounting division shall be responsible for the review and final approval of the submitted financial documents of applicant <i>Madaris</i>. The accounting division shall:</p> <ul style="list-style-type: none">• Submit a report to the DGME Quality Assurance Division on <i>Madrasah</i> with notice of disallowance with appropriate actions; and• Prepare the documents necessary for the payment of grant of financial assistance to the madrasah through List of Due and Demandable Accounts Payable (LDDAP).



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

Annex H: Documentary Requirements for Application and Renewal of Permit to Operate for Non - Formal Education (Traditional Madrasah)

Name of Madrasah:	Division:		
Address: (Barangay) (Municipality) (Province)	Security and Exchange Commission (SEC) No. :		
Name of the President:	Contact No.		
Documentary Requirements (3 Sets of the following documents with e-copy) <i>For DGME, Division and OMIN Planning Division</i>	Status of Submission (To be filled out by the Division Madrasah Focal Person if submitted)	VERIFICATION To be filled out by the Validation Composite Team	
		Status of Submission (Check if complied)	REMARKS (Validate consistency of different documents presented)
1. Application for MBHTE -BARMM Permit to Operate for Non-Formal Education (Traditional/ Weekend Madrasah) The application must be address to: HON. MOHAGHER M. IQBAL Minister Thru: TAHIR G. NALG, MAIS Director General			
2. Original or Certified true copy of board resolution Applying for Permit to Operate duly signed by all members of the board.			
3. Local Government Unit (LGU) certificate stating that the madrasah is existing and recognized as learning institutions.			
4. Barangay Local Government Unit (BLGU) certification that the madrasah is existing and recognize as existing as learning institution for Traditional Madrasah. a. Number/List of Learners of prospective applicant madrasah.			



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

N o.	Name (Family Name, First Name, Middle Name)	Sex	Age	Date of Birth	Addres s				
	6. Proof of ownership such as original certificate of land title/ transfer certificate of title/deed of donation/ contract of lease/deed of usufruct.								Total Lot Area: _____
	7. Madrasah Site Development Plan (The madrasah must not be in a high-risk area, natural and man-made calamities)								
	8. Madrasah Information Profile (Annex) (include it in the MIS)								
	Madrasah Infrastructure and Other Learning Support Materials (Pictures)								
	9. Classroom (Standard in the numbers of Learners.)								
	10. Chairs depend on the target number of pupils								
	11. Teachers table and chairs								
	12. Water and electric facilities or sources								
	13. Copy of the Curriculum Proposed / Currently Used.								
	14. Teachers qualification (Copy of the Transcript of Record)								
	Remarks (Qualified/Disqualified for Permit to Operate)								

COMMENT(S):

RECOMMENDATION(S):

REMARKS:

- All requirements complied with
- With deficiencies (marked x)



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

Prepared by:

Reviewed by:

Ocular Inspector / Head of the Team

Monitoring and Evaluation Section Head

Noted by:

ABDULKAHAR GUIAMBANGAN
Education Program Supervisor
OIC Chief - Quality Assurance Division

Recommending Approval:

Date: _____

PROF. TAHIR G. NALG, MAIS
Director General for MADARIS

ACTION:

- Conduct ocular/on-site inspection/validation
- Notify MDS In-charge of Private Madrasah

Approved by:

MOHAGHER M. IQBAL
Minister



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

Annex I: Documentary Requirements for Application and Renewal of Permit to Operate of Special Institution Tahfidz Al-Qur'an Centers (Toril)

Name of Madrasah:	Division:		
Address: (Barangay) (Municipality) (Province)	Security and Exchange Commission (SEC) No.: School ID:		
Name of the President:	Contact No.:		
Documentary Requirements (3 Sets of the following documents)	Status of Submission <i>(To be filled out by the Division Madrasah Supervisor if submitted)</i>	VERIFICATION <i>To be filled out by the MBHTE Validation Team</i>	
		Status of Submission <i>(Check if complied)</i>	REMARKS <i>(Validate consistency of different documents submitted)</i>
Application for MBHTE -BARMM Permit to Operate The application must be address to: HON. MOHAGHER M. IQBAL Minister Thru: TAHIR G. NALG, MAIS Director General			
Endorsement from Madaris Education Division Heads while Madaris Division Superintendent is yet to be hired.			
Certified true copy of board resolution applying for permit to operate and adopting MBHTE-DGME Tahfidz Al-Qur'an Curriculum duly signed by the members of Board. (When available)			
Barangay Local Government Unit (BLGU) certification from the barangay that no private school is located within the 2 km radius from the school to be established and recognized as learning institution for learning Qur'an.			



Office of the Minister

<p>In case there is an existing Madrasah within the 2km radius a certificate by the Barangay Chairman and /or Municipal Mayor the need to establish a madrasah in the locality. There must be evidence of the following factors:</p> <p>a. Number/List of Learners of prospective applicant madrasah (Using the SF 1 – School Register format)</p>			
<p>Updated Securities and Exchange Commission (SEC) registration certified true copy by the Madaris Division Focal Person.</p>			
<p>Certified true copy of proof of ownership of the madrasah site, such as but not limited to: certificate of title, deed of sale, and deed of donation</p>			
<p>Updated Teachers/ Asatidz Contract of Service Transcript of Record and corresponding qualification and intended salaries monthly)</p>			
<p>Tahfidz Al-Qur'an information sheet</p>			
<p>Pupils Profile (List of Learners that includes Name, Age, Sex, Address, and)</p> <p>Name (Family Name, First Name, Middle Name, Sex Age Grade Level, Address and Name of Parents/Guardian</p>			
<p>Matrix of Teachers'/Teacher' Program</p>			
<p>Copy of the Curriculum Implemented</p>			
<p>No. of Qur'an available in the Institutions:</p>			
<p>Propose Tuition Fee and other Schools Fees and its schedule signed by the school registrar and approved by the Administrators.</p>			
<p>Proposed Annual Budget and Annual Expenditures for the School Year.</p>			
<p>Certificate that the Tahfidz Al-Qur-an financial capacity can sustain and maintain school resources besides</p>			



Office of the Minister

tuition fees or assistance from the government like LGU's. (State the Source)			
Madrasah Infrastructure and Other Learning Support Materials (Pictures)			
Complete Classroom (Standard in the numbers of Learners) if applicable			
Complete chairs depend on the number of learners.			
Teachers table and chairs			
Living Room with Bedding, Clothes and Hangers			
Comfort Rooms (Separate Girls and Boys for common CR)			
Administrators/ Principal's Office			
Playground (If no playground the propose area)			
Water Facilities			
Electric Facilities			
Fence			
Kitchen with table and chairs			
Bedding and Laundry Station/ Towels/washcloths			
Washing Facilities/ Toiletries and Hygiene/			
Emergency Medical Kits and Aids (renewal only)			
Security Personnel (renewal only)			
Remarks (Qualified/Disqualified for Permit to Operate)			

COMMENT(S):

RECOMMENDATION(S):

REMARKS:

- All requirements complied with
- With deficiencies (marked x)



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

Prepared by:

Reviewed by:

Ocular Inspector / Head of the Team

Monitoring and Evaluation Section Head

Noted by:

ABDULKAHAR GUIAMBANGAN
Education Program Supervisor
OIC Chief - Quality Assurance Division

Recommending Approval:

Date: _____

ACTION:

PROF. TAHIR G. NALG, MAIS
Director General for MADARIS

- Conduct ocular/on-site inspection/validation
- Notify MDS In-charge of Private Madrasah

Approved by:

MOHAGHER M. IQBAL
Minister



Office of the Minister

Annex J: The Validation Composite Team for New and Renewal of Permit to Operate for Non-Formal and Special Institution like Tahfidz Al-Qur'an Centers.

Office	Position	TOR
1. DGME Quality Assurance Division	Education Program Supervisor/Senior Education Program Specialist	<p>Act as a team leader that will facilitate monitoring and evaluation of the Ministry's programmed and projects through the development of appropriate reporting instruments and templates.</p> <p>Prepare necessary tools and communication with the target division and madrasah.</p> <p>Prepare a report to address the teachers and learners needs and various factors that affect the quality of teaching and learning process and recommend the results to the Planning Section for proper intervention for both Formal and Non-Formal Education.</p>
2. Directorate General for Madaris Education - Curriculum Division / LRMDS	Education Program Supervisor/Senior Education Program Specialist/ Qualified Representative	Ensure that ISAL curriculum/Tahfidz Al-Qur'an curriculum and Peace Education Curriculum content, delivery and assessment are inclusive and respectful of ethnic and denominational differences
3. Office of the Minister - Planning Division	Senior Education Program Division/Education Program Specialist/Planning Officer/qualified representative	Ensure the accuracy of data and DepEd required forms that are used to monitor the data and performance of the learners.
4. Bureau of Madaris Education	Director/ Education Program Specialist or Qualified Representative	<p>Ensure the completeness of the Madrasah Application before forwarding to the Quality Assurance of proper recommendation to Office of the Directorate General Office.</p> <p>The DGME-BME provide support and technical assistance to the compliance to the policy and guidelines of the Ministry</p>
5. Office of the Minister – Education Facilities Section Division/ Office of the Directorate General	Engineer/ Qualified Representative	Ensure <i>Madrasah's</i> compliance to building and other technical requirements and other educational facilities.





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

Annex K: Madrasah Information Sheet for Formal Madrasah Only

	<p>Republic of the Philippines Bangsamoro Autonomous Region in Muslim Mindanao Ministry of Basic, Higher, Technical and Basic Education DIRECTORATE GENERAL FOR MADARIS EDUCATION</p>	
<p>Name of Madrasah Sitio, Barangay, Municipality, Province</p>		
MADRASAH/MARKAZ INFORMATION SHEETS		
Vission	_____	
Mission	_____	
Guiding Principles	_____	
A. GENERAL PROFILE		
1. S.E.C. Registration	CN202066191	
2. Government Recognition No./PTO No.	20	
3. School ID		
4. Division	Maguindanao I	
5. Name of Madrasah/Markaz		
6. Address		
	(Barangay)	Municipality
	Province	
7. School e-mail address		
8. Facebook Page/Website		
9. Contact No.		
10. Account Number(Landbank)		
11. Administrator/Modeer		
12. Year Established	1998 (Traditional Madrasah)	
B. LEVEL OF OFFERING: PLEASE CHECK		
A. Kindergarten (Tahdiriyyah)	<input type="checkbox"/>	
B. Elementary (Ibtidaiyyah) 6 years	<input type="checkbox"/>	
C. Junior High School (Mutawwassitah) 3 years	<input type="checkbox"/>	
D. Senior High School (Thanawi) 3 years	<input type="checkbox"/>	



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

C. SPECIMEN SIGNATURE OF:

1. Administrator :

	Name	Signature	Date signed

2. Principal :

	Name	Signature	Date Signed

D. MADRASAH/MARKAZ OFFICIALS' PROFILE

NAME			Birthdate	AGE	SEX	CIVIL STATUS	POSITION DESIGNATION	NO. OF YEARS IN MARKAZ	HIGHEST EDUCATIONAL QUALIFICATION	
LAST NAME	FIRST NAME	MIDDLE NAME	(month/day/year)		(Male/Female)	(Single, Married, Widdow,)			ISLAMIC EDUCATION	SECULAR EDUCATION

E. A. List of Faculty members (Asatidz/ISAL Teachers)

NAME			Birthdate	AGE	SEX	CIVIL STATUS	Ethnicity	EDUCATION QUALIFICATION		SUBJECT THOUGHT	GRADE LEVEL SUBJECT THOUGHT	NO. OF YEARS IN MADRASAH/MARKAZ
LAST NAME	FIRST NAME	Middle Name	(month/day/year)		(Male/Female)	(Single, Married, Widdow, Divorce)	(Maguindanaon, Maranao, Tausog, Iranon, Yakan, etc.)	ISLAMIC EDUC.	SECULAR EDUC.			



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

F. Teachers' Professional Development (2019 - Current Year)

Trainings Attended	Funded by/ Agency	No. of Participants in your Madrasah	No. of hours
			16

G. Madrasah Awards and Recognition

Title of Awards And Recognition	Level (International, National, Division, District, LGU)	Name of Awardee

E. B. List of Faculty members (K TO 12 TEACHERS)

NAME			Birthdate	AGE	SEX (Male/ Female)	CIVIL STATUS (Single, Married, Widdow, Divorce)	Ethnicity (Magulindanaon, Maranao, Tausog, Iranon, Yakan, etc..)	EDUCATION QUALIFICATION		SUBJECT TOUGHT	GRADE LEVEL TOUGHT	NO. OF YEARS IN MADRASAH/ MARKAZ
LAST NAME	FIRST NAME	Middle Name	(month/day/year)					ISLAMIC EDUC.	SECULAR EDUC.			



Office of the Minister

H. PHYSICAL FACILITIES AND INSTRUCTIONAL RESOURCES:

No. of bldgs	:		
Type of bldgs	:		
No. of chairs	:		
No. of classrooms	:		
No. of desk	:		
No of computer	:		
Area of madrasah site	:		
Does it have playground?		if yes, sq. meters:	_____
Does it have a gardening area?		if yes, sq. meters:	_____
Does it have a perimeter fence?		if yes, sq. meters:	_____
Specify playground apparatus if there are any: _____			

I. Learners' Materials:

Grade Level	Title of the Book(s)	Subject Areas

J. Facilities / Furniture Available :

No. of blackboards:	
No. of Chairs:	
No. of teacher's Table:	
Laboratory Apparatus:	
Water System:	
Comfort Room:	

K. Please check the Curriculum to be implemented

A. Refine Standard Madrasah Curriculum
 B. K to 12 Curriculum Only
 C. Traditional Madrasah Curriculum
 D. Others.

Please Specify: _____



Office of the Minister

L. HUMAN RESOURCES:

Human resources	Female	Male	Total
Teacher			
Asatidz			
Non-teaching			
Staff			

M. ENROLLMENT:

Level	No. of Classes /	No. of Enrollees		Total
		Male	Female	
Kindergarted/Tahderiyyah (Hadanah)				
1. Jr. Kinder				
2. Sr. Kinder				
Lower Madrasah Ibtidaiyyah				
I				
II				
III				
Upper Madrasah Ibtidaiyah				
IV				
V				
VI				
Sub - Total				
Junior High School (Mutawassitah)				
VII				
VII				
IX				
Sub - Total				
Senior High School (Thanawiyyah)				
X				
XI				
XII				
Sub - Total				
Grand Total				



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

GRADE LEVEL	Learner-Teacher Ratio
Kindergarted (Hadanah)	
1. Jr. Kinder	
2. Sr. Kinder	
Lower Madrasah Ibtidaiyyah	
Grade I	
Grade II	
Grade III	
Upper Madrasah Ibtidaiyyah	
Grade IV	
Grade V	
Grade VI	
Junior High School (Mutawassitah)	
Grade VII	
Grade VIII	
Grade IX	
Senior High School (Thanawiyyah)	
Grade X	
Grade XI	
Grade XII	
Total	

GRADE LEVEL	Learner-Classroom Ratio
Kindergarted (Hadanah)	
1. Jr. Kinder	
2. Sr. Kinder	
Lower Madrasah Ibtidaiyyah	
Grade I	
Grade II	
Grade III	
Upper Madrasah Ibtidaiyyah	
Grade IV	
Grade V	
Grade VI	
Junior High School (Mutawassitah)	
Grade VII	
Grade VIII	
Grade IX	
Senior High School (Thanawiyyah)	
Grade X	
Grade XI	
Grade XII	
Total	



Office of the Minister

N. FINANCIAL STATUS

A. Table 1 - Monthly Matriculation

Details	Amount by grade level				
	Jr. K	Sr. K	Gr. I	Gr. II	Total
Monthly Tuition					
	Gr. III	Gr. IV	Gr. V	Gr. VI	Total
Total					

B. Table 2 - FUNDING SOURCES (SALARIES, ETC.)

Sources(Name of donor/Office)	Nature of Assistance (in kind,cash,technical support)	Amount

C. Table 3 - PROJECT AND PROGRAM FROM GOVERNMENT FINANCIAL ASSISTANCE (2018-2021)

PROJECT/ PROGRAM TITLE	Objectives	Year	Amount

Prepared by:

 Madrasah Planning officer

Noted by:

 Administrators



Office of the Minister

Annex L: Madrasah Information Sheet for Non-Formal Madrasah and Special Institution like Tahfidz Al-Qur'an Centers Only

	Republic of the Philippines Bangsamoro Autonomous Region in Muslim Mindanao Ministry of Basic, Higher, Technical and Basic Education DIRECTORATE GENERAL FOR MADARIS EDUCATION			
	Name of Madrasah Sitio, Barangay, Municipality, Province			
MADRASAH/MARKAZ INFORMATION SHEETS				
Vission	_____			

Mission	_____			

Guiding Principles	_____			

A. GENERAL PROFILE				
1. S.E.C. Registration	CN202066191			
2. Government Recognition No./PTO No.	20			
3. School ID	_____			
4. Division	_____			
5. Name of Madrasah/Markaz	_____			
6. Address	_____			
	(Barangay)	Municipality	Province	
7. School e-mail address	_____			
8. Facebook Page/Website	_____			
9. Contact No.	_____			
10. Account Number(Landbank)	_____			
11. Administrator/Modeer	_____			
12. Year Established	1998 (Traditional Madrasah)			
B. LEVEL OF OFFERING: PLEASE CHECK				
A. Kindergarten (Tahdiriyyah)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Elementary (lbtidaiyyah) 6 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Junior High School (Mutawwassitah) 3 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Senior High School (Thanawi) 3 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

C. SPECIMEN SIGNATURE OF:

1. Administrator :

Name	Signature	Date signed
------	-----------	-------------

2. Principal :

Name	Signature	Date Signed
------	-----------	-------------

D. MADRASAH/MARKAZ OFFICIALS' PROFILE

NAME			Birthdate (month/day/year)	AGE	SEX (Male/ Female)	CIVIL STATUS (Single, Married, Widow,	POSITION DESIGNATION	NO. OF YEARS IN MARKAZ	HIGHEST EDUCATIONAL QUALIFICATION	
LAST NAME	FIRST NAME	MIDDLE NAME							ISLAMIC EDUCATION	SECULAR EDUCATION

E. A. List of Faculty members (Asatidz)

NAME			Birthdate (month/day/year)	AGE	SEX (Male/ Female)	CIVIL STATUS (Single, Married, Widow, Divorce)	Ethnicity (Maguindanaon, Maranao, Tausog, Iranon, Yakan, etc.)	EDUCATION QUALIFICATION		SUBJECT THOUGHT	GRADE LEVEL SUBJECT THOUGHT	NO. OF YEARS IN MADRASAH/ MARKAZ
LAST NAME	FIRST NAME	Middle Name						ISLAMIC EDUC.	SECULAR EDUC.			

F. Asatidz' Professional Development (2019 - Current Year)

Trainings Attended	Funded by/ Agency	No. of Participants in your Madrasah	No. of hours
			16

G. Madrasah Awards and Recognition

Title of Awards And Recognition	Level (International, National, Division, District, LGU)	Name of Awardee



Office of the Minister

H. PHYSICAL FACILITIES AND INSTRUCTIONAL RESOURCES:

No. of bldgs	:		
Type of bldgs	:		
No. of chairs	:		
No. of classrooms	:		
No. of desk	:		
Area of madrasah site	:		
No. of blackboards:	:		
No. of teacher's Table:	:		
No. Comfort Room:	:		
Does it have playground?		if yes, sq. meters:	_____
Does it have a gardening area?		if yes, sq. meters:	_____
Does it have a perimeter fence?		if yes, sq. meters:	_____

I. Learners' Materials:

Grade Level	Title of the Book(s)	Subject Areas	Estimated No. of Copies

J. Curriculum to be implemented/Implemented

- A. Traditional Madrasah Curriculum
- B. Others.

Please Specify: _____



Office of the Minister

K. HUMAN RESOURCES:

Human resources	Female	Male	Total
Asatidz			
Non-teaching			
Staff			

L. ENROLLMENT:

Level	No. of Classes /	No. of Enrollees		Total
		Male	Female	
Kindergarted/Tahderiyyah (Hadanah)				
1. Jr. Kinder				
2. Sr. Kinder				
Lower Madrasah Ibtidaiyyah				
I				
II				
III				
Upper Madrasah Ibtidaiyyah				
IV				
V				
VI				
Sub - Total				
Junior High School (Mutawassitah)				
VII				
VII				
IX				
Sub - Total				
Senior High School (Thanawiyyah)				
X				
XI				
XII				
Sub - Total				
Grand Total				



Office of the Minister

M. FINANCIAL STATUS

A. Table 1 - Monthly Matriculation

Details	Amount by grade level				
	Jr. K	Sr. K	Gr. I	Gr. II	Total
Monthly Tuition if applicable	Gr. III	Gr. IV	Gr. V	Gr. VI	Total
Total					

B. Table 2 - FUNDING SOURCES (SALARIES, ETC.)

Sources(Name of donor/Office)	Nature of Assistance (in kind,cash,technical support)	Amount

Prepared by:

 Madrasah Planning officer

Noted by:

 Administrators



Office of the Minister

Annex M. Proposed Annual Budget and Annual Expenditures for the School Year

MADRASAH PROPOSED ANNUAL BUDGET AND ANNUAL EXPENDITURE PROPOSAL (BP) FY _____			
Parameters: Elementary Current School Year			
	Male	Female	Total
No. of learners			-
No. of teachers			-
No. of graduating learners			-
Proposed Annual Budget and Annual Expenditure (rounded off to the nearest thousand)			₱ -
Object of Expenditure		Amount	
Maintenance & Other Operating Expenses			
Traveling Expenses - Local	₱		
Training & Seminars Expenses (GAD, INSET)			
Office Supplies Expenses			
Accountable Forms			
Medical, Dental & Laboratory Expenses			
Semi-Expendable Machinery & Equipment			
Water Expenses			
Electricity Expenses			
Postage and Courier Expenses			
Telephone Expenses - Landline			
Telephone Expenses - Mobile			
Internet Subscription Expenses			
Janitorial Services			
Security Services			



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

Other General Services	
Repair & Maintenance - School Buildings	
Repair & Maintenance - Machinery	
Repair & Maintenance - Office Equipment	
Repair & Maintenance - ICT Equipment	
Repair & Maintenance - Motor Vehicles	
Repair & Maintenance - Furniture & Fixtures	
Taxes, Duties and Licenses	
Fidelity Bond Premiums	
Insurance Expenses	
Printing and Publication Expenses	
Representation Expenses	
Transportation and Delivery Expenses	
TOTAL PROPOSED MADRASAH BUDGET FY _____ (Next School Year)	₱ .

Prepared by:

Recommending Approval:

 Planning Officer/ Budget Officer

 School Head

Approved by:

 Administrator/ President
 Officer In-Charge

References:

Bangsamoro Organic Law

Bangsamoro Education Code

Bangsamoro Education Code Implementing Rules and Regulation

DepEd Order No. 49, s 2021, Revised Guidelines On The Grant Of Financial Assistance To Private Madaris Adopting The K To 12 Basic Education Curriculum