



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

Office of the Schools Division
Superintendent

March 19, 2024

DIVISION MEMORANDUM

No. 182 s. 2024

To: Assistant Schools Division Superintendent
CID & SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors/ Districts In-charge
Division Planning Officer
Secondary School Heads
All Others Concerned
This Division

**Subject: GUIDELINES AND CHECKLIST OF REQUIRED DOCUMENTS ON THE
OPENING/CHANGING/ ADDING OF PROGRAM OFFERING IN
PUBLIC SENIOR HIGH SCHOOLS (SHS)**

1. This is to inform the field and all concerned re: ***Guidelines and Checklist of required Documents on the Opening, Changing or Adding of Program Offering for Public Senior High Schools (SHS).***
2. This Division Guidelines shall be observed until DepEd Regional Office or Central Office has issued updated policy guidelines and checklist of required documents on the request of Senior High School for opening, change/addition in program offering in **Academic Track, Sports Track, Arts & Design Track.**
3. Enclosed are the Guidelines, Senior High School Qualitative Evaluation Processing Sheet (SHS - QEPS), and Checklist of required documents on the request for opening , changing or adding in program offering of Public Senior High Schools.
4. For information and guidance.

For the Schools Division Superintendent


MARY ANN M. ALLERA

Assistant Schools Division Superintendent

ELO -MAGMA /SGOD/CID -mgvg/mtma/ rlg

References : DepEd Order 54, s. 2022 re: Guidelines on the Selection of SHS TVL Specializations
DepEd Memo 76, s. 2016 re: SHS Manual of Operations, Volume One
DepEd Order No. 51, s. 2015 re: Guidelines on the Implementation of SHS Program...
DepEd order 40, s. 2015 re: Guidelines on Kto12 Partnership



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



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

**GUIDELINES ON THE REQUEST FOR OPENING/CHANGING/ADDING OF
PROGRAM OFFERING IN PUBLIC SENIOR HIGH SCHOOLS (SHS)
for Academic Track, Sports Track , Arts & Design Track**

1. Public schools requesting to open , change or add Senior High School program offerings in Academic Track, Sports Track, Arts & Design Track (**EXCLUDING Technical Vocational Livelihood Track** c/o D.O. 54, s.2022 re: Guidelines on the Selection of SHS TVL Specializations) should satisfy the following:
 - a. Results of the **external** and **internal assessments** should be revisited in deciding to open/change/add program offerings, based on DepEd Order 40, s. 2015 re: Guidelines on Kto12 Partnerships, external assessments includes analyzing **work immersion** and **job opportunities** present in the community. Internal assessment on the other hand, considers learners preferences and the schools capabilities to offer new or additional offerings. Schools need to have available **classrooms, facilities, equipment, teachers,** and opportunities for **partnerships** to sustain initial years of the SHS implementation.
 - b. Nearby schools in the locality that do not offer the same track/ strand , however, request for change/ addition in offering shall be granted if nearby schools can no longer accommodate enrollee in the same track/ strand due to congestion with the attached justification prepared by the principal /School Head (with data of enrollee based on EBEIS/LIS signed/attested by the Division Planning Officer).
 - c. Submit required documents in two (2) separate folders, to the Division Office addressed to the Schools Division Superintendent thru: Division Planning Officer/ Division Senior High School Coordinator.
 - d. Ensure that schools have scanned all the required documents before submitting to the Division Office and have their own file of all the printed documents (in one folder) stamped received by the Division Office receiving section.
- 2 The Division Office through the Division Senior High School Coordinator, Planning Officer and Division Education Program Supervisor of the Learning Area relevant to the request for additional/change in SHS track/ strand, should evaluate the submitted documents and conduct ocular inspection to validate school resources and capability.
- 3 This Office shall endorse to the Regional Office, the application of the schools found qualified to open/add/change SHS offerings.
- 4 The Regional Office will validate endorsed documents from the Division Office and will approve request if found in order.
- 5 Upon the approval of the Regional Office, Schools with approved applications, shall be notified by this Office and the Division Planning Officer will facilitate the **inclusion** in the EBEIS of the newly opened/ approved additional SHS Track/ Strand in the EBEIS by requesting to the Central Office through the Regional Office Planning Section.





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SCHOOLS DIVISION OF MISAMIS ORIENTAL

**CHECKLIST OF REQUIRED DOCUMENTS
FOR OPENING/CHANGING/ADDING OF PROGRAM OFFERING IN PUBLIC
SENIOR HIGH SCHOOLS (SHS)**

- _____ 1. Letter -request to open , change or add track/ strand
- Address to Schools Division Superintendent
 - State the requested additional / change track/ strand/
 - Sate the reasons for requesting the opening /change/ addition of SHS track/ strand (please attach evidence or data)
- _____ 2. DepEd School Identification Number
- _____ 3. Clear photocopy of the approved present/ existing SHS offering
- _____ 4. Certification prepared by the School Head stating that no public SHS is offering the same SHS track/ strand/ TVL specialization within the catchment area.
- _____ a. Justification signed by School Head, with supporting documents (if any) in case nearby SHS is offering the same track/ strand/ specialization/s but can no longer accommodate enrollee due to congestion.
- _____ b. Other justifications like barangay/ municipal resolution (if any)
- _____ 5. Certification prepared by the Property Custodian and signed by the School Head on the excess/available classrooms, tables, chairs, and other learning resources. Please attach **pictures with label**.
- _____ 6. Updated Personal Services itemization and Plantilla of Personnel of the concerned school
- _____ 7. List and profile of the **available** and **qualified teachers** to handle the requested additional track/strand
- _____ 8. List of prospective and interested enrollee for the requested SHS track/ strand
- _____ 9. List of prospective establishments/ industries in the community for students' immersion (with signed MOA)
- _____ 10. Results of internal assessments or surveys done with the prospective enrollee (if any)
- _____ 11. Certificate of occupancy
- _____ 12. Certificate of inspection from Bureau of Fire Protection
- _____ 13. Certificate of support from LGU and MOA
- _____ 14. Accomplished Senior High School -Qualitative Evaluation Processing Sheet (SHS-QEPS)

- Note : a. Please indicate N/A if not applicable or not available
b. Documents to be submitted must be placed in **2 separate long folders, arranged following the sequence above, properly labeled** and with **tabbing**.
c. This checklist should be included in the folders

Documents submitted by: _____
Signature over Printed Name

Date: _____

Documents submitted by: _____
Signature over Printed Name

Date: _____



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SENIOR HIGH SCHOOL – QUALITATIVE EVALUATION PROCESSING SHEET

(Note: All the requirements should be submitted in 2 long folders / 1copy of all the requirements per folder)

Region & Division: **REGION 10/ DIVISION OF MISAMIS ORIENTAL** School/Organization: _____

Contact Person: _____ Complete Address of School: _____

Designation: _____ District / Municipality: _____

Date of Application: _____ Cellphone Number & E-mail Address: _____

SY of Intended Operation: _____

Category (DepEd/ Non-DepEd) : **Department of Education**

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/ Grades 7-12).

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	/ or x	REMARKS	
		Document Evaluation	Ocular Inspection
Letter of Intent	/	/	/
Board Resolution certified by the secretary and approved by the Board of Directors/Board of Trustees			
a. Purpose	/	/	/
b. School year of intended Operation	/	School Year: _____	/
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: (Photocopy of the SHS approved permit should be attached)

a. Secondary Education Program-DepEd	/	/	/
b. Training Program – TESDA	N/A	N/A	N/A
c. Higher Education Program - CHED	N/A		N/A
d. Others: *FAAP recognized accrediting agencies *Asia Pacific Accreditation and Certification Commission (APACC)	N/A		N/A
Proposed tuition & other fees	N/A		N/A
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)	/	/	/

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

Technical-Vocational-Livelihood Track: **(separate application & requirements based on DepEd Order 54,s.2022 c/o TLE/TVL Supervisor)**

- AFA _____
- IA _____
- HE _____
- ICT _____

Arts and Design Track :

- Performing Arts _____
- Arts Production _____

Sports Track

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	/	/	/

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, workshops and other Facilities w/ pictures	/	/	/
f. organization of career guidance and youth formation activities.	/	/	/
g. Others(PTA&ALLUMNI ASS	/	/	/

Additional requirements for Category D:

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

Date of Ocular Inspection: _____

Re-validated on: _____

Remarks:

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

ACADEMIC TRACK(Strand: _____)

____ Recommended for Deferment

Conforme:

CATHERINE ANNE S. BALANAY, PhD , Private Schools / Non-DepEd Partners In-charge ENGR. SANDY SIMO, Physical Facilities In-charge

RHODORA L. GALLARES, EPS- SGOD/ SHS Coordinator

RAFUNZEL D. EPANIS, PhD, EPS- CID/ SHS Coordinator

EDWIN L. GAMOROT, PO-III

CID Chief

MARIA TERESA M. ABSIN, PhD

SGOD Chief

MARY ANN M. ALLERA

ASDS

RO Evaluator

(Signature over Printed Name)

RO Evaluator

(Signature over Printed Name)

NAME OF SCHOOL: _____

Name of School Head: _____

E-mail Address: _____

Contact/Cellphone Number: _____

Date: _____

Action Taken:

_____ Issuance of Government Permit (Indicate track/strand)

_____ **ACADEMIC TRACK(Strand: _____)**

_____ 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

Date: _____

DR. ARTURO B. BAYOCOT, CESO III

Regional Director

Date: _____

SAMPLE ONLY

SENIOR HIGH SCHOOL – QUALITATIVE EVALUATION PROCESSING SHEET

(Note: All the requirements should be submitted in 2 long folders / 1 copy of all the requirements per folder)

Region & Division: **REGION 10/ DIVISION OF MISAMIS ORIENTAL** School/Organization: **BALIWAGAN NATIONAL HIGH SCHOOL**
 Contact Person: **MARILYN A. ABAN** Complete Address of School: **BALIWAGAN, BALINGASAG, MISAMIS ORIENTAL**
 Designation: **PRINCIPAL III**
 Date of Application: **May 2021** Cellphone Number & E-mail Address: **09153800665/ marilyn.aban@deped.gov.ph**
 SY of Intended Operation: **2022-2023** Category (DepEd/ Non-DepEd) : **DEPED**

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/ Grades 7-12).
- 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	/ or x	REMARKS	
		Document Evaluation	Ocular Inspection
Letter of Intent	/	/	/
Board Resolution certified by the secretary and approved by the Board of Directors/Board of Trustees			
a. Purpose	/	/	/
b. School year of intended Operation	/	2022-2023	/
c. SHS Curriculum for the track/s and strand/s to be offered	/	ACADEMIC-STEM	/

ITEM	/ or X	REMARKS	
		Document Evaluation	Ocular Inspection

Certificate of Recognition of any of the following: (Photocopy of the SHS approved permit should be attached)

a. Secondary Education Program-DepEd	/	/	/
b. Training Program – TESDA	N/A		
c. Higher Education Program - CHED	N/A		
d. Others: *FAAP recognized accrediting agencies *Asia Pacific Accreditation and Certification Commission (APACC)	N/A		
Proposed tuition & other fees	N/A		
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)	/	/	/

Academic Track:

- _____ Humanities and Social Sciences (HUMSS) Strand
 _____ / _____ ***SCIENCE TECHNOLOGY ENGINEERING & MATHEMATICS (STEM)***
 _____ Accountancy, Business and Management (ABM) Strand
 _____ General Academic Strand (GAS)

Technical-Vocational-Livelihood Track:

- AFA _____
 IA _____
 HE _____
 ICT _____

Arts and Design Track :

- Performing Arts _____
 Arts Production _____

Sports Track

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	/	/	/

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, workshops and other facilities	/	/	/
f. organization of career guidance and youth formation activities.	/	/	/
g. Others(PTA&ALLUMNI ASS	/	/	/

Additional requirements for Category D:

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

Reviewed by:

Remarks: / ___ Complete : COMPLIANT TO ALL REQUIREMENTS
 ___ Incomplete ___

CATHERINE ANNE S. BALANAY, PhD , Private Schools / Non-DepEd Partners In-charge

RHODORA L. GALLARES, EPS-SGOD/ SHS Coordinator RAFUNZEL D. EPANIS, PhD, EPS-CID EDWIN L. GAMOROT, PO-III

CYDEL P. VALMORES, PhD MARIA TERESA M. ABSIN, PhD ERLINDA G. DAEL, PhD, CESE
OIC-CID Chief SGOD Chief OIC-ASDS

Dates of ocular inspection: June 8, 2021, Oct. 19, 2021, March 30, 2022, June 28, 2022, Feb. 28, 2023

Remarks:

Recommended for Ocular Inspection Tracks/Strands/Specializations: _____

With Deficiencies _____

Processed by:

CATHERINE ANNE S. BALANAY, PhD , Private Schools / Non-DepEd Partners In-charge

RHODORA L. GALLARES, EPS-SGOD/ SHS Coordinator RAFUNZEL D. EPANIS, PhD, EPS-CID EDWIN L. GAMOROT, PO-III

NORBERTO E. ROSALES CYDEL P. VALMORES, PhD MARIA TERESA M. ABSIN, PhD ERLINDA G. DAEL, PhD, CESE
EPS-TLE/ TVL OIC-CID Chief SGOD Chief OIC-ASDS

Date of Ocular Inspection: _____

Recommended Action:

Issuance of SHS Government Permit (Indicate track/strand and specializations for Technical-Vocational-Livelihood track)
 (specify) **ACADEMIC TRACK/ SCIENCE TECHNOLOGY ENGINEERING & MATHEMATICS (STEM) STRAND**

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

For re-validation on: _____

RO Evaluator
(Signature over Printed Name)

RO Evaluator
(Signature over Printed Name)

Date of Ocular Inspection: _____

Re-validated on: _____

Remarks:

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

ACADEMIC TRACK/ SCIENCE TECHNOLOGY ENGINEERING & MATHEMATICS (STEM) STRAND

_____ Recommended for Deferment

Conforme:

CATHERINE ANNE S. BALANAY, PhD , Private Schools / Non-DepEd Partners In-charge

RHODORA L. GALLARES, EPS-SGOD/ SHS Coordinator

RAFUNZEL D. EPANIS, PhD, EPS-CID/ SHS Coordinator

EDWIN L. GAMOROT, PO-III

**CYDEL P. VALMORES, PhD
OIC-CID Chief**

**MARIA TERESA M. ABSIN, PhD
SGOD Chief**

**ERLINDA G. DAEL, PhD, CESE
OIC-ASDS**

RO Evaluator
(Signature over Printed Name)

RO Evaluator
(Signature over Printed Name)

NAME OF SCHOOL: **BALIWAGAN NATIONAL HIGH SCHOOL**

Name of School Head: **MARILYN A. ABAN**

E-mail Address: **marilyn.aban@deped.gov.ph**

Contact/Cellphone Number: **09153800665**

Date: _____

Action Taken:

- Issuance of Government Permit (Indicate track/strand and specializations for Technical-Vocational-Livelihood track)
ACADEMIC TRACK/ HUMANITIES AND SOCIAL SCIENCES STRAND
- 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

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

Date: _____