



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



**Office of the Minister**

Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education

OFFICE OF THE MINISTER  
**RELEASED**

**REGIONAL MEMORANDUM**

No. 162  
 Series of 2024

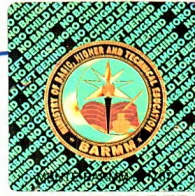
BY: Jamar  
 DATE: MAR 01 2024  
 TIME: 1:58 PM  
 Ctrl. No. 2024-03-269

TO : **ABDULLAH P. SALIK, JR.**, Director General for Basic Education  
**MARGIE G. PENDULAT**, Chief, Quality Assurance Division  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**

ATTENTION : **ALL DIVISION PRIVATE SCHOOL SUPERVISORS/COORDINATORS**

FROM : **MOHAGHER M. IQBAL**  
 Minister

*(Handwritten signature of Mohagher M. Iqbal)*



SUBJECT : **APPLICATION FOR GOVERNMENT PERMIT TO OPERATE (PTO) OR  
 GOVERNMENT RECOGNITION OF PRIVATE SCHOOLS FOR SY 2024-  
 2025**

DATE : February 26, 2024

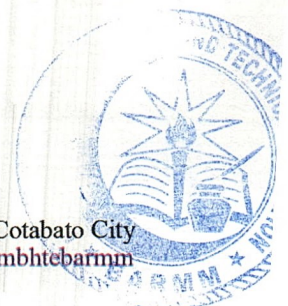
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Morgan  
MAR 01 2024  
2:00 PM  
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1. The Ministry of Basic, Higher and Technical Education (MBHTE), through its Directorate General for Basic Education's (DGBE) through its Quality Assurance Division (QAD) – Evaluation and Inspection Technical Working Group for the Issuance of Permit to Operate (PTO), hereby directs all private schools with temporary status to renew their Permit to Operate (PTO) or apply for Government Recognition for School Year (SY) 2024 – 2025.
2. Two (2) sets of application documents (1 for schools division office [SDO] and 1 for the Main Office) containing the attached checklist of requirements must be endorsed by the Schools Division Superintendents and must be sent to the Ministry following this address:

To : **MOHAGHER M. IQBAL**  
 Minister  
 Ministry of Basic, Higher and Technical Education – BARMM  
 Bangsamoro Government Center, Cotabato City

Thru: **ABDULLAH P. SALIK, JR.**  
 Director General for Basic Education

**MARGIE G. PENDULAT**  
 Chief, Quality Assurance Division for Basic Education







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3. The SDOs, through the Division Private School Supervisors/Coordinators, must ensure that all application documents are complete and the Division Private Schools Inspection Team has conducted an ocular inspection before endorsing the application documents to the Main Office.
4. In addition, an e-copy of the updated checklist of the requirements for the Government PTO or Government Recognition will be emailed to the SDOs. Private schools intending to apply for renewal or government recognition must secure a copy of the checklist from the SDOs.
5. The DGBE QAD will ONLY process applications endorsed by the SDO. Further, NO other payments shall be collected from the applicant schools other than the application and inspection fee of Php 2,000.00 which will be paid at the MBHTE Cashier before the release of the approved PTO or government recognition.
6. Should you have concerns or other inquiries, you may contact the QAD Office with mobile number 0906-704-5229.
7. For information dissemination and compliance.