



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



Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
 OFFICE OF THE MINISTER

Office of the Minister

RELEASED

REGIONAL MEMORANDUM

No. 007  
 Series of 2024

BY: Hajir  
 DATE: JAN 10 2024  
 TIME: 8:40 AM  
 Ctrl. No. 2024-01-024

TO : **TAHIR G. NALG, MAIS**, Director General for Madaris Education  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**  
**MADARIS DIVISION HEADS**  
**ALL OTHERS CONCERNED**

ATTENTION : **FORMAL AND NON-FORMAL PRIVATE MADRASAH**  
**SPECIAL INSTITUTIONS ADMINISTRATORS**

FROM : **MOHAGHER M. IQBAL**  
 Minister

SUBJECT : **CALL FOR APPLICATIONS FOR THE ISSUANCE OF THE GOVERNMENT**  
**PERMIT TO OPERATE AND GOVERNMENT RECOGNITION FOR SY 2024-2025**

DATE : January 4, 2024

- Following the pertinent provisions of **Policy Guidelines on the Issuance of Government Permit to Operate, Renewal, and Recognition for Private Madrasah in BARMM** and for the institutionalization of the Madrasah within the Bangsamoro Region, the Ministry of Basic, Higher and Technical Education's (MBHTE) Directorate General for Madaris Education (DGME) announces the **Call for Application for the Issuance of Government Permit to Operate (PTO) for new madrasah applicants; PTO renewal/additional of grade level and government recognition for the School Year 2024-2025.**
- All applicants are expected to submit the documentary requirements on or before the specified date stated in Annex A. The documentary requirements for new and renewal applications are listed in Annex B. Incomplete and late applications will not be processed.
- The requirements shall be submitted through the Madaris Division Heads (MDHs). The MDHs are directed to orient and do an initial screening of the submitted requirements of new applicants.
- Should you require further information, kindly visit this link [bit.ly/44gZaU6](http://bit.ly/44gZaU6).
- For inquiries and clarifications, kindly contact **Ms. Joehairin G. Dimanalao** (0945-506-6037) for New and Renewal of Formal Private Madrasah, **Mr. Ralph Salah** (0906-852-4769) for Non-Formal (Tahderiyyah and RSMC), and Ms. Jihan L. Abdulrasid (0967-002-7824) for Special Institutions and Government Recognition.
- For information dissemination.

Republic of the Philippines  
 Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
 INFORMATION AND COMMUNICATIONS DIVISION  
 Office of the Minister  
**RELEASED**  
 By: Mahon  
 Date: JAN 10 2024  
 Time: 8:45 PM  
 Ctrl. No. 2024-01-024

By Authority of the Minister  
**MOHAGHER M. IQBAL:**

**HARON S. MELING JD, Sh.C.**  
 Deputy Minister



**Annex A. Submission Schedules and Activities**

Type of Institutions	Activity	Schedule
Formal Private Madrasah	Filling of Application and Renewal of Government Permit to Operate for Tahderiyyah Curriculum Implementers and Refine Standard Madrasah Curriculum.  - Application of school ID for renewal without school ID.	<b>January to March 2024</b>  (Jumadik Akhir 21,1445 – Ramadhan 21,1445)
Formal Private Madrasah	Filling of Application for Government Recognition	<b>January to March 2024</b>  (Jumadil Akhir 21,1445 – Ramadhan 21,1445)
Non-Formal Private Madrasah (Traditional Madrasah or weekends Madrasah) and Tahfirz Al-Qur-an Cengters	Filling of Application and Renewal of Government Permit to Operate for Non-Formal Madrasah/Traditional Madrasah and Special Institutions	<b>January 3,2023 to February 10,2023</b>  (Jumadil Akhir 21,1445 – Rajab 29, 1445)

**Annex B. Documentary Requirements**

**B.1. Documentary Requirements on the Application for Government Permit to Operate for Formal Private Madrasah Education (Tahderiyyah Curriculum Implementers).**

<b>Name of Madrasah:</b>		<b>Division:</b>	
<b>Address:</b>  (Barangay)                      (Municipality)                      (Province)		<b>Security and Exchange Commission (SEC) No.:</b>	
<b>Name of the President:</b>		<b>Contact No.</b>	
<b>Documentary Requirements</b> (3 Sets of the following documents with e-copy) For DGME, Madaris Division Office and OMIN Planning Division)	<b>Status of Submission (To be filled out by the Division Madrasah Focal Person if submitted)</b>	<b>VERIFICATION</b> To be filled out by the Validation Composite Team	
		<b>Status of Submission</b> (Check if complied)	<b>REMARKS</b> (Validate consistency of different documents presented)
1. Application for MBHTE -BARMM Permit to Operate  The application must be address to: <b>HON. MOHAGHER M. IQBAL</b> Minister  <b>Thru:</b> <b>TAHIR G. NALG, MAIS</b> Director General			
2. Original or Certified true copy of board resolution Implementing the Tahderiyyah 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 Tahderiyyah Curriculum.  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:  a. Number/List of Learners of prospective applicant madrasah.			

No	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.									<b>Total Lot Area:</b> _____
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 C)  <a href="https://docs.google.com/spreadsheets/d/1-NOgCvaRnpEXkmOlB4G6VEiES9b1n4b/edit?usp=sharing&amp;oui=103976359992251743448&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1-NOgCvaRnpEXkmOlB4G6VEiES9b1n4b/edit?usp=sharing&amp;oui=103976359992251743448&amp;rtpof=true&amp;sd=true</a>									
9.	Certificate that the Madrasah financial capacity can sustain and maintain madrasah resources besides tuition fees. (State the Source)									
10.	Tahderiyah Teacher/ Asatidz Notarized 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.									
<b>Madrasah Infrastructure and Other Learning Support Materials (Pictures Only)</b>										
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)									
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) pictures only.									
<b>Remarks (Qualified/Disqualified for Permit to Operate)</b>										

COMMENT(S):

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RECOMMENDATION(S):

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REMARKS:

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

Initial Reviewed by:

\_\_\_\_\_  
Madaris Division Head/ Division Evaluator

Validated by:

\_\_\_\_\_  
Ocular Inspector / Head of the Team

Reviewed by:

\_\_\_\_\_  
M and E 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

Approved by:

**MOHAGHER M. IQBAL**  
Minister

**B.2. Requirements for Application and Renewal of Permit to Operate in Formal Education (Refine Standard Madrasah Curriculum Implementers)**

<b>Name of Madrasah:</b>		<b>Division:</b>	
<b>Address:</b>  (Barangay)      (Municipality)      (Province)		<b>Security and Exchange Commission (SEC) No. : School ID:</b>	
<b>Name of the President:</b>		<b>Contact No.</b>	
<b>Documentary Requirements</b> (3 Sets of the following documents) <i>For DGME, DGBE and OMIN Planning Division</i>		<b>Status of Submission (To be filled out by the Division Madrasah Supervisor if submitted)</b>	<b>VERIFICATION</b> To be filled out by the Validation Composite Team
			<b>Status of Submission</b> (Check if complied)
1. Application for MBHTE -BARMM Permit to Operate:  The application must be address to: <b>HON. MOHAGHER M. IQBAL</b> Minister  <b>Thru:</b> <b>TAHIR G. NALG, MAIS</b> 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 Refine 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 school is located within the 2 km radius from			

the school to be established implementing RSMC Curriculum.

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:

a. Target Learners for new

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.					<b>Total Lot Area: _____</b>
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 (current school year)					
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 current school year)					
14.	Propose School Curriculum Standard and Requirements. (for new only)					
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:            Total:					
19.	T to 12 Teachers Contract of Service Updated for current year) must be notarized attached Transcript of Record (renewal only)					
20.	ISAL Teachers/ Asatidz Contract of Service Updated for current year) must be notarized attached Transcript of Record (renewal only)					
21.	Propose Tuition Fee and other Schools Fees and its schedule signed by the school registrar and approved by the school head. (Renewal only)					
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) (current school year)			
23. Certicate that the Madrasah financial capacity can sustain and maintain school resources besides tuition fees or assistance from the government. (State the Source)			
<b>Madrasah Infrastructure and Other Learning Support Materials (Pictures Only)</b>			
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.  Note: For additional grade level: Pictures of room with complete chairs and teacher's table.			
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 only)			
31. Individual Copy of the Curriculum for Grade 1-12 Teachers (renewal only)			
32. Teachers Guide/ Lesson Plan/Log (renewal only)			
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 only)			
34. Learners Output (renewal only)			
<b>Remarks (Qualified/Disqualified for Permit to Operate)</b>			

COMMENT(S):

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RECOMMENDATION(S):

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Initial Reviewed by:

\_\_\_\_\_  
Madaris Division Head/ Division Evaluator



Prepared by:

Reviewed by:

\_\_\_\_\_  
Validator / Head of the Team

\_\_\_\_\_  
Monitoring and Evaluation Section Head/  
BME – 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 In-charge.  
For Private Madrasah

Approved by:

**MOHAGHER M. IQBAL**  
Minister

**B.3. Required Documents on Filling of Application for Government Recognition**

<b>Name of Madrasah:</b>	<b>Division:</b>		
<b>Address:</b> <b>(Barangay) (Municipality) (Province)</b>	<b>Security and Exchange Commission (SEC) No.:</b> <b>School ID:</b>		
<b>DOCUMENTARY REQUIREMENTS</b>  <b>(3 Copies for DGME, DGBE and OMIN Planning Division)</b>	<b>Status of Submission (To be filled out by the Division Madrasah Supervisor if submitted)</b>	<b>VERIFICATION</b> <i>To be filled out by the Validation Composite Team</i>	
		<b>Status of Submission</b> <i>(Check if complied)</i>	<b>REMARKS</b> <i>(Validate consistency of different documents presented)</i>
<b>Madrasah Administrative and Management Concerns</b>			
1. Application of MBHTE -BARMM Government Recognition  The application must be address to: <b>HON. MOHAGHER M. IQBAL</b> Minister  <b>Thru:</b> <b>TAHIR G. NALG, MAIS</b> 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 Tahderiyyah Curriculum and Refine Standard Madrasah Curriculum (K to 12 and ISAL) signed by the members of the Board			
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:			
<b>Madrasah Forms and Learning Assessment</b>			
12. Madrasah Profile/ Information Sheet			
13. 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)  <b>Note: Annexes or other branches should have a separate application.</b>			Last School Year: Male: Female Total: Current School Year: Male: Female: Total
14. SF 2 – Learner’s Daily Class Attendance (last school year)			
15. SF 5 – Report on Promotion (Last school year)			
16. SF 7 – Inventory of School Personnel (Teaching Load and Assignment current school year)			
17. SF 9 – Learner Progress Report Card (sample only)			
18. SF 10 – Learner’s Permanent Academic Record (Form 137 with birth certificate form Kinder to Grade 6) (sample only)			
19. Test Questioners and Table of Specification (1 subject sample only)			
<b>Curriculum Implementation and Compliance / Learning Delivery Management</b>			
<b>ISAL SUBJECTS and Tahderiyyah Curriculum</b>			
20. Matrix of Teachers'/Teacher' Program			
21. Individual Copy of the Tahderiyyah Curriculum for ISAL Teachers			
22. Individual Copy of the Refine Standard Madrasah Curriculum for ISAL Teachers (Pictures Only)			

23. Teachers Guide/ Lesson Plan/Log (1 subject sample only)			
24. Individual Instructional Materials in respective classrooms (Digital and Non-Digital, indigenized, contextualized, and customized needs-based learning resources to cater diverse group of learners) (sample pictures only)			
25. Supervisory Plan - Conduct of Monitoring and Evaluation of Teaching and Learning Process  Programs and the ISAL teacher performance that include Clinical Supervision. (1 sample evaluation only)			
26. Quarterly Test Paper (1 subject sample only)			
<b>K TO 12 SUBJECTS</b>			
27. Matrix of Teachers'/Teacher' Program			
28. Individual Copy of the Curriculum for T-12 Teachers Guide (Pictures only)			
29. Teachers Guide/ Lesson Plan/Log (1 subject sample only)			
30. Individual Instructional Materials in respective classrooms (Digital and Non-Digital, indigenized, contextualized, and customized needs-based learning resources to cater diverse group of learners)			
31. Supervisory Plan - Conduct of Monitoring and Evaluation of the Learners Development and the teacher performance that include Clinical Supervision. (sample only)			
<b>Financial Management</b>			
32. 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.			
33. Schedule of tuition and other fees signed by the school registrar and approved by the school head.			
34. Work and Financial Plan (WFP), sources and details of proponents, and equity participation in the project pursuant to COA Circular No. 2007-001;(original copy)			
35. LBP Bank Account for Private Madrasah qualified to receive the financial grant (Photocopy of the Passbook)			LBP Account Number:
36. Proposed annual budget for the school year approved by the board of directors that includes salaries, maintenance expenses and capital expenditures (building, properties, and equipment's)			
37. Certificate that the Madrasah financial capacity can sustain and maintain school resources besides tuition fees or assistance from the government. (State the Source)			
<b>Madrasah Infrastructure and Other Learning Support Materials (Pictures)</b>			
38. Complete Classroom (Standard in the numbers of Learners and Grade level)			

39. Complete chairs depend on the number of pupils per grade level			
40. Teachers table and chairs			
41. Comfort Rooms (Separate Girls and Boys for common CR)			
42. Administrators/ Principal's Office			
43. Playground			
44. Water Facilities			
45. Electric Facilities			
46. School Fence			
47. Canteen			
48. Home and Economics Room			
49. Science Laboratory			
50. Information Communication and Technology (ICT) Room			
51. Washing Facilities with ablution area			
52. Learners Output			
53. Masjid (Prayer Room)			
54. Clinic			
<b>Grand Total</b>			

COMMENT(S):

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RECOMMENDATION(S):

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Prepared by:

Reviewed by:

\_\_\_\_\_  
Validator / Head of the Team

\_\_\_\_\_  
Monitoring and Evaluation Section Head/  
BME – 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

**B.4. Documentary Requirements for Application and Renewal of Permit to Operate for Non - Formal Education (Traditional Madrasah)**

<b>Name of Madrasah:</b>		<b>Division:</b>													
<b>Address:</b>  (Barangay)            (Municipality)            (Province)		<b>Security and Exchange Commission (SEC) No. :</b>													
<b>Name of the President:</b>		<b>Contact No.</b>													
<b>Documentary Requirements</b> (3 Sets of the following documents with e-copy) <i>For DGME, Division and OMIN Planning Division</i>		<b>Status of Submission (To be filled out by the Division Madrasah Focal Person if submitted)</b>	<b>VERIFICATION</b> To be filled out by the Validation Composite Team  <b>Status of Submission</b> (Check if complied)  <b>REMARKS</b> (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: <b>HON. MOHAGHER M. IQBAL</b> Minister <b>Thru:</b> <b>TAHIR G. NALG, MAIS</b> 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.															
<table border="1"> <thead> <tr> <th>No</th> <th>Name (Family Name, First Name, Middle Name)</th> <th>Sex</th> <th>Age</th> <th>Date of Birth</th> <th>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										
6. Proof of ownership such as original certificate of land title/ transfer certificate of title/deed of donation/ contract of lease/deed of usufruct.			<b>Total Lot Area: _____</b>												
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)			
<b>Madrasah Infrastructure and Other Learning Support Materials (Pictures)</b>			
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)			
<b>Remarks (Qualified/Disqualified for Permit to Operate)</b>			

COMMENT(S):

\_\_\_\_\_

RECOMMENDATION(S):

\_\_\_\_\_

REMARKS:

- All requirements complied with  
 With deficiencies (marked x)

Initial Reviewed by:

\_\_\_\_\_  
Madaris Division Head/ Division Evaluator

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



**B.5. Documentary Requirements for Application and Renewal of Permit to Operate of Special Institution Tahfidz Al-Qur'an Centers (Toril)**

<b>Name of Madrasah:</b>	<b>Division:</b>		
<b>Address:</b> <b>(Barangay) (Municipality) (Province)</b>	<b>Security and Exchange Commission (SEC)</b> <b>No.:</b> <b>School ID:</b>		
<b>Name of the President:</b>	<b>Contact No.:</b>		
<b>Documentary Requirements</b>  (3 Sets of the following documents)	<b>Status of Submission (To be filled out by the Division Madrasah Supervisor if submitted)</b>	<b>VERIFICATION</b> <i>To be filled out by the MBHTE Validation Team</i>	
		<b>Status of Submission</b> <i>(Check if complied)</i>	<b>REMARKS</b> <i>(Validate consistency of different documents submitted)</i>
1. Application for MBHTE -BARMM Permit to Operate  The application must be address to: <b>HON. MOHAGHER M. IQBAL</b> Minister  <b>Thru:</b> <b>TAHIR G. NALG, MAIS</b> Director General			
2. Endorsement from Madaris Education Division Heads while Madaris Division Superintendent is yet to be hired.			
3. 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)			
4. 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.  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:			

a. Number/List of Learners of prospective applicant madrasah (Using the SF 1 – School Register format)			
5. Updated Securities and Exchange Commission (SEC) registration certified true copy by the Madaris Division Focal Person.			
6. 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			
7. Updated Teachers/ Asatidz Contract of Service Transcript of Record and corresponding qualification and intended salaries monthly)			
8. Tahfidz Al-Qur'an information sheet			
9. Pupils Profile (List of Learners that includes Name, Age, Sex, Address, and )  Name (Family Name, First Name, Middle Name, Sex, Age, Grade Level, Address, and Name of Parents/Guardian			
10. Matrix of Teachers'/Teacher' Program			
11. Copy of the Curriculum Implemented			
12. No. of Qur'an available in the Institutions:			
13. Propose Tuition Fee and other Schools Fees and its schedule signed by the school registrar/secretary and approved by the Administrators.			
14. Proposed Annual Budget and Annual Expenditures for the School Year.			
15. Certificate that the Tahfidz Al-Qur-an financial capacity can sustain and maintain school resources besides tuition fees or assistance from the government like LGU's. (State the Source)			
<b>Madrasah Infrastructure and Other Learning Support Materials (Pictures Only)</b>			
16. Complete Classroom (Standard in the numbers of Learners) if applicable			
17. Complete chairs depend on the number of learners.			
18. Teachers table and chairs			
19. Living Room with Bedding, Clothes and Hangers			
20. Comfort Rooms (Separate Girls and Boys for common CR)			

21. Administrators/ Principal's Office/			
22. Playground (If no playground the propose area)			
23. Water Facilities			
24. Electric Facilities			
25. Fence			
26. Kitchen with table and chairs			
27. Bedding and Laundry Station/ Towels/washcloths			
28. Washing Facilities/ Toiletries and Hygiene/			
29. Emergency Medical Kits and Aids (renewal only)			
30. Security Personnel (renewal only)			
<b>Remarks (Qualified/Disqualified for Permit to Operate)</b>			

COMMENT(S):

\_\_\_\_\_

\_\_\_\_\_

RECOMMENDATION(S):

\_\_\_\_\_

\_\_\_\_\_

REMARKS:

- All requirements complied with  
 With deficiencies (marked x)

Initial Reviewed by:

\_\_\_\_\_ Madaris Division Head/ Division Evaluator

Validated 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