



MADRASAH REGISTRATION and EVALUATION FORM

CAD FORM NO. 1

Control Number:	
☐ Registration	☐ Updating/Amendment

A. BASIC INFORMATION	
Name of Madrasah:	
Complete Address:	Blk No. Lot No. Street Name Barangay City
Name of Owner:	First Name Middle Name Surname
	Contact Number:
	Email Address:
Name of Administrator/ Principal:	First Name Middle Name Surname
	Contact Number:
	Email Address:
Security and Exchange Commission (S.E.C.)	Registration No.:
	Date of Issuance:

I HEREBY CERTIFY that the above-mentioned statements is true and correct to the best of my Knowledge.

Signature of Applicant over Printed Name Date of Filing

B. CHECKLIST OF REQUIREMENTS	REMARKS
1. Request Letter from the Madrasah Administrator;	
2. Photocopy of SEC Registration or CDA, if any;	
3. Pictures of Madrasah school buildings and premises;	
4. Curricula/ subjects offered;	
5. Barangay Certification on the existence of the Madrasah in the area;	
6. Mayor's permit, if any;	
7. Report of ocular inspection by NCMF-CAD, if necessary for validation;	
8. Duly accomplished Madrasah application form & information sheet	

C. RECOMMENDATION	
☐ For approval ☐ Disapproved ☐ For compliance Remarks: _____ _____	
Evaluated by:	Reviewed by:
_____ Evaluator	_____ Chief, Cultural Affairs Division



MADRASAH INFORMATION SHEET

CAD FORM NO. 1B

A. BASIC INFORMATION				
Name of Madrasah:				
Complete Address:	Blk No. Lot No. Street Name Barangay City			
Date Established:		Type of Ownership:	☐ Privately Owned ☐ Donation Name of Donor: _____ ☐ Foreign ☐ Local	
Name of Owner:	First Name Middle Name Surname			
	Contact Number:			
	Email Address:			
Security and Exchange Commission (S.E.C.)	Registration No.:			
	Date of Issuance:			
Department of Education (DepEd)	Registration No.:			
	Date of Issuance:			

B. MADRASAH EDUCATION				
Type of Madrasah	☐ Traditional/ Weekend	☐ Developmental/ Formal	☐ Standard/ Private	
No. of School Days:	☐ Weekdays ☐ Weekend ☐ Others: _____			
Basic Madrasah Education Program/Level	☐ TAHDERIYYAH (Kindergarten)		☐ IBTIDAIYYAH (Primary) Grade 1-6	
	☐ MUTAWASSITAH (Grade School) Grade 7-9		☐ THANAWIYYAH (High School) Grade 10-12	
	Others: (Please specify):			
No. of Enrolled Students:	Male	Female	Total	School Year:
Name of Administrator/ Principal:	First Name Middle Name Surname			
	Contact Number:			
	Email Address:			
Name of Faculty Member(s) (First Name Middle Name Surname)		Length of Teaching (Years)	Status (Licensed/ Volunteer)	

C. SUBJECTS OFFERED:					
Primary/Elementary Level:					
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Grade School Level:					
Grade 7		Grade 8		Grade 9	
High School Level:					
Grade 10		Grade 11		Grade 12	

D. FACILITIES, EQUIPMENT and BUILDING			
Building Structure:	☐ Concrete, such as cement, etc.	No. of Floor(s):	
	☐ Light Materials, such as lumber, etc	No. of Room(s):	
Facilities & Equipment:	☐ Flagpole	☐ School Signage	☐ Computer
	☐ Chairs and tables	☐ Electric Fan	☐ Toilet
	☐ Blackboards	☐ Sound System	☐ Television

E. SUMMARY OF FINDINGS and RECOMMENDATIONS:	
Evaluated by:	Reviewed by:
Evaluator	Chief, Cultural Affairs Division
Conformed:	
School Representative	
Date: _____	