



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City

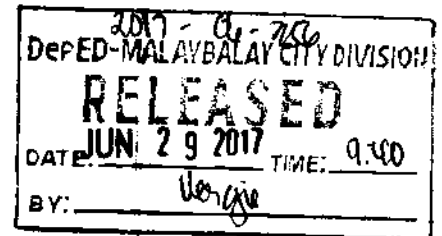


Telefax: (0880 or 088) 221-4597 email: depedmblycity@yahoo.com

DIVISION MEMORANDUM

No. 313 s. 2017

TO: Private School Principals/Administrators
All Others Concerned
This Division



FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

DATE: June 28, 2017

SUBJECT: **DISSEMINATION OF REGION MEMORANDUM NO. 287, s. 2017 DOCUMENTARY REQUIREMENTS OF PRIVATE EDUCATIONAL INSTITUTIONS APPLYING FOR GOVERNMENT AUTHORITY TO OPERATE SENIOR HIGH SCHOOL PROGRAM**

1. For the information and guidance of all concerned, the field is hereby informed of the herein **Region Memorandum No. 287, s. 2017 Re: Documentary Requirements of Private Educational Institutions Applying for Government Authority to Operate Senior High School Program** of which content is self-explanatory.
2. Should there be queries, please contact MAITELLE ISRAEL, OIC EPS II-M& E.
3. Immediate and wide dissemination of this Memorandum is desired.

Encl:

- No. 1 Flowchart in Filing New Application for Grades 11-12 Senior High School (SHS) Program
- No. 2 Senior High School – Qualitative Evaluation Processing Sheet

Copy furnished:

- Records Unit
- SGOD File/Private Schools Coordinator

TO BE POSTED IN THE DIVISION WEBSITE



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X

Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No.: (088) 880-7072, 880-7071; Telefax: (08822) 72-26-58; Website: deped-reg10.net

Tayo
PARA SA
EDUKASYON
DepED-X
Cagayan de Oro City

June 19, 2017

23 JUN 2017

REGION MEMORANDUM

No. 287 s. 2017

RELEASE

DOCUMENTARY REQUIREMENTS OF PRIVATE EDUCATIONAL INSTITUTIONS APPLYING FOR GOVERNMENT AUTHORITY TO OPERATE SENIOR HIGH SCHOOL PROGRAM

To: Schools Division Superintendents
Division Private School Coordinators
Private School Principals/Administrators
All Others Concerned
This Region

1. Pursuant to DepEd Memorandum No. 4, s. 2014 entitled *Guidelines on the Preparation for the National Implementation of the Senior High School (SHS) Program in Non-DepEd Schools for the School Year (SY) 2016-2017 and Onwards*, this Office hereby reiterates the regulations and process flow in the submission of documentary requirements for private schools to establish Senior High School Program (SHS) with the following categories.

Category A- Private schools, which have been granted at least Level II accreditation by any of the accrediting agencies under the Federation of Accrediting Agencies in the Philippines (FAAP);

Category B- Non-DepED, which have been issued a permit or government recognition by Commission on Higher Education (CHED) to offer any higher education program;

Category C- Private Schools, which have been granted recognition by the DepED to offer Secondary Education (Years 1-IV/Grade 7-10); and

Category D- Non-DepED, which have been issued a permit or recognition by Technical Educational and Skills Development Authority (TESDA) to offer any training course, and other individuals, corporations, foundations or organization duly recognized by the Securities and Exchange Commission (SEC).

2. The Senior High School-National Task Force (SHS-NTF) shall issue new guidelines (SY 2017-2018 and onwards) in the submission, validation and issuance of permit. While the new guidelines are still on process, all applications under categories B, C and D shall be submitted to the Regional Office through the Schools Division Office, except for schools under Category A where application is directly forwarded to SHS-NTF.



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Tayo
PARA SA
EDUKASYON

3. Starting with the applications filed for ~~BY~~ 2017-2018, the following regulations shall be observed:

- a. All documentary requirements for the Issuance of Government Permit to operate Senior High School shall be submitted to the concerned Schools Division Office for initial documentary review and inspection.
- b. Schools Division Offices (SDOs) are tasked to evaluate all applications. Strictly following the herein timeline, SDO using the template shall submit report to the Office of the Regional Director, Attention: Quality Assurance Division, detailing therein the findings on the completeness and authenticity of documents, evaluation of the school site, facilities and human resource and other requirements. The report must include a recommendation to the Regional Director bearing its course of action to the application. Each SDO shall create a Division Task Force (DTF) composed of the following:

Team Leader: CID Chief

Members:

1. Private School Coordinator
2. Senior High School Coordinator
3. TVL/TLE Supervisor
4. One (1) learning area supervisor

- c. After the documentary review and inspection of the SDOs, all new applications to offer Senior High School shall be submitted to the Regional Office. However, application for a Unique Track shall be forwarded to SHS-DTF by the school-applicant for approval. Application must contain all the needed requirements as reflected in the attachment.
- d. Validations of all applications shall be the duty of the Regional Office headed by the Quality Assurance Division (QuAD) with the participation of the SDO Task Force.
- e. Documentary requirements must be properly arranged following the checklist of requirements herein endorsed. The Regional-Office-QuAD shall evaluate the correctness,



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completeness, and authenticity of documents. If there are deficiencies, notice shall be issued to concerned school-applicant, copy furnished the concerned Schools Division Office.

4. Hereunder is the timeline for submission of documentary requirements:

Application	Deadline for Submission	Regular Inspection	SDO Deadline of Submission to RO
Application for Senior High School (Grades 11-12)	On or before August 30 of the preceding year	On or before January 30	Per request

5. The following documents are enclosed for your reference:
Enclosure No. 1: Flowchart in Filing New Application for Grades 11-12 Senior High School (SHS) Program; and
Enclosure No. 2: Senior High School-Qualitative Evaluation Processing sheet.
6. The Regional Office shall issue the Senior High School (SHS) Permit to Operate for all categories.
7. Immediate and wide dissemination of this Memorandum is desired.

ALLAN B. BARNAZO
Director IV

Reference: DM No. 4, s. 2014

Encls.: As stated

To be indicated in the Perpetual Index under the following subjects:

PROGRAM PRIVATE SCHOOL

QuAD/Noel

Sa K to 12 may paghahago. Sa Rehiyon Diyos mga mag-aaral ay ganato!



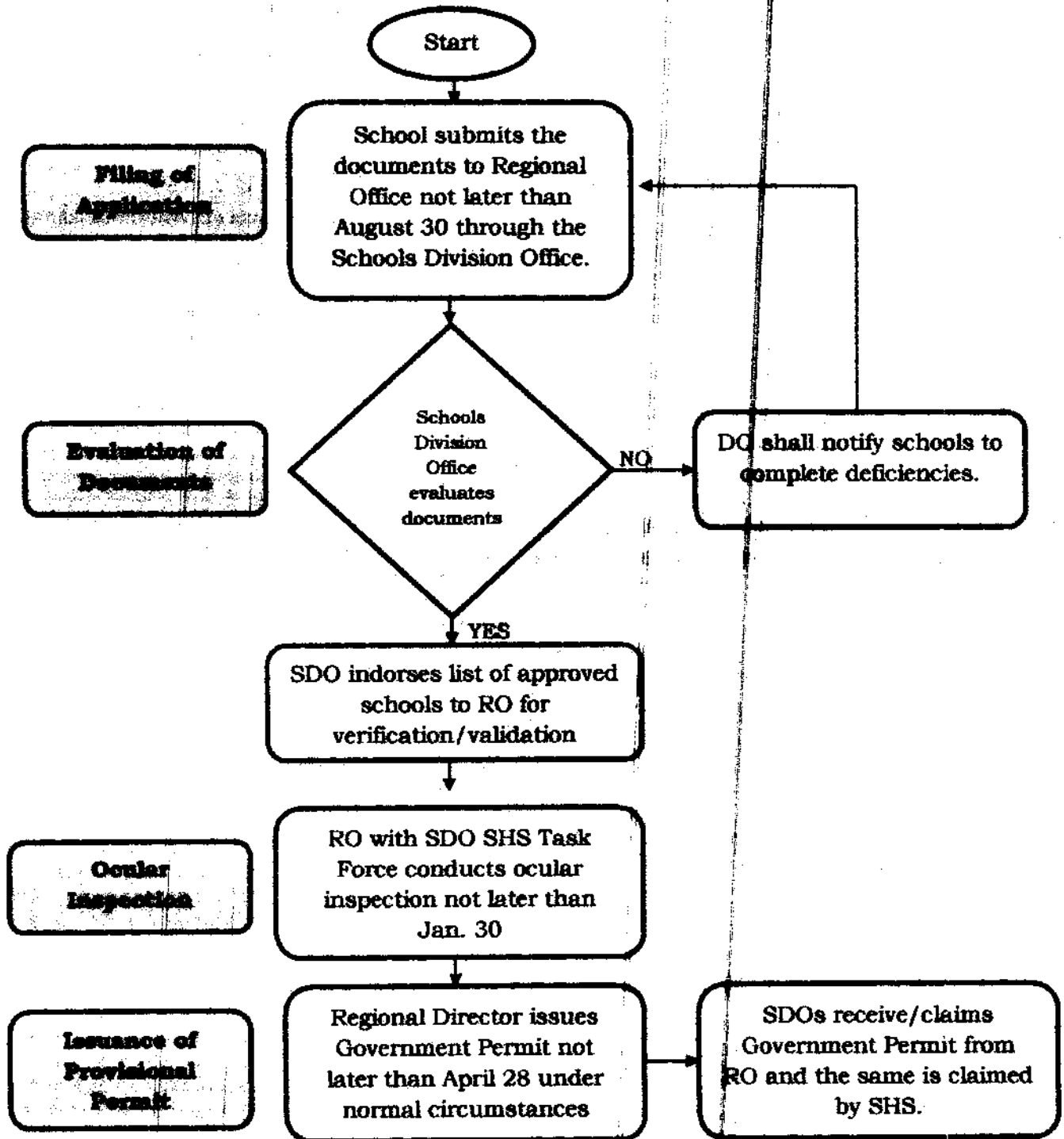
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Enclosure No. 1 to Region Memorandum No. 1187, 2017

**Flowchart in Filing New Application for Grades 11-12
Senior High School (SHS) Program**



SENIOR HIGH SCHOOL - QUALITATIVE EVALUATION PROCESSING SHEET

Region/Division: _____	School/Organization: _____
Contact Person: _____	Complete Address of School: _____
Designation: _____	_____
Date of Application: _____	Telephone Number/E-mail Address: _____
_____	_____
SY of Intended Operation: _____	Category: _____

Remarks:

- Category A - Private schools, which have been granted at least level II accreditation by any of the accrediting agencies under the Federation of Accrediting Agencies in the Philippines (FAAP).
- Category B - Non-DepEd Schools, which have been issued a permit or government recognition by Commission on Higher Education (CHED) to offer any higher education program.
- Category C - Private schools, which have been granted recognition by the DepEd to offer secondary education (Year I-IV / Grades 7 to 10).
- Category D - Non-DepEd schools, which have been issued a permit or recognition by Technical Education and Skills Development Authority (TESDA) to offer any training course, and other individuals, corporations, foundations or organization duly recognized by the Securities and Exchange Commission (SEC).

REQUIREMENTS

ITEM	/ of x	REMARKS	
		Document Evaluation	Ocular Inspection
Letter of Intent			
Board Resolutions certified by the Secretary and approved by the Board of Directors/Board of Trustees			
a. Purpose			
b. School year of intended Operation			
c. SHS Curriculum for the track/s and strand/s to be offered			

ITEM	/or X	REMARKS	
		Document Evaluation	Ocular Inspection
Certificate of Recognition of any of the following:			
a. Secondary Education Program-DepEd			
b. Training Program - TESDA			
c. Higher Education Program - CHED			
d. Others: *FAAP recognized accrediting agencies *Asia Pacific Accreditation and Certification Commission (APACC)			
Proposed tuition & other fees			
Proposed School Calendar			
Proposed list of academic and non-academic personnel			
a qualifications			
b Job descriptions			
c teaching load			
d number of working hours per week			
e certification from recognized national/ international agencies (TESDA, ABA and others)			

ITEM	for x	REMARKS	
		Document Evaluation	Ocular Inspection

- Academic Track:
- _____ Humanities and Social Sciences (HUMSS) Strand
 - _____ Science, Technology, Engineering and Mathematics (STEM) Strand
 - _____ Accountancy, Business and Management (ABM) Strand
 - _____ General Academic Strand (GAS)

- Technical-Vocational-Livelihood Track:
- AFA _____
 - IA _____
 - HE _____
 - ICT _____

Arts and Design Track:

- Performing Arts _____

Sports Track

- Arts Production _____

Minimum program requirements for the SHS tracks/strands:			
a. Instructional rooms			
b. Laboratories			
b.1 Computer			
b.2 Science (for STEM minimum of 3 labs)			
b.3 Workshop room/studios			
c. Athletic facilities			
d. Learner's Resource center of library			
e. Internet facilities			

f. Ancillary services			
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A copy of Memorandum/Memoranda of Agreement/Memorandum of Understanding for partnership arrangements relative to the SHS Program Implementation. These arrangements may include:

a. engagement of stakeholders in the localization of the curriculum			
b. Workshop immersion			
c. Apprenticeship			
d. Research			
e. provision of equipment and laboratories, workshop and other facilities			
f. organization of career guidance and youth formation activities			
g. Others			

Additional requirements for Category D:

Articles of Incorporation & by-laws for private schools only			
Documents of ownership of school sites under the name of the school, or deed of usufruct			
Proposed annual budget and annual expenditures			

Reviewed by:

Remarks: Complete
Incomplete

DO SHS Evaluator/Coordinator

Date: _____

Remarks:

Recommended for Ocular Inspection

Tracks/Strands/Specializations: _____

With Deficiencies

Processed by:

DO SHS Evaluator/Coordinator
(Signature over Printed Name)

Date of Ocular Inspection: _____

Recommended Action:

___ **Issuance of SHS Government Permit (Indicate track/strand and specializations for Technical-Vocational-Livelihood track)**
(specify) _____

___ **Defer Issuance of Government Permit upon completion of K to 12 SHS Program requirements**

For revalidation on: _____

RO Evaluator
(Signature over Printed Name)

RO Evaluator
(Signature over Printed Name)

Date of Ocular Inspection: _____

Revalidated on: _____

Remarks:

_____ Recommended for Issuance of Government Permit (Indicate track/strand and specializations for TVL track)
(Specify) _____

_____ Recommended for Defarment

Conforme:

DO Evaluator
(Signature over Printed Name)

RO Evaluator
(Signature over Printed Name)

RO Evaluator
(Signature over Printed Name)

School Head

E-mail Ad: _____

Contact/Cellphone Number: _____

Date: _____

Action Taken:

_____ Issuance of Government Permit (Indicate track/strand and specializations for Technical-Vocational-Livelihood track)

_____ Recommend to applicant to defer operation upon completion of K to 12 SHS Program requirements

_____ Others (please specify)

APPROVED:

ROGELIO C. EVANGELISTA
Chief, Quality Assurance Division

ALLAN G. FARNAZO
Director IV

Date: _____