



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. **705** s. 2025

SUBMISSION OF DATA ON GEOGRAPHIC COORDINATES, SEATING CAPACITY, AND TUITION AND OTHER SCHOOL FEES OF PRIVATE SCHOOLS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads of Private Elementary & Secondary (JHS & SHS) Schools
All Others Concerned

1. In reference to Memorandum PEO-2025-007 from the Department of Education – Private Education Office (PEO), all private schools are directed to submit accurate data through the prescribed Google Form on or before **September 24, 2025, at 6:00 PM**. Each private school shall accomplish and submit only one (1) Google Form through this link: <https://tinyurl.com/privateeddata>.
2. The data to be submitted shall include the following:
 - a. Geographic coordinates (latitude and longitude) of the school;
 - b. Number of available seats per grade level; and
 - c. Tuition and other school fees.
3. This initiative aims to support policy development and program planning, including:
 - a. School mapping and spatial analysis of private and public schools;
 - b. Enhancing the absorptive capacity of both public and private education systems;
 - c. Government assistance optimization for students and teachers in private schools;
 - d. Updating the Manual of Regulations for Private Basic Education Institutions; and
 - e. Strengthening the Public and Private Basic Education Complementarity Framework
4. Private schools are strongly enjoined to comply with this directive as the data will serve as a vital basis for evidence-based policymaking and ensure equitable delivery of quality basic education.
5. Immediate dissemination and strict compliance to this Memorandum is desired.

[Signature]
VILMA D. EDA, CESO V
Schools Division Superintendent

References: None

Enclosure: Memorandum PEO-2025-007

To be included in the Perpetual Index
Under the following subject

Private Schools Data
SGOD/smr/Data



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Republic of the Philippines
Department of Education
PRIVATE EDUCATION OFFICE

MEMORANDUM
PEO-2025-007

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PRIVATE SCHOOL HEADS

FROM : ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-in-Charge, Office of the
Assistant Secretary for Operations

SUBJECT : REQUEST FOR PRIVATE SCHOOL DATA ON GEOGRAPHIC
COORDINATES, SEATS, AND TUITION AND OTHER SCHOOL
FEES

DATE : September 19, 2025

In line with the ongoing policy development efforts of the Department of Education (DepEd), the Department, through the Private Education Office (PEO), is requesting all Regional and Schools Division Offices to facilitate the collection of the following key data from private basic education institutions:

1. Geographic coordinates (latitude and longitude) of the schools;
2. Number of available seats per grade level; and
3. Tuition and other school fees.

This data collected will be used to support several critical initiatives, including but not limited to:

- Enhancing school mapping and spatial analysis of private and public school locations;
- Assessing congestion and the absorptive capacity of both public and private schools;
- Exploring how Government Assistance to Students and Teachers in Private Education (GASTPE) can be optimized to decongest overcrowded schools and support student choice;

- Supporting the updating of the Manual of Regulations for Private Basic Education Institutions;
- Strengthening the further operationalization of the Public and Private Basic Education Complementarity Framework.

Guidelines and Procedures

- Schools Division Offices (SDOs) are directed to coordinate with the private basic education institutions within their respective jurisdictions to facilitate the collection and timely submission of the required information.
- Regional Offices (ROs) are requested to oversee the consolidation of the abovementioned data and ensure the completeness and accuracy of all reports submitted by the SDOs within their respective jurisdiction.
- Private School Heads are required to promptly submit accurate data through the following Google Form: <https://tinyurl.com/privateeddata>, not later than **6:00 PM, September 24, 2025**. Each private school shall accomplish and submit only one (1) Google Form.
- SDOs and ROs shall ensure that all private schools within their respective jurisdictions submit required data. SDOs shall be granted access to the Google Form responses in order to verify the completeness and accuracy of the submissions. The deadline for verification by SDOs is **6:00 PM on September 25, 2025**.

We strongly encourage the aforementioned offices and individuals to actively participate in this data collection, as it will serve as a vital basis for evidence-based policymaking and promote the equitable delivery of quality basic education.

For any inquiries or assistance, please contact the PEO at private.education@deped.gov.ph or reach out to Mr. Von Vladimir L. Defuntorum via Viber at 09217189002.