



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region XI  
**CITY SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**Office of the City Schools Division  
Superintendent**


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

Division Memorandum No. 015, s. 2017

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 Digos

RELEASED  
245

Date: JAN 10 2017 TIME: 10:55AM

BY: 



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Tanggapang Panrehiyon

**DepED**

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

Internet Address (URL): [www.region11.deped.gov.ph/](http://www.region11.deped.gov.ph/)

January 5, 2017  
DepED Schools Division Office

Regional Memorandum  
No. 011, s. 2017

**RECEIVED** 245  
Date: JAN 09 2017 Time: 11:44

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

Department of Education  
Regional Office XI  
RECORDS SECTION

TO : Schools Division Superintendents  
Schools Division Office Private Schools Focal Persons  
Private School Principals/Administrators  
All Others Concerned

**RELEASED**  
By: *[Signature]* 1/6/17

1. 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).

2. 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:

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](mailto: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.

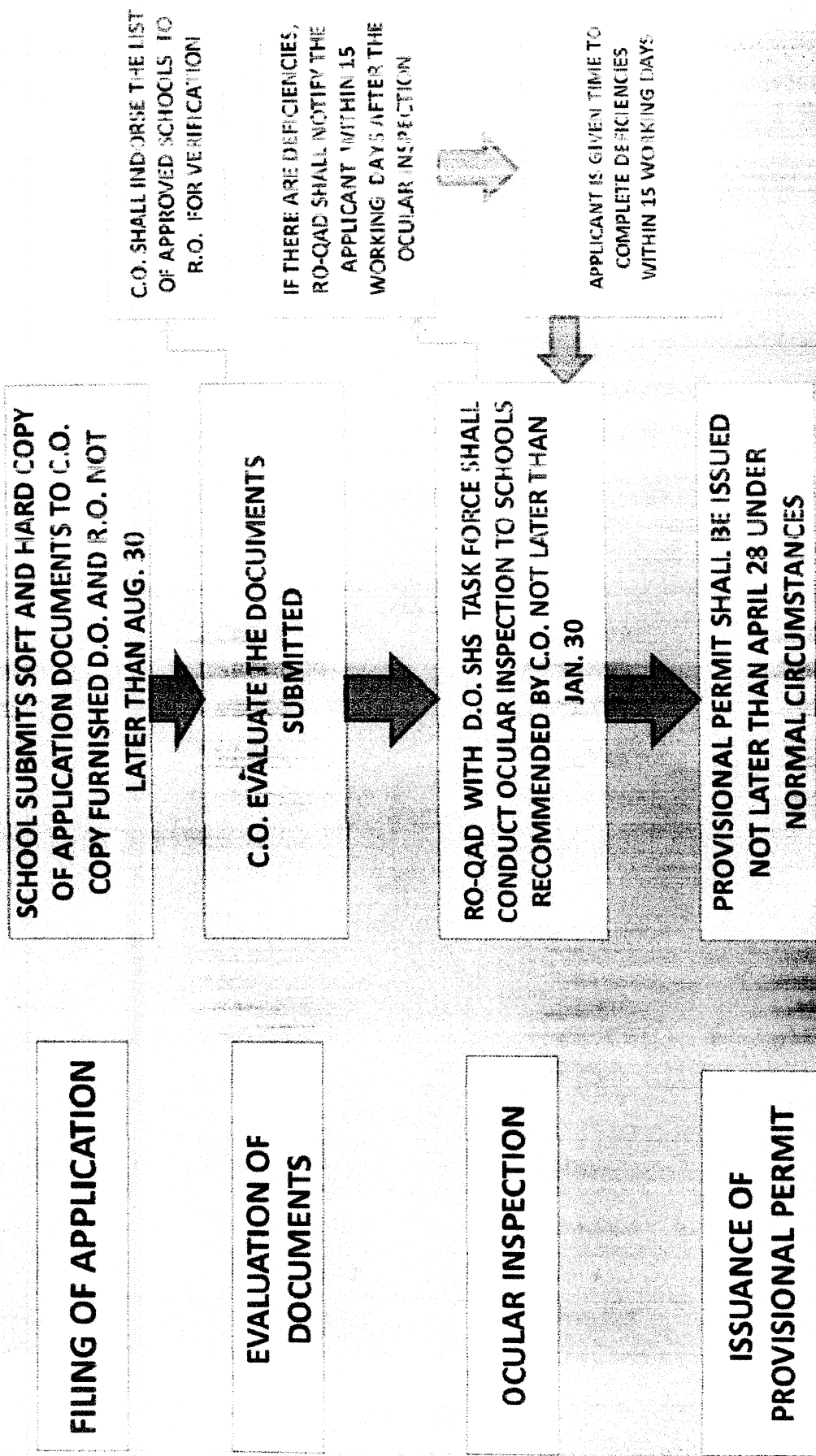
- d. Ocular inspection and evaluation of facilities, school site, human resource and other non-documentary requirements for applications cited in the preceding item shall be the duty of the SHS- National Task Force, the Regional Office headed by the QAD with CLMD as member, with the participation however 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.

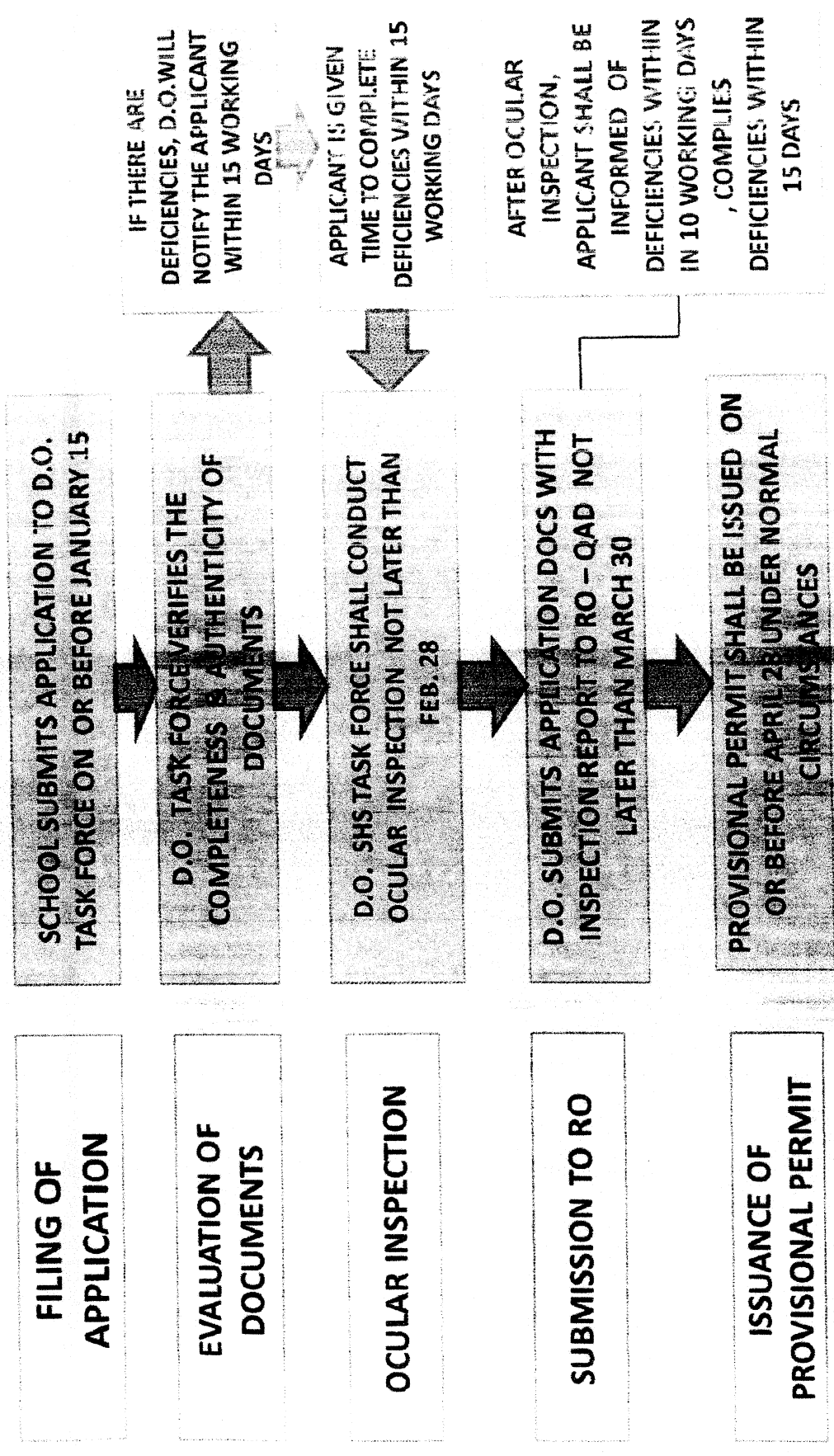
3. **Timeline for the submission of documentary requirements:**

<b>Application</b>	<b>Applicant's Deadline of Submission</b>	<b>Ocular Inspection</b>	<b>SDO deadline of Submission to RO</b>
Renewal of Provisional Permit for Grade 11 and New Application for Grade 12	On or before January 15	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

**FLOWCHART/PROCEDURE IN FILING NEW APPLICATION FOR GRADE 11  
SENIOR HIGH SCHOOL (SHS) PROGRAM**



**FLOWCHART/PROCEDURE IN FILING APPLICATION FOR RENEWAL OF  
PROVISIONAL PERMIT TO OPERATE GRADE 11 AND APPLICATION FOR  
GRADE 12**





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**QAD FORM No. 5**

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

Division: \_\_\_\_\_ School/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Designation: \_\_\_\_\_ Contact No. / E-mail: \_\_\_\_\_

Date of Application: \_\_\_\_\_ SY (Proposed Operation): \_\_\_\_\_ Category:    A    B    C    D

**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 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
<input type="checkbox"/> 1.	<b>Letter of Intent</b> (specifically cited the tracks, strands, and specializations to offer and the School Year of intended operation)	
<input type="checkbox"/> 2.	<b>Notarized Board Resolution certified by the secretary and approved by the Board of Directors / Board of Trustees</b> <input type="checkbox"/> 2.1 Purpose (Specific Track, Strand and Specialization to Offer) <input type="checkbox"/> 2.2 School Year of intended operation <input type="checkbox"/> 2.3 SHS Curriculum for the track/s and strand/s to be offered	
<input type="checkbox"/> 3.	<b>Certificate of Recognition</b> ( State specific Number of the issued certificate e.g. Government Recognition No. 2, s. 1978 <input type="checkbox"/> 3.1 Secondary Education Program – DepED <input type="checkbox"/> 3.2 Training Program – TESDA <input type="checkbox"/> 3.3 Higher Education Program-CHED <input type="checkbox"/> 3.4 Others: <input type="checkbox"/> 3.4.1 FAAP recognized accrediting agencies <input type="checkbox"/> 3.4.2 Asia Pacific Accreditation and Certification Commission (APACC)	
<input type="checkbox"/> 4.	<b>Proposed tuition fee and other Fees</b> ( Reflect the total whole year fee)	
<input type="checkbox"/> 5.	<b>Proposed School Calendar</b> (By Semester)	
<input type="checkbox"/> 6.	<b>Proposed list of academic and non-academic personnel</b> (Using the Standard Template – Refer to Annexes A and B) <input type="checkbox"/> 6.1 Qualifications <input type="checkbox"/> 6.2 Job descriptions <input type="checkbox"/> 6.3 Teaching load <input type="checkbox"/> 6.4 Number of working hours per week <input type="checkbox"/> 6.5 Certification from recognized national / international agencies (TESDA, ABA and others) <input type="checkbox"/> 6.6 License (LET) <input type="checkbox"/> 6.7 Teaching Experience (Training relevant to the subjects handled)	

7. **Curriculum Offering** (with Class Programs/Schedule per Track, Strand and /or Specialization and with subjects offered following the Regional Memo No. 124, s. 2015) Recommended with half-tone/background in Microsoft Excel Format : Core Subjects (Green Color), Applied Subjects (Yellow Color), & Specialized Subjects (Blue Color)

7.1 ACADEMIC TRACK

**SPECIALIZATIONS:**

**STRAND**

7.1.1 STEM

\_\_\_\_\_

7.1.2 HUMSS

\_\_\_\_\_

7.1.3 STEM

\_\_\_\_\_

7.1.4 GAs

\_\_\_\_\_

7.2 TECH-VOC TRACK

**SPECIALIZATIONS:**

**STRAND**

7.2.1 AFA

\_\_\_\_\_

7.2.2 IA

\_\_\_\_\_

7.2.3 HE

\_\_\_\_\_

7.2.4 ICT

\_\_\_\_\_

7.3 ARTS AND DESIGN TRACK

**SPECIALIZATIONS:**

**STRAND**

7.3.1 PERFORMING ARTS

\_\_\_\_\_

\_\_\_\_\_

7.3.2 ARTS PRODUCTION

\_\_\_\_\_

\_\_\_\_\_

7.4 SPORTS TRACK

**SPECIALIZATIONS:**

**STRAND**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. **Minimum program requirements for the SHS tracks / strands . (Please reflect the number of rooms)**

8.1. Instructional rooms

8.2. Laboratories

8.2.1 Computer

8.2.2 Science (for STEM minimum of 3 labs – General Science /Biology, Chemistry and Physics)

8.2.3 Workshop Room / Studios

8.3. Athletic facilities

8.4. Learners' resource center/ library

8.5. Internet facilities

8.6. Ancillary services

8.6.1 Guidance Room

8.6.2 Canteen

8.6.3 AVR

8.6.4 Clinic

8.6.5 Others (Please specify)

9. A copy of memorandum / Memoranda of Agreement (MOA) / Memorandum of Understanding (MOU) for Partnership arrangements relative to the SHS Program implementation. These arrangements may include:



	<input type="checkbox"/> 9.1 Engagement of stakeholders in the localization of the curriculum <input type="checkbox"/> 9.2 Work immersion <input type="checkbox"/> 9.3 Apprenticeship <input type="checkbox"/> 9.4 Research <input type="checkbox"/> 9.5 Provision of equipment and laboratories, workshops, and other facilities <input type="checkbox"/> 9.6 Organization of career guidance and youth formation activities <input type="checkbox"/> 9.7 Others	
<input type="checkbox"/> 10.	Articles of Incorporation and by-laws for private schools only	
<input type="checkbox"/> 11.	Documents specifying ownership of school sites; <input type="checkbox"/> 11.1 Transfer Certificate of Title, Deed of Donation, USUFRUCT Agreement (at Least 50 yrs.) & NCIP Certification (for Ancestral Domain) <input type="checkbox"/> 11.2 Certificate of Occupancy from the City/Municipal Engineer's Office <input type="checkbox"/> 11.3 Building Permit <input type="checkbox"/> 11.4 Bureau of Fire Inspection Certificate <input type="checkbox"/> 11.5 Disaster Risk Reduction & Management Plan (DRRM)	
<input type="checkbox"/> 12.	Proposed annual budget and annual expenditures	

**Summary:** \_\_\_ Complete \_\_\_ Incomplete \_\_\_ Recommended for Ocular Inspection \_\_\_ With Deficiencies

Tracks / Strands / Specializations:

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Documents Evaluated by Team of Evaluators:

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Signature over Printed Name)

Reviewed by:

\_\_\_\_\_  
Team Leader  
(Signature over Printed Name)





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website address: [http:// www..region11.deped.gov.ph](http://www.region11.deped.gov.ph)

QAD Form No. 5.a

**SENIOR HIGH SCHOOL – ON-SITE VALIDATION PHASE**

Division: \_\_\_\_\_ School/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Designation: \_\_\_\_\_ Contact No. / E-mail: \_\_\_\_\_

Date of Ocular Inspection: \_\_\_\_\_ SY (Proposed Operation): \_\_\_\_\_ Category:    A    B    C    D

**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 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)**.

No.	Recommended Action	Remarks
<input type="checkbox"/> 1.	Issuance of SHS Provisional Permit (Indicate track / strand and specializations for Tech-Voc Track) (specify)	
<input type="checkbox"/> 2.	Defer Issuance of Provisional Permit upon completion of K to 12 Program requirements	
<input type="checkbox"/> 3.	For revalidation on (Date):	

Inspected by:

(Signature over Printed Name)

(Signature over Printed Name)

(Signature over Printed Name)

Noted by:

Confirmed by:

**Team Leader**  
 (Signature over Printed Name)

**School Principal/ Administrator**  
 (Signature over Printed Name)

**QAD FORM NO. 5. b**  
ANNEX - A

**PROPOSED LIST OF ACADEMIC PERSONNEL**

Name of Personnel	Educational Qualifications	Job Description (Stipulated in the Notarized Employment Contract)	Teaching Load (Core, Applied, and/or Specialized subjects to teach per semester)	Number of Working Hours per Week (Total number of hours of actual teaching)	Certification from recognized national / international agencies (TESDA, ABA, and others)	License (LET, etc.) Note: If not licensed should pass the LET within 5 years of teaching in the SMS	Teaching Experience (Training relevant to the subjects to be taught in the SMS)

Noted :

Prepared by :

\_\_\_\_\_





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website address: [http:// www.region11.deped.gov.ph](http://www.region11.deped.gov.ph)

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**

No.	Description of Document/Requirement	Remark
<input type="checkbox"/> 1.	<b>Classification of School Site:</b> <input type="checkbox"/> 1.1 Stand Alone <input type="checkbox"/> 1.2 Integrated to existing Junior High School <input type="checkbox"/> 1.3 Within the existing Elementary School Compound	
<input type="checkbox"/> 2.	<b>Specific Track, Strand and / or Specializations:</b> <input type="checkbox"/> 2.1 ACADEMIC <input type="checkbox"/> 2.1.1 ABM <input type="checkbox"/> 2.1.2 HUMZZ <input type="checkbox"/> 2.1.3 STEM <input type="checkbox"/> 2.1.4 GAs  <input type="checkbox"/> 2.2 TECH - VOC <input type="checkbox"/> 2.2.1 AFA - Specializations in _____ _____ <input type="checkbox"/> 2.2.2 IA - Specializations in _____ _____ <input type="checkbox"/> 2.2.3 H.E - Specializations in _____ _____ <input type="checkbox"/> 2.2.4 ICT - Specializations in _____ _____ _____ <input type="checkbox"/> 2.3 ARTS AND DESIGN 2.3.1 Performing Arts 2.3.2 Arts Production	

	<input type="checkbox"/> 2.4 SPORTS – Specializations in _____ _____ _____	
<input type="checkbox"/> 3.	<b>Purpose</b> (Specific Track, Strand and Specialization to Offer) 3.1 Results of survey from students, parents, industry partners, etc. <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> 4.	<b>SHS Curriculum for the track/s and strand/s to be offered</b> 4.1 Downloaded Curriculum from w.w.w.deped.gov.ph <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> 5.	<b>School Calendar</b> (By Semester) – 5.1 Point of Reference (DepEd Order No. 9 s.2015) <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> 6.	<b>Profile of academic and non-academic personnel in the Junior High School</b> 6.1 Using the Template – Refer to Annexes A and B <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> 7.	<b>Number of Existing Academic and Non- Academic Personnel who can teach the SHS</b> <input type="checkbox"/> 7.1 Portfolio of Teachers (Transcript of Records and Training Certificates, License, etc.) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 7.2 Bachelor's Degree (Bachelor of Secondary Education) majoring in fields under the Strand; or any Bachelor's Degree with 18 Professional units in Education and plus 15 units of Specialization in the Strand <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 7.3. For Tech- Voc Track – Bachelor's Degree (Bachelor of Secondary Education majoring in fields under the Strand; or Bachelor's Degree with 18 Professional units in Education and plus 15 units of Specialization in the 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 <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 7.4 Number of Teachers in <i>Academic Track</i> 7.4.1 ABM _____ 7.4.2 HUMSS _____ 7.4.3 STEM _____ 7.4.4 GAS _____ <input type="checkbox"/> 7.5 Number of Teachers in <i>Tech-Voc Track</i> 7.5.1 AFA _____ 7.5.2 IA _____ 7.5.3 H.E. _____ 7.5.4 ICT _____ <input type="checkbox"/> 7.6 Number of Teachers in <i>Arts and Design</i> 7.6.1 Performing Arts _____ 7.6.2 Arts Production _____ <input type="checkbox"/> 7.7 Number of Teachers in <i>Sports Track</i> _____	
<input type="checkbox"/> 8.	<b>Curriculum Offering</b> (with Class Programs/Schedule per Track, Strand and/or Specialization and with subjects offered following the Regional Memo No. 124, s. 2015) <b>Recommended with half-tone/background in Microsoft Excel Format:</b> Core Subjects (Green Color), Applied Subjects (Yellow Color), & Specialized Subjects (Blue Color) <input type="checkbox"/> 8.1 ACADEMIC TRACK    Class Program per Strand STRAND 8.1.1 STEM _____ 8.1.2 HUMSS _____	

8.1.3 STEM  
8.1.4 GAs

8.2 TECH-VOC TRACK  
STRAND  
8.2.1 AFA  
8.2.2 IA  
8.2.3 HE  
8.2.4 ICT

SPECIALIZATION

8.3 ARTS AND DESIGN TRACK  
STRAND  
8.3.1 PERFORMING ARTS  
8.3.2 ARTS PRODUCTION

SPECIALIZATIONS:

8.4 SPORTS TRACK  
STRAND

SPECIALIZATIONS:

9. Existing Facilities which can be used by the SHS: (Please reflect the number of available rooms)

	Number of Rooms
9.1 Instructional rooms	_____
9.2 Laboratories	_____
9.2.1 Computer	_____
9.2.2 Science (for STEM minimum of 3 labs - General Science /Biology, Chemistry, and Physics )	_____
9.2.3 Workshop Room / Studios	_____
9.3 Athletic facilities	_____
9.4 Learners' resource center/ library	_____
9.5 Internet facilities	_____
9.6 Ancillary services	_____
9.1 Guidance Room	_____
9.2 Canteen	_____
9.3 AVR	_____
9.4 Clinic	_____
9.5 Others (Please specify)	_____

10. Available Tools / Equipment Per Track , Strand, and / or Specialization

Point of Reference (Requirements on Materials and Equipment)

10.1 ACADEMIC TRACK  
8.1.1 STEM  
8.1.2 HUMSS  
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  
8.3.1 PERFORMING ARTS  
8.3.2 ARTS PRODUCTION

10.4 SPORTS TRACK

11. A copy of Memorandum / Memoranda of Agreement (MOA) / Memorandum of Understanding (MOU) for Partnership arrangements relative to the SHS Program implementation. These arrangements may include:

11.1 Engagement of stakeholders in the localization of the curriculum

	<input type="checkbox"/> 11.2 Work immersion <input type="checkbox"/> 11.3 Apprenticeship <input type="checkbox"/> 11.4 Research <input type="checkbox"/> 11.5 Provision of equipment and laboratories, workshops, and other facilities <input type="checkbox"/> 11.6 Organization of career guidance and youth formation activities <input type="checkbox"/> 11.7 Others	
<input type="checkbox"/> 12.	<b>Ownership of School Site;</b> <input type="checkbox"/> 12.1 Documents of ownership of school sites under the name of the schools, or deed of usufruct	

Summary: \_\_\_ Complete \_\_\_ Incomplete \_\_\_ Recommended for Ocular Inspection \_\_\_ With Deficiencies

Evaluated by :

\_\_\_\_\_  
 (Signature over Printed Name)

\_\_\_\_\_  
 (Signature over Printed Name)

\_\_\_\_\_  
 (Signature over Printed Name)

Reviewed by:

\_\_\_\_\_  
 Team Leader  
 (Signature over Printed Name)