



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
DIVISION OF MISAMIS ORIENTAL



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August 16, 2017

DIVISION MEMORANDUM

No. 409, s. 2017

PROCEDURE FOR THE APPROVAL OF NEW, CHANGES, AND REMOVAL OF SENIOR HIGH SCHOOL PROGRAMS

To : PS District Supervisors
Schools Administrators
Public and Private Senior High Schools
Schools Governance and Operations Division
This Division

1. All public and private schools state universities and colleges (SUCs), local universities and colleges (LUCs) and higher education institutions (HEIs) offering senior high schools are hereby informed of the **procedure for the approval of new, changes, and removal of Senior High School Programs (SHS)** stipulated in DepEd Order No. 45, s. 2017 Re: Guidelines on Updating the Basic Education Statistics for the Beginning of School Year 2017-2018 in the Learner Information System and Enhanced Basic Education Information System,, to wit:
 - a) The requesting school shall determine the new SHS program/s to be offered and/or removed/ changed.
 - b) The school then submits a letter of request to the SDO, addressed to the Schools Division Superintendent (SDS), with the corresponding proposal as required by Part VI.A.1 of the **DepEd Order No. 51, s. 2015** entitled "*Guidelines on the Implementation of the SHS Program in Existing Public JHSs and ISSs, Establishment of Stand-Alone Public HSs, Conversion of Existing Elementary and JHSs into Stand Alone SHSs*" dated October 29, 2015 and **DepEd Memorandum No. 04, s. 2014** entitled "*Guidelines On The Preparation For The National Implementation Of The Senior High School (SHS) Program in Non-DepEd Schools For the SY 2016-2017 And Onwards*" with modification that approval of the SHS programs will be lodged into the Regional Office.
 - c) The SDO receives and subsequently evaluates the school's submitted letter of request with the corresponding proposal in compliance with existing policies.
 - d) If approved, the request shall be endorsed to the RO.

(approval of new curricular offering), the Curriculum and Learning Management Division (CLMD) is in-charge.

- g) If approved, the RO thru PPRD, shall make the necessary adjustments in the EBEIS.
 - h) However, if the SDO endorsement is disapproved, the SDO complies with the findings and recommendations of RO and re-submit to RO upon completion of the requirements.
2. Enclosed are excerpt from Part VI.A.1 of the DepEd Order No. 51, s. 2015 and Process Flow for the approval of new, changes, removal of SHS Programs for reference.
 3. Wide and immediate dissemination of this Memorandum is hereby desired.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

SGOD/elg

established/converted stand-alone SHSs, with corresponding DepED School Identification (ID) Numbers.

8. A separate guidelines on partnerships has been issued under DepED Order No. 40, s. 2015 entitled, "Guidelines on K to 12 Partnerships."

A.1 On Implementation of SHS Program in Existing JHSs and ISs to Offer SHS Program

1. The authority for the implementation of the SHS Program in an existing JHS or IS shall be granted upon compliance with the criteria set under Part VI.A.1 (7) of these guidelines.
2. The Modeling Schools piloted in SY 2012-2013 and early SHS implementers in SY 2015-2016 shall continue to implement the SHS program, unless otherwise proven to have no capacity as a result of a sectoral monitoring and evaluation conducted by a composite team.
3. To avoid congestion of learners in a particular school, except for DepED NCR, Regions III and IV-A, JHS or IS with more than 3,000 enrollees for the current school year, shall NOT be authorized to implement the SHS Program, unless justified by appropriate solutions. However, the SDS, in coordination with the concerned School Head(s), shall ensure that all prospective **SHS learners shall not be displaced taking into account DepED Order No. 11, s. 2015** entitled "Policy Guidelines on the Implementation of the Senior High School (SHS) Voucher Program Under the Government Assistance to Students and Teachers in Private Education (GATSPE) Program," or with partner-entities within the community.
4. JHSs and ISs with available space/site for at least four (4) or more classrooms, whether with existing classrooms considered as excess or are still for construction, in accordance with the standards stipulated in DepED Educational Facilities Manual (i.e. 7m x 9m classroom dimension), are encouraged to apply for the implementation of the SHS Program.
5. Once the implementation of the SHS Program in an existing JHS or IS is approved by the RD, the School Head shall ensure the following:
 - a. Creation or allocation of SHS Teaching and other necessary non-teaching items in accordance with the approved Staffing Standards for Secondary Schools;
 - b. Construction of school buildings and procurement of equipment and instructional materials for SHS, if necessary;

- c. Proper implementation of the curriculum based on their program offering(s); and
 - d. Implementation of partnership agreements as articulated in the MOA forged by and among the partner individual/entities.
6. The SDO shall take into account additional classrooms to be built in the various school building programs such as the Public-Private- Partnership and other private donors in determining the need for the construction of classrooms for SHS.
7. The criteria for the implementation of the SHS Program in existing JHSs and ISs, and the documentary requirements as shown hereunder. *(Refer to Annexes C-1 and D-1 for the Checklist and Sample Evaluation Sheet, respectively).*

CRITERIA	REQUIRED DOCUMENTS
1. The school is listed in the Enhanced Basic Education Information System (EBEIS).	DepED School ID
<p>2. There is a need for the JHS or IS to implement SHS because:</p> <ul style="list-style-type: none"> a. no other school in the division will offer the same Track/Strand within the locality; or b. there is sufficient number of learners to warrant the implementation of SHS in the school, there being no other school to accommodate said learners. <p>However, this limitation may be waived where learners seeking admission, as the case may be, can no longer be accommodated by the existing public SHS due to congestion, as justified by the SDS.</p>	<ul style="list-style-type: none"> a. Letter-request for the implementation of the SHS Program addressed to the SDS; b. Certification signed by the SDS stating that no public SHS is offering the same SHS Track within the catchment area; c. Implementation Plan for the SHS Program covering five (5) years to include among others, the following: <ul style="list-style-type: none"> 1. Current and projected enrolment for five (5) school years by grade level; 2. Proposed budgetary requirements for its PS, MOOE, and CO; 3. Operational Plan regarding the curriculum and the instructional supervision of the proposed SHS; and

CRITERIA	REQUIRED DOCUMENTS
	<p>4. School Site Development Plan to include proposed school buildings, as needed.</p> <p>d. Justification signed by the SDS, in case the school will offer the same SHS Track.</p>
<p>3. The school has adequate facilities, equipment and other resources to support the operation of an SHS.</p>	<p>a. Certification signed by the School Head, duly attested by the SDS, on the excess classrooms, tables, chairs and other resources to be used in the implementation of the SHS Program;</p> <p>b. Inventory of learning resources prepared by the school's Property Custodian, as validated by the SDO;</p> <p>c. Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) of the concerned school; and</p> <p>d. Updated Status Report with regard to the school's existing crucial resources.</p>
<p>4. The school has available space/site for at least four (4) classrooms, whether with existing classrooms considered as excess, or the classrooms are still for construction.</p> <p>The classrooms built or to be built must be based on the standards as stipulated in DepED Educational Facilities Manual (i.e. 7m x 9m classroom dimension).</p>	<p>Map, preferably drawn to scale, showing the vacant lot where the proposed SHS classrooms/ school building are/will be constructed, duly certified by the City/Municipal Engineer.</p>
<p>5. The proposed SHS must have the following prospective minimum enrolment for the first two years of operation.</p>	<p>a. List of prospective enrollees in SHS per track and strand, indicating their names, Learner Reference Numbers (LRNs), where applicable, ages, addresses, school names and DepED</p>

CRITERIA			REQUIRED DOCUMENTS												
<table border="1"> <thead> <tr> <th>School Classification</th> <th>Minimum Enrolment (2 cohorts)</th> <th>Minimum No. of Track(s)</th> </tr> </thead> <tbody> <tr> <td>Urban</td> <td>240</td> <td>2</td> </tr> <tr> <td>Rural</td> <td>160</td> <td>1</td> </tr> <tr> <td>Remote</td> <td>80</td> <td>1*</td> </tr> </tbody> </table> <p>* preferably GA Strand</p> <p>If the minimum enrolment and/or number of tracks are not satisfied, justification by the SDS on the need to implement SHS Program is necessary.</p>			School Classification	Minimum Enrolment (2 cohorts)	Minimum No. of Track(s)	Urban	240	2	Rural	160	1	Remote	80	1*	<p>School ID Numbers where they are currently or previously enrolled; and</p> <p>b. Justification signed by the SDS, in case the required minimum enrolment and/or number of tracks are not satisfied.</p>
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Urban	240	2													
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<p>6. The track(s) and strand(s) to be offered must be aligned with the Local Development Plans, industries and learners' interests and preferences.</p> <p>Track(s) and strand(s) offered in an SHS are identified and decided upon by the SDS and the Division Planning Officer, in consultation with local stakeholders and based on the direction provided by the RD and the result of their internal and external assessments.</p>			<p>a. List and types of establishments and industries in the community, as attested to by the Department of Trade and Industry (DTI), Department of Labor and Employment (DOLE) or the City/Municipal Planning Officer;</p> <p>b. Certification from the SDS that the track(s) and strand(s) to be offered are aligned with the Local Development Plans, as evident in the list provided by the City/Municipal Mayor, and are decided upon by the RD, SDS, Division Planning Officer and the School Head concerned;</p> <p>c. Results of internal assessments or surveys done with the prospective enrollees; and</p> <p>d. List of tracks and strands to be offered, duly signed by the RD or SDS, Planning Officer and School Head.</p>												
<p>7. There are willing and able partners to provide sufficient venues for Immersion for all SHS learners.</p>			<p>a. MOA executed between the SDS and the partner entity; and</p>												

CRITERIA	REQUIRED DOCUMENTS
	b. Immersion deployment plan.

A.2 On Establishment of Stand-Alone SHSs

1. Establishment of stand-alone SHSs shall be considered upon compliance with the criteria set under Part VI.A.2 (9) of these guidelines.
2. Priority needs of DepED for the establishment of stand-alone SHSs based on current enrolment and inventory data from the EBEIS shall also be considered. Catchment areas for JHS or IS found with a large number of enrollees based on standard classroom-student ratio and other relevant official data (e.g. distance, topography, area, presence of the SHS Voucher Program recipient school) shall be taken into consideration.
3. Cost estimates on the establishment of stand-alone SHSs to be included in the Budget Proposal per Region on a multi-year basis (e.g. over a five-year period) shall be based on the existing DepED ceilings for the construction of school buildings, creation/allocation of teaching and non-teaching items and other crucial resources. For equitable distribution of resources and due to funding constraints, the DepED Central Office shall set a budget ceiling per Region, based on actual needs.
4. Whenever resources permit and depending on the Local Development Plans of the community, the proposed stand-alone SHSs are encouraged to offer two (2) or more tracks (e.g. TVL Track plus another Track from Academic, Arts and Design, or Sports), depending on the recommendation made by the SDS and the approval of the RD; and Provided, that the criteria on the minimum enrolment set under these guidelines are met.
5. **Public SHS shall only be established on a school site duly documented as DepED property through a title or evidence of ownership or Deed of Donation or Contract of Usufruct for twenty-five (25) to fifty (50) years or other modes of acquiring ownership. Tax Declaration and Resolution issued by the LGU donating lots to DepED cannot be considered as substitute ownership document.** Procurement of school site using DepED funds shall not be allowed, except if there is a fund specifically appropriated by law for this purpose. Absolute and gratuitous donation is encouraged in acquiring school sites.
6. **Establishment of a stand-alone SHS inside the campus of an Elementary School with buildable space sufficient for six (6) or more classrooms may be allowed; Provided, that the other criteria set under these guidelines are met. The SHS shall be**

Procedure for the approval of new programs and removal/changes of programs for Senior High School (SHS)

This policy outlines the standard process for the approval of new programs and removal/changes of programs for SHS for an efficient approval without inconveniencing the schools, schools division and region offices.

To ensure proper and smooth transaction regarding the said process, the following procedures shall be observed:

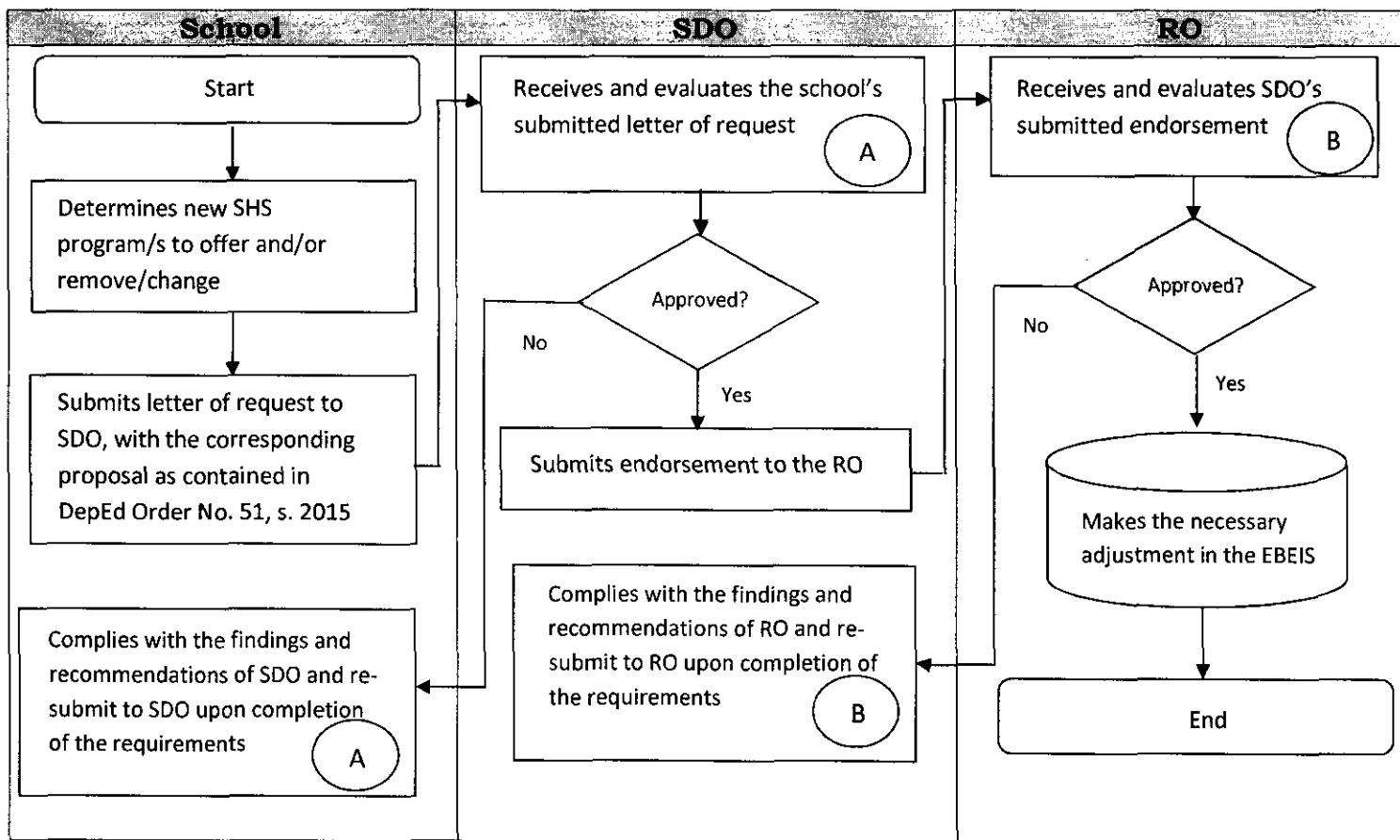


Figure 1. Process flow for the approval of new programs and removal/changes of programs for SHS