

Republic of the Philippines

DEPARTMENT OF EDUCATION

Region XI

CITY SCHOOLS DIVISION OF DIGOS CITY

Digos City



Tel. No. (082) 553-8375; 553-8376; 553-8396

015, s. 2017 Division Memorandum No.

TO

SGOD Chief

CID Chief

Senior High School Coordinator

Private School Principals/Administrators

All Others Concerned

FROM

DEE D. SILVA, DPA, CESO VI

Schools Division Superintendent

For and in the absence of the SDS:

EMMANUEL P. HUGO

Chief, Schools Governance and Operation

Officer-In-Charge

SUBJECT

Regional Memorandum No. 011, s. 2017

RE: Guidelines for the Submission of Documentary Requirements

of Private Educational Institutions Applying for Government

Authority to Operate Senior High School Program

DATE

January 10, 2017

- 1. In connection with the intention of the concerned private schools to apply renewal of provisional permit for Grade 11 or new application for Grade 11 and Grade 12, hereto attached is the Regional Memorandum numbered 011, s. 2017, which stipulates the "Guidelines for the Submission of Documentary Requirements of Private Educational Institutions Applying for Government Authority to Operate Senior High School Program".
- 2. Together with the said Regional Memorandum are the following forms/documents:
 - a) Flowchart/Procedure in Filing New Application for Grade 11 Senior High School (SHS) Program
 - b) Flowchart/Procedure in Filing Application for Renewal of Provisional Permit to Operate Grade 11 and Application for Grade 12
 - c) QAD Form No. 5 (3 pages)
 - d) QAD Form No. 5.a (1page)
 - e) QAD Form No. 5.b/ Annex A (1 page)
 - f) QAD Form No. 5.c/ Annex B (1 page)
 - g) QAD Form No. 6 (4 pages)
- 3. For information and guidance of all concerned.

DepEd Schools Division of Diucs



Republika ng Pilipinas KAGAWARAN NG EDUKASYON **REHIYON XI**

Lungsod ng Dabaw Tanggapang Panrehiyon

Internet Address (URL): Address: F. Torres Street, Davao City (8000) Telefax Nos. (082); 227-1102; 225-8495; 221-9428; 227-0943; 227-8025; 222-0941; 221-1210; 221-8435; 227-9342; 221-6147; 225-0816

Regional Memorandum No. <u>011,</u> s. 2017

Regional Office XI

GUIDELINES FOR THE SUBMISSION OF DOCUMENTARY REQUIREMENTS OF PRIVATE EDUCATIONAL INSTITUTIONS APPLYING FOR **GOVERNMENT AUTHORITY TO OPERATE** SENIOR HIGH SCHOOL PROGRAM repartment of Education

TO

: Schools Division Superintendents

Schools Division Office Private Schools Focal PersonsRECORDS SECTION

Private School Principals/Administrators

All Others Concerned This Office hereby announces the regulations and process flow in the

submission of documentary requirements for private schools to operate a new school for Grade 11, renewal of provisional permit for Grade 11, and new grade level for Grade 12 for the Senior High School Program (SHS) within 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/ Grades 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).

- Starting with the applications filed for SY 2017- 2018 the following regulations shall be observed:
 - a. All documentary requirements for the renewal of provisional permit to operate Grade 11 and new grade level for Grade 12 shall be submitted to the concerned Schools Division Office

b. Schools Division Offices (SDOs) are tasked to evaluate all applications for the renewal of provisional permit for Grade 11 and new grade level for Grade 12. Strictly following the herein timeline, said SDO shall submit a narrative report to the Office of the Regional Director, attn.: Quality Assurance Division, detailing therein the findings on the completeness and authenticity of documents, evaluation on the school site, facilities and human resource and other requirements. The narrative report must include a recommendation to the Regional Director as regards 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:

3.

- 1. Private Schools Coordinator
- 2. Senior High School Coordinator
- 3. TVL/TLE Supervisor
- 4. One learning area supervisor
- c. All new applications to offer Grade 11 shall be emailed thru kto12@deped.gov.ph or directly submitted to the DepED Central Office SHS Task Force, copy furnished the Regional Office and SDO. The said application must contain all the needed requirements as reflected in the attachment.
- d. Ocular inspection and evaluation of facilities, school site, human resource and other non-documentary requirements for applications cited in the preceding item shall be the duty of the SHS- National Task Force, the Regional Office headed by the QAD with CLMD as member, with the participation however of the concerned SDO Task Force.
- e. Documentary requirements must be properly arranged following the checklist of requirements. The Regional Office- QAD shall evaluate the correctness, completeness and authenticity of documents. If there are deficiencies, notice shall be issued to concerned school- applicant, copy furnished the concerned Schools Division Office.

Timeline for the submission of documentary requirements:

Application	Applicant's Deadline of Submission	Ocular Inspection	SDO deadline of Submission to RO
Renewal of Provisional Permit for Grade 11 and New Application for Grade 12		On or before February 28	On or before March 30
Application for New School for Grade 11	On or before August 30 of the preceding year	On or before January 30	N/A

SOMEHARY/PROCEDURE IN FILING NEW APPLICATION FOR GRA

SENIOR HIGH SCHOOL (SHS) PROGRAM

FILING OF APPLICATION

SCHOOL SUBMITS SOFT AND HARD COPY OF APPLICATION DOCUMENTS TO C.O. COPY FURNISHED D.O. AND R.O. NOT LATER THAN AUG. 30



C.O. EVALUATE THE DOCUMENTS SUBMITTED

> **EVALUATION OF DOCUMENTS**



CONDUCT OCULAR INSPECTION TO SCHOOLS RO-QAD WITH D.O. SHS TASK FORCE SHALL RECOMMENDED BY C.O. NOT LATER THAN **JAN. 30**

OCULAR INSPECTION



PROVISIONAL PERMIT SHALL BE ISSUED **NOT LATER THAN APRIL 28 UNDER**

CO. SHALL INDORSE THE LIST OF APPROVED SCHOOLS TO R.O. FOR VERIFICATION

WORKING DAYS AFTER THE IF THERE ARE DEFICIENCIES, RO-QAD SHALL NOTIFY THE APPLICANT WITHIN 15 SCULAR NOTECTION



APPLICANT IS GIVEN TIME TO WITHIN 15 WORKING DAYS COMPLETE DEFICIENCIES



PROVISIONAL PERMIT

ISSUANCE OF

PROVISIONAL PERMIT TO OPERATE GRADE 1. AND APPLICATION THE PROPERTY OF THE PROPERTY O GRADE:12

APPLICATION FILING OF

SCHOOL SUBMITS APPLICATION TO D.O.

EVALUATION OF DOCUMENTS **OCULAR INSPECTION**

OCULAR INSPECTION NOT LATER THAN D.O. SHS TASK FORCE SHALL CONDUCT

SUBMISSION TO RO

D.O. SUBMITS APPLICATION DOCS WITH INSPECTION REPORT TO RO - QAD NOT LATER THAN MARCH 30

SHALL BE ISSUED ON NDER NORMAL

IF THERE ARE TASK FORCE ON OR BEFORE JANUARY 15

NOTIFY THE APPLICANT DEFICIENCIES, D.O.WILL WITHIN 15 WORKING

DEFICIENCIES WITHIN 15 APPLICANT IS GIVEN TIME TO COMPLETE

WORKING DAYS

DEFICIENCIES WITHIN IN 10 WORKING DAYS DEFICIENCIES WITHIN APPLICANT SHALL BE AFTER OCULAR INFORMED OF , COMPLIES INSPECTION,

PROVISIONAL PERMIT

ISSUANCE OF

15 DAYS



Republika ng Pilipinas KAGAWARAN NG EDUKASYON TANGGAPANG PANREHIYON XI



Lungsod ng Dabaw

Address: F. Torres Street, Davao City (8000) website address:http://www..region12.deped.gov.ph
Telefax Nos. (082) 291-1665; 227-1102, 225-0816; 227-0941; 225-8495; 291-1738, 222-2653, 224-0468, 224-0749; 221-7611, 224-0751; 221-6147 (Fax)

QAD FORM No. 5

SENIOR HIGH SCHOOL – QUALITATIVE EVALUATION PROCESSING SHEET (Private Schools, HEIs, SUCs, LUCs, and TESDA)

Contact Person:	Division: _	sion: School/Organization:									
Date of Application: SY (Proposed Operation): Category: A B C D CATEGORIES: Category A - Private schools, which have been granted at least Level il 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 I-IV) Grades 7 to 10). Category D - Non-DepED, 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). CHECKLIST OF REQUIREMENTS No. Description of Document/Requirement Remark 1. Letter of Intent (Specifically ciked the tracks, strands, and specializations to offer and the School Year of intended operation) 2. Notarized Board Resolution certified by the secretary and approved by the Board of Directors / Board of Trustees 2.1 Purpose (Specific Track, Strand and Specialization to Offer) 2.2 School Year of intended operation 2.3 SIS Curriculum for the tracks and strands to be offered 3. Certificate of Recognition (State specific Number of the issued certificate e.g. Government Recognition No. 2, s. 1973 3.1 Secondary Education Program — DepED 3.2 Training Program — TESDA 3.3 Higher Education Program — DepED 3.4 Others: 3.4 Others: 3.5 Proposed School Calendar (By Johnester) 7 Proposed School Calendar (By Johnester) 9 Proposed School Calendar (By Johnester) 10 Proposed School Calendar (By Johnester) 11 Qualifications 12 Joh descriptions 13 Johnesses A and Excenditions 14 Qualifications 15 Johnesses A and Excenditions 16 Johnesses A and Excenditions	Contact Po	erson:		Addres	s:				Martin de la compania		
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	Chemistry and Physics)	man or o labs — contrar coloride /b	,
	8.2 3 Workshop Room / Stud	ios	
	8.3. Athletic facilities		
	8.4. Learners' resource center/ library	•	
•	8.6. Ancillary services		
	8.6.1 Guidance Boom		
	8.6.2 Canteen		*
	8.6.3 AVR		, , ,
	8.6.4 Clinic		
9	A copy of Memorandum / Memoranda of A	greement (MC)A) / Mamarandum of /	Inderstanding
	(MOU) for Partnership arrangements relative arrangements may include:	ve to the SHS Program implementati	on. These

10.13

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	9.2 Work immersion 9.3 Apprenticeship 9.4 Research 9.5 Provision of equipment 9.6 Organization of career	olders in the localization of the curricular and laboratories, workshops, and of guidance and youth formation activity	ther facilities	
	9.7 Others			
10.	Articles of Incorporation and by-la			
11.	(at Least 50 yrs. 11.2 Certificate of Oc 11.3 Building Permit 11.4 Bureau of Fire Ir	eate of Title, Deed of Donation, USUI) & NCIP Certification (for Ancestral cupancy from the City/Municipal En espection Certificate	Domain) gineer's Office	
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Republika ng Pilipinas KAGAWARAN NG EDUKASYON TANGGAPANG PANREHIYON XI



Lungsod ng Dabaw

Address: F. Torres Street, Davao City (8000) website address: http://www.region11.deped.gov.ph
Telefax Nos. (082) 291-1665, 227-1102; 225-0816; 227-0941, 225-8495; 291-1738, 222-2653; 224-0468, 224-0749; 221-7611, 224-0751, 221-6147 (Fax) QAD Form No.

	_5.a	
	SENIOR HIGH SCHOOL — ON-SITE VALIDATION PHASE	
Division:	School/Organization	
Contact Person	Address	
Date of Ocular II	nspection:SY (Proposed Operation):Category:A	Description of the second seco
CATEGORIES:	Category:A	BC_D
Category C	Private schools, which have been granted at least Level II accreditation agencies under the Federation of Accrediting Agencies in the Philippines Non-DepED, which have been issued a permit or government recognition Higher Education (CHED) to offer any higher education program. Private Schools, which have been granted recognition by the DepEd to a (Years I-IV / Grades 7 to 10). Non-DepED, which have been issued a permit or recognition by Technical Development Authority (TESDA) to offer any training course, and other in foundations or organization duly recognized by the Securities and Exch. (SEC).	on by Commission on offer secondary educat
No. Recom	mended Action	
	Mary Company of Comments of Confession State	Remarks
1. Issuand	e of SHS Provisional Permit (Indicate track / strand and specializations	or a constitution of the c
2. Defer Is	Silance of Drawing	
requiren		The state of the s
	lidation	
	lidation on (Date):	manufacture of the second data and advantage of the common property of the second data.
	indation on (Date):	
The state of the s	ed Name) (Signature over Print 11)	re over Printed Name)

QAD FORM NO. 5. b ANNEX - A

PROPOSED LIST OF MCADEMIC PERSONNEL

Teaching Experience Chaming elerant to the subjects to be	SHS		
License (_EEetc.) Note: If not licensed snoud pass the LET within 5 years of leading.	SHC & SHC		
Certification from recognized national/ international agencies (TESDA, ABA,	and others)		
Number of Working Hours per Week (Total number of hours of actual			
Teaching Load (Core, Applied, and/or Specialized subjects to teach per semester)			AL THE STATE OF TH
Job Description (Stipulated in the Notarized Employment Contract)			
Educational Qualifications			
Name of Personnel			

Prepared by

Noted:

QAD FORM NO. 5. c ANNEX - B

PROPOSED LIST OF NON - ACADEMIC PERSCINNEL

	(Optional)					
	Work / Training Experience			The state of the s	to be a sign of the sign of the sign of	
	Certification from recognized national agencies (TESDA, ABA, and others)					
	Number of Working Hours per Week	Carriery Assessing	3251			
	(Stipulated in the Notarized Employment Contract)					
Educational	Qualifications					And Annual Park
Name of	Personnel					

Noted:

Prepared by:

School Principal



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QAD FORM NO. 6 **PUBLIC SCHOOL SENIOR HIGH SCHOOL** Division: __ School: School Principal: ____ School Address: __ Designation/Position: _____ Contact No. / E-mail: ____ SY:____ SY ID#____ CHECKLIST OF REQUIREMENTS **Description of Document/Requirement** Classification of School Site: Remark ☐1.1 Stand Alone 1.2 Integrated to existing Junior High School 1.3 Within the existing Elementary School Compound Specific Track, Strand and / or Specializations: 2. 2.1 ACADEMIC 2.1.1 ABM 2.1.2 HUMZZ 11 % ± , 2.1.3 STEM The second secon 2.1.4 GAS ☐2.2 TECH - VOC 2.2.1 AFA - Specializations in 2.2.2 IA - Specializations in 2.2.3 H.E - Specializations in ICT - Specializations in J2.3 ARTS AND DESIGN 2.3.1 Performing Arts 2.3.2 Arts Production

	2.4 SPORTS – Specializations in	The state of the s
	Sportalizations III	
3.	Purnogo (Consider T	
<u> </u>	Purpose (Specific Track, Strand and Specialization to Offer)	
	YES NO	
4.	SHS Curriculum for the track/s and the	
		The state of the s
5.	School Calendar (By Semester) -	
	5. Point of Reference (DepEd Order No. 9 s.2015)	
6.	Profile of academic and recording	ĺ
	Profile of academic and non-academic personnel in the Junior High School 6.1 Using the Template – Refer to Annexes A and B	
	YES INC	
J_	Number of Existing Academic and Non- Academic Personnel who can teach the	
7.	7 1 Parties of the	- Constitution of the Cons
1	7.1 Portfolio of Teachers (Transcript of Records and Training Certificates,	20 May 200 May
	L IVES	Control Control Control
Ĺ	7.2 Bachelor's Degree (Book at a co	W
	7.2 Bachelor's Degree (Bachelor of Secondary Education) majoring in fields under the Strand; or any Bachelor's Degree with 19 Perfect in the Strand;	0.101287
1	under the Strand; or any Bachelor's Degree with 18 Professional units in Education and plus 15 units of Specialization in the Strand	
	YES NO	
	TO COMPANIES AND THE COMPANIES	
	7.3. For Tech- Voc Track Bachelor's Degree (Bachelor of Secondary Education majoring in fields under the Strand; or Bachelor's Degree with the	A Committee of the Comm
1	majoring in fields under the Strand or Raphalate D. Secondary Education	ı
	Protectional with to	ALICE OF THE PROPERTY OF THE P
The second secon	Fluiessional linite in Fall	
and the second	Strand: or equivalents in Education and plus 15 units of Specialization in the	
	Strand; or equivalent in training/ experiences along the field of Technical	
	Strand; or equivalent in training/ experiences along the field of Technical- Certificate (NTT)	
	Strand; or equivalent in training/ experiences along the field of Technical- Certificate (NTT Level II), which means National Certificate (at least II level [
	Strand; or equivalent in training/ experiences along the field of Technical-Vocational Education and Training or must have National TVET Trainer higher than course to be taught) and Trainers Methodology Certificate [TMC] or	
	Strand; or equivalent in training/ experiences along the field of Technical-Vocational Education and Training or must have National TVET Trainer Certificate (NTT Level II), which means National Certificate (at least II level higher than course to be taught) and Trainers Methodology Certificate YES NO 7.4 Number of Teachers in Acquiemic Teach	
	Strand; or equivalent in training/ experiences along the field of Technical-Vocational Education and Training or must have National TVET Trainer Certificate (NTT Level II), which means National Certificate (at least II level higher than course to be taught) and Trainers Methodology Certificate	
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	Strand; or equivalent in training/ experiences along the field of Technical-Vocational Education and Training or must have National TVET Trainer Certificate (NTT Level II), which means National Certificate (at least II level higher than course to be taught) and Trainers Methodology Certificate TMC) I or II YES NO 7.4 Number of Teachers in Academic Track 7.4.1 ABM 7.4.2 HUMSS 7.4.3 STEM	
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	Strand; or equivalent in training/ experiences along the field of Technical-Vocational Education and Training or must have National TVET Trainer Certificate (NTT Level II), which means National Certificate (at least II level III) and Trainers Methodology Certificate [TMC] I or II [YES] [NO] 7.4 Number of Teachers in Academic Track 7.4.1 ABM 7.4.2 HUMSS 7.4.3 STEM 7.4.4 GAs 7.5 Number of Teachers in Tech-Voc Track 7.5.1 AFA	
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	8.1. 3 STEM 8.1. 4 GAs		
	8.2 TECH-VOC TRACK STRAND 8.2.1 AFA 8.2.2 IA	SPECIALIZATION	
	8.2.3 HE 8.2.4 ICT		
	8.3 ARTS AND DESIGN TRA STRAND 8.3.1 PERFORM	ACK SPECIALIZATIONS: MING ARTS	
	8.3.2 ARTS PRO	DDUCTION	
9.	STRANE	D - LOIALIZATIONS:	A constitution of the second o
	available rooms)	used by the SHS: (Please reflect the	number of
	9.1 Instructional rooms 9.2 Laboratories	Number of Rooms	The state of the s
	9.2.1 Computer 9.2.2 Science (for STEM n 3 labs - General Sc	tionas /Pt :	
	9.2.3 Workshop Room /	Studios ,	
	9.5 Internet facilities 9.6 Ancillary services	/ library	
	9.1 Guidance Room 9.2 Canteen 9.3 AVR		
The Continues and the State of	9.4 Clinic		
Pio.	Truly Per Tr	rack , Strand, and / or Specialization	and the supplementary of the supplementary and the control of the supplementary of the supple
	10.1 ACADEMIC TRACK 8.1.1 STEM 8.1.2 HUMSS	rence (Requirements on Materials and	Equipmenty
	8.1. 3 STEM 8.1. 4 GAs 10.2 TECH-VOC TRACK		
	8.2.1 AFA 8.2.2 IA 8.2.3 HE		
	8.2.4 ICT 10.3 ARTS AND DESIGN TRACK		
	9.3.1 PERFORMING A 3.3.2 ARTS PRODUCT 10.4 SPORTS TRACK	ADTO	
II. A Ui	copy of Memorandum / Memorand derstanding (MOU) for Partnership plementation. These arrangements	id of Agreement (MOA) / Memorandu p arrangements relative to the SHS F s may include:	m of
(s in the localization of the curriculum	

47.

11.3 App 11.4 Res 11.5 Prov 11.6 Org: 11.7 Othe	rision of equipment a anization of career g ers	and laboratories, workshops, ar guidance and youth formation a nip of school sites under the na	Cuvities
			Inspection With Deficiencies
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