

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

Cotabato City

Bangsamoro Autonomous Regi Ministry of Basic, Higher and Technical Education OFFICE OF THE MINISTER

#### Office of the Minister

RELEASED

BY:

DATE:

Hami

REGIONAL MEMORANDUM

FOO .ON Series of 2024

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

- 1. 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.
- 2. 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.
- 3. 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.

5. 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 illippines Sangsamoro Autonomous Region in Muslim Mindanao Ministry of Basic , Higher and Technical Education INFORMATION AND COMMUNICATIONS DIVISION Office of the Minister EASED Date Time

Contro

By Authority of the Minister MOHAGHER M. IQBAL:

HARON S. MELING JD. Sh.C Deputy Minister

Regional Office, 2nd floor RELC Bldg. Bangsamoro Peoples' Compound, Rosary Heights 7, Cotabato City Email: min.ed.barmm@gmail.com Facebook/Twitter: @riombhtebarmm

## Annex A. Submission Schedules and Activities

Type of Institutions	Activity	Schedule
Formal Private Madrasah	Filling of Application and	
	Renewal of Government	January to March 2024
	Permit to Operate for	( It man adds Alchie 24 1445
	Tahderiyyah Curriculum	(Jumadik Akhir 21,1445 – Ramadhan 21,1445)
	Implementers and Refine Standard Madrasah	Ramaunan 21, 1445)
	Curriculum.	
	Curriculani.	
	- Application of school ID	
	for renewal without school	2
	ID.	
Formal Private Madrasah	Filling of Application for	January to March 2024
	Government Recognition	
		(Jumadil Akhir 21,1445 –
		Ramadhan 21,1445)
Non-Formal Private	Filling of Application and	January 3,2023 to February
Madrasah (Traditional	Renewal of Government	10,2023
Madrasah or weekends	Permit to Operate for	(1 - 51 All 1 - 04 4445
Madrasah) and Tahfirz Al-	Non-Formal	(Jumadil Akhir 21,1445 –
Qur-an Cengters	Madrasah/Traditional	Rajab 29, 1445)
	Madrasah and Special	
	Institutions	

### Annex B. Documentary Requirements

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

Name of Madı	rasah:	Division:		
Address:		Security a		
(Barangay)	(Municipality) (Province)			
Name of the F	President:	Contact N	lo.	
		Status of	VERIF	ICATION
D	Poquiromente	Submiss	To be fille	ed out by the
Documentary	Requirements	ion (To	Validation	n Composite
(3 Sets of the	following documents with e-copy)	be filled	Т	eam
For DGME, M	adaris Division Office and OMIN Planning Division)	out by	Status	REMARKS
		the	of	(Validate
		Division	Submis	consistency
		Madrasa	sion	of different
		h Focal	(Check	documents
		Person if	if	presented)
		submitte	complie	
		d)	d)	
1. Appli Oper	cation for MBHTE -BARMM Permit to			
Minis Thru TAH				
2. Origin Implei all me	al or Certified true copy of board resolution menting the Tahderiyyah Curriculum duly signed by mbers of the board.			
regist	ted Securities and Exchange Commission (SEC) ration certified true copy by the Madaris Division Person.			
madra institu	Government Unit (LGU) certificate stating that the asah is existing and recognized as learning tions.		7	
from the 2	ngay Local Government Unit (BLGU) certification the barangay that no private school is located within km radius from the school to be established menting Tahderiyyah Curriculum.			
radius Munic	se there is an existing Madrasah within the 2km is a certificate by the Barangay Chairman and /or cipal Mayor the need to establish a madrasah in the ty. There must be evidence of the following factors:			
a. madr	Number/List of Learners of prospective applicant asah.			

No	Name (Family Name, First Name, Middle Name	Sex	Age	Date of Birth	Address			.a		
6.	Proof of owners transfer certifications lease/deed of usquare meter la	ate of the suffruction	title/dee ct and th	d of do	nation/ cont	ractor			Total Area:	Lot
	Madrasah Site not be in a high calamities)	n-risk a	area, na	tural an	id man-mac	ah must le				
https NOg	Madrasah Information Madrasah	m/spre	eadshee Ei ES9	ets/d/1- b1n4b/e	edit?usp=sh	naring&oui				
9	Certificate that sustain and ma fees. (State the	the Maintain e Sour	adrasal madra: ce)	n financ sah reso	ial capacity ources besi	des tuition				
	Tahderiyyah T Service attach qualification at 1. Propose Tuitic	eache ed Tra nd inte	r/ Asationscript nded sa	of Reco alaries r	ord and corr monthly)	esponding				
1	2. Proposed Ann	ed by a ual Bu	adminis idget ar	trator. Id Annu	al Expendit	ures for the		o Only)		
	rasah Infrastruc						s (Picture	s Only)		
,	3. Complete Clas Learners.)	ssroon	n (Stand	dard in t	the number	s of				
	Note: The pre student ratio of 7m x 9m class 14. Complete cha	of 1:45 sroom	is about	it 7m x an areas	7m for rural s.	areas or				
1				the tar	germaniber					
	15. Teachers tabl									
	16. Playground (I					ea) 				
	17. Water and ele	ectric fa	acilities	or sour	ces					
	18. Copy of the T	ahderi	yyah C	urriculuı	m					
	19. Individual Inst classrooms. c contextualize resources to only) pictures	digital and cater of controls of the control of the	and nor custom liverse	i-digital, nized ne group o	indigenize eds-based f learners. (	learning renewal				
Rer	narks (Qualified	Disqu	lalified	tor Per	mit to Ope	iale)				
CC	OMMENT(S):									
R	COMMENDATIO	ON(S):								

REMARKS: All requ	irements complied v ficiencies (marked x	rith )		
Initial Reviewed by:				
maar to viewe a sy	Madaris Division I	lead/ Division Evalu	ator	
Validated by:		Reviewed	by:	
Ocular Inspector / He	ead of the Team	N	I and E Section Head	
	Noted by:			
	Education	IAR GUIAMBANGA Program Supervisor uality Assurance Div		
Recommending Appr	oval:	Da	ate:	
		ACTION:		
PROF. TAHIR G. NA Director General for I	ALG, MAIS MADARIS		ocular/on-site n/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)

Name of Madı	asah:		Division:		
Address:			Security and Exc No. :	hange Commi	ssion (SEC)
(Barangay)	(Municipality)	(Province)	School ID:		
Name of the F	President:		Contact No.		
Documentary	Requirements		Status of	VERIFICATIO	N
	s of the following doc	uments)	Submission (To	To be filled	out by the
	GBE and OMIN Plann		be filled out by	Validation	Composite
FOI DGIVIL, D	ODE and Own vi iam.	mg Zitteren,	the Division	Team	
			Madrasah	Status of	REMARKS
			Supervisor if	Submissio	(Validate
			submitted)	n	consistency
			oublinetou)	(Check if	of different
				complied)	documents
				Joniphou)	presented)
		D1414 D " 1			procentou
	cation for MBHTE -BA	AKMINI Permit to			
Oper	rate:				
The one	lication must be addre	es to			
ine app	OHAGHER M. IQBAI	233 10.			
Minister	OHAGHER M. IQDA	-			4
Williate					
Thru:					
	G. NALG, MAIS				
	General				
<ol> <li>Origin</li> </ol>	al or Certified true co	py of board			
resolu	tion Implementing the	Refine Standard			
	asah Curriculum duly	signed by all			
	pers of the board.	-h -n -n -		1	
2. Updat	ted Securities and Exc nission (SEC) registra	tion certified true			
Comi	by the Madaris Division	n Focal Person			1
2 Page	nt Permit to Operate (	PTO) signed by the			1
J. Necel	ter certified true copy	by the MBHTE -			
DGM	E Record Section. (Fo	or renewal only)			
4 A cer	tification signed by the	9			
Princi	pal/Academic Head a	nd the President			
of the	private madrasah sta	ating that the old			
curric	ulum of the madrasah	shall be			
gradu	ally phased out or alr	eady phase-out			
after	6 years of operation.	The madrasah is			
now i	mplementing Refine S	Standard			
	asah Curriculum (ISA	Land K to 12).			
(origi	nal copy)	211) certificate			
5. Local	Government Unit (LC g that the madrasah i	e evieting and			
statin	ig that the madrasan i gnized as learning inst	titutions			
6 Rara	ngay Local Governme	ent Unit (BLGU)			
certif	ication from the baran	gay that no private			
seho	ol is located within the	2 km radius from			

the school to be established implementing RSMC Curriculum.	Markey .	
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		
N Name S Ag Dat e of Birt h 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
Madrasah Site Development Plan / Sketch     Plan (The madrasah must not be in a high-risk     area, natural and man-made calamities)		
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		
<ol> <li>Class Program signed by adviser and the school head.</li> </ol>		
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		

it is a few iding property and			
capital expenditures (building, property, and equipment's) (current school year)			
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 Suppor	t Materials (Pictur	es Only)	
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.			
urpair 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)			
Remarks (Qualified/Disqualified for Permit to			
Operate)			
COMMENT(S):			
RECOMMENDATION(S):			
Initial Reviewed by:			

Madaris Division Head/ Division Evaluator

Prepared by:		Reviewed by:
Validator / Head of the Tea	ım	Monitoring and Evaluation Section Head/ BME – Private Madrasah Coordinator
Noted by:		
	BDULKAHAR GUI Education Progran C Chief - Quality A	Supervisor
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:	OUAGUER M IO	RAI

Minister

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

Name of Madrasah:		Division:		
Address:		Security and	Exchange	Commission (SEC)
		No.:		
(Barangay) (Mun	icipality) (Province)	School ID:		
DOCUMENTARY RE		Status of	VERIFICA	TION
		Submissio	To be filled	out by the Validation
(3 Copies for DG	ME, DGBE and OMIN Planning	n (To be	Composite	
(с сориссии де	Division)	filled out by	Status of	
	211101011,	the	Submiss	(Validate
		Division	ion	consistency of
		Madrasah	(Check if	different documents
		Supervisor	complied)	presented)
		if	complica)	prosonicaj
		submitted)		
Madraeah Administ	rative and Management Concerns			
• • •	of MBHTE -BARMM Government			
Recognition				
The emplication	on way at he address to			
	on must be address to:			
	GHER M. IQBAL			
Minister				
Thru:				
TAHIR G. NA				
Director Gene				
	from Madaris Education Division			
yet to be hired	Madaris Division Superintendent is			
	lished Madrasah Improvement			
Plan (3 Years				
	signed by the principal/academic			
	president of the private madrasah			
stating that th	e old curriculum already phase-out	l l		
	of operation. The madrasah is			
	Tahderiyah Curriculum and			
DepEd Grade	drasah Curriculum (ISAL and			
	fied true copy/authenticated copy			
	to Operate (PTO) Government			
	nition). The PTO must be updated.			
	ership such as original certificate of			
	sfer certificate of title/deed of			
	tract of lease/deed of usufruct and			
	minimum of 200 square meter			
land area.	igned by the goodsmis band and			
	igned by the academic head and of the Private Madrasah stating			
	urriculum of madrasah shall be			
	sed out/phase out.			

8.	Board Resolution adopting the Tahderiyyah	Paragraphic Control of the Control o	
	Curriculum and Refine Standard Madrasah		
	Curriculum (K to 12 and ISAL) signed by the		
	members of the Board		
	K to 12 Teachers Contract of Service Updated		
	for current year) must be notarized attached		
	Transcript of Record		
	De feet by Death along of Florenteen Education		
	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.		
	mg. quamy memoroe.		
	LET Passers:		
	Male:		
	Female:		
	Madrasah Forms and Learning Assessment		
12	Madrasah Profile/ Information Sheet	T	
12.	Madrasari Fronie/ information Sneet		
13	SF 1 – School Register signed by the principal		Last School Year:
	and duly received by the Madaris Education		Male:
	Division Head;		Female
	Bivision ricad,		Total:
	Current year and last school year (for renewal		Current School
			Year:
	only) certified true copy by the School Record		
	Officer or School Principal)		Male:
	Nata Amaza and the boards a should		Female:
	Note: Annexes or other branches should		Total
	have a separate application.		
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		
10.	(Form 137 with birth certificate form Kinder to		
	·		
10	Grade 6) (sample only)		
19.	Test Questioners and Table of Specification (1		
	subject sample only)		
Jurric	ulum Implementation and Compliance / Learni		
	ISAL SUBJECTS and Tahderiyyah Curriculum		
	ISAL SUBJECTS and Tanderryyan Curriculum		
	Matrix of Teachers'/Teacher' Program		
20.	Matrix of Teachers'/Teacher' Program		
20.			
20. 21.	Matrix of Teachers'/Teacher' Program Individual Copy of the Tahderiyyah Curriculum for ISAL Teachers		
20. 21.	Matrix of Teachers'/Teacher' Program Individual Copy of the Tahderiyyah Curriculum		

and the Allegan Dign/Log (1 subject			
23. Teachers Guide/ Lesson Plan/Log (1 subject sample only)	in the second		
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			
25. Supervisory Plan - Conduct of Workloning and			
Evaluation of Teaching and Learning Process			
- ICAL teacher performance			
Programs and the ISAL teacher performance			
that include Clinical Supervision. (1 sample			
evaluation only)			
26. Quarterly Test Paper (1 subject sample only)			
K TO 12 SUBJECTS			
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	-4		
learners)			
31. Supervisory Plan - Conduct of Monitoring and			
Evaluation of the Learners Development and the			
teacher performance that include Clinical			
Supervision. (sample only)			
Financial Management			
32. Official Statement signed by the Academic Head			
or Registrar and the President of the Madrasah			
or Registrar and the President of the Madrasan			
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-			
OO1;(original copy)			LBP Accoun
35. LBP Bank Account for Private Madrasah			Number:
qualified to receive the financial grant			Nullibel.
(Photocopy of the Passbook)			
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			
(State the Source)			
Madrasah Infrastructure and Other Learning	Support Mate	ials (Picture	es)
38. Complete Classroom (Standard in the numbers			
of Learners and Grade level)			

pupils per grade level 40. Teachers table and chairs	1 1
AU LESCHEIS MUE AUG CHAUS	
<ol> <li>Comfort Rooms (Separate Girls and Boys for common CR)</li> </ol>	or
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	
<ol> <li>Information Communication and Technology (ICT) Room</li> </ol>	У
51. Washing Facilities with ablution area	
52. Learners Output	
53. Masjid (Prayer Room)	
54. Clinic	
Grand Total	
RECOMMENDATION(S):	
Prepared by:	eviewed by:
Prepared by: Re  Validator / Head of the Team	Monitoring and Evaluation Section Head/ BME – Private Madrasah Coordinator
	Monitoring and Evaluation Section Head/
Validator / Head of the Team  Noted by:  ABDULKAHAR C	Monitoring and Evaluation Section Head/ BME – Private Madrasah Coordinator

Recommending Approval.	Date.
DDGE TAUDO NALO MAIO	ACTION:
PROF. TAHIR G. NALG, MAIS Director General for MADARIS	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)

Name of Madrasah:			Division:					
Address:					Securit (SEC) N	-	d Exchange	Commission
(Barangay)	(Munici)	ality)	(Pro	vince)				A S
Name of the	President:				Contac	t No.		
			-		Status	of	VERIFICATIO	N
Documentar	y Requireme	nts			Submissio To be filled out by the			out by the
•	following doc				n (To be Validation Composite			
For DGME, D	ivision and O	MIN Pla	nning Div	rision)	filled	out		
					by Divisio	the	Status of	REMARKS
					Madras		Submissio n	(Validate consistency
					Focal	, u	(Check if	of different
					Person	if	The second second	documents
					submit	ted)		presented)
Opera Week The a <b>HON</b> . Minist <b>Thru:</b> <b>TAHI</b> I	R G. NALG, M	ormal Edit ) it be add <b>M. IQB</b>	ducation dress to:					
	or General	true con	of book	d recolution				
<ol><li>Original or Certified true copy of board resolution Applying for Permit to Operate duly signed by all members of the board.</li></ol>								
<ol> <li>Local Government Unit (LGU) certificate stating that the madrasah is existing and recognized as learning institutions.</li> </ol>				cognized as				
certific recog Tradit	gay Local cation that the nize as existil ional Madrasa  Number/List applicant ma	e madrang as lead to the head of Lead	asah is e earning ir rners of	existing and institution for				-
No Name . (Family Name, Name, Middle	Sex / First	Age	Date of Birth	Address				
land t	of ownership	ertificate	of title/de	eed of				Total Lot Area:
7. Madra madra	asah Site Deve asah must not al and man-ma	elopmer be in a	nt Plan (T high-risk	he				

8. Madrasah Information Profile (Ann	ex) (include it
in the MIS)  Madrasah Infrastructure and Other Lea	rning
Support Materials (Pictures)	ming
Classroom (Standard in the number	ers of
Learners.)	
10. Chairs depend on the target numb	er of pupils
11. Teachers table and chairs	
12. Water and electric facilities or sour	ces
13. Copy of the Curriculum Proposed	
Used.	Currently
14. Teachers' qualification (Copy of the Record)	e Transcript of
Remarks (Qualified/Disqualified for Per Operate)	mit to
Operator	
COMMENT(S):	
RECOMMENDATION(S):	
REMARKS:	
All requirements complied	with
With deficiencies (marked	
_	
Initial Reviewed by:	
Madaria Division	Head/ Division Evaluator
Madans Division	Head/ Division Evaluator
Prepared by:	Reviewed by:
Ocular Inspector / Head of the Team	Monitoring and Evaluation Section Head
Noted by:	
Noted by.	
ABDULKA	HAR GUIAMBANGAN
Education Progra	
OIC Chief - Qua	ality Assurance Division
Recommending Approval:	Date:
	ACTION:
PROF. TAHIR G. NALG, MAIS	ACTION.
Director General for MADARIS	Conduct ocular/on-site
Billotter Cornellar for the Cornellar	inspection/validation
	☐ Notify MDS In-charge
	of Private Madrasah
Approved by:	FR M. IOBAL
IVIL JP AC-PP	TO THE EAST DATE

Minister M. IQ

**B.5.** 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 (To be filled out by the Division Madrasah Supervisor if submitted)	To be fille	d out by the lidation Team	
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. Endorsement from Madaris Education Division			submitted)	
Heads while Madaris Division Superintendent is yet to be hired.				
<ol> <li>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)</li> </ol>				
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:				

<ul> <li>a. Number/List of Learners of prospective applicant madrasah (Using the SF 1 – School Register format)</li> </ul>		
<ol> <li>Updated Securities and Exchange Commission (SEC) registration certified true copy by the Madaris Division Focal Person.</li> </ol>		
<ol> <li>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</li> </ol>		
<ol> <li>Updated Teachers/ Asatidz Contract of Service Transcript of Record and corresponding qualification and intended salaries monthly)</li> </ol>		
8. Tahfidz Al-Qur'an information sheet		
<ol> <li>Pupils Profile (List of Learners that includes Name, Age, Sex, Address, and )</li> <li>Name (Family Name, First Name, Middle Name, Sex, Age, Grade Level, Address, and Name of Parents/Guardian</li> </ol>		
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)		
Madrasah Infrastructure and Other Learning S	Support Materials (Pictures C	nly)
16. Complete Classroom (Standard in the numbers of Learners) if applicable		
17. Complete chairs depend on the number of learners.		- 1
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 and	ea)	
	23. Water Facilities		
	24. Electric Facilities		
	25. Fence		
Ī	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 o	only)	
_	30. Security Personnel (renewal only)		
	Remarks (Qualified/Disqualified for Permit to Operate)		
	COMMENT(S):		
	RECOMMENDATION(S):		
	REMARKS:  All requirements complied with  With deficiencies (marked x)		
	Initial Reviewed by:		
	Madaris Division Head/ Di Validated by:	ivision Evaluator	
	Ocular Inspector / Head of the Team		
	Noted by:		
	ABDULKAHAR GUI Education Program Super OIC Chief - Quality Ass	visor	
	Recommending Approval:	Date:	
	PROF. TAHIR G. NALG, MAIS Director General for MADARIS	Conduct ocular/on-si inspection/validation Notify MDS In-charge of Private Madrasah	
	Approved by:		
	MOHAGHER M. IQE Minister	<u>BAL</u>	