



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
Division of Digos City



*Office of the Schools Division
Superintendent*

Telefax: (082) 553 – 8396; 553-8376

Division Memorandum
No. 528, s. 2017

To: School Principals/Administrators
Public and Private Senior High School Implementers

Subject: Senior High School Program Offering Guidelines
(Track/Strands/Specialization)

Date: August 15, 2017

Attached herewith are the Regional Memorandum No. 224 s. 2017, titled “Senior High School Program Offering Guidelines (Tracks/Strand/Specialization)” and the Unnumbered DepEd Memorandum from the office of the Undersecretary Jesus L.R. Mateo, dated June 16, 2017, regarding Agreements Regarding Senior High Program, contents of which are self-explanatory.

For your information, guidance and compliance.

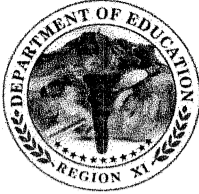
WINNIE E. BATOON, EDD
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digo.

RELEASED

Date: 15 AUG 2017 Time: 10:26 AM

sv.



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
TanggapanPanrehiyon

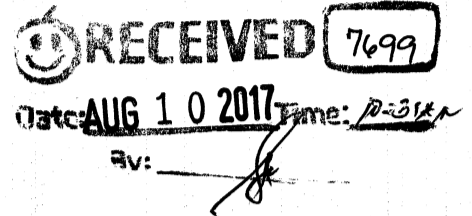


August 9, 2017

Regional Memorandum
No. 224 s. 2017

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Public Secondary School Heads
All Others Concerned

DepEd Schools Division of Digos



**SENIOR HIGH SCHOOL PROGRAM OFFERING GUIDELINES
(TRACK/STRAND/SPECIALIZATION)**

1. Pursuant to item 1 of the unnumbered DepEd Memorandum from the Office of Undersecretary Jesus L. R. Mateo, dated June 16, 2017, regarding Agreements on Senior High School Program, this Regional Office hereby reiterates the following:
 - a. Requests for changes in program (track/strand/specialization) offering for SY 2017- 2018 that were submitted to the Central Office as long as validated and endorsed by the Regions, are good as approved.
 - b. Succeeding requests for changes in program offerings will be approved by the Regional Office except for unique tracks such as Maritime, and new offerings that are not presently part of SHS program offerings. Request for new or unique tracks have to be endorsed by the Region to the Central Office through the Bureau of Curriculum Development (BCD).
2. Further, this Regional Office hereby directs strict compliance with the policy of prior approval by the Office of Regional Director before any school will be allowed to offer a senior high school program.
3. Also, all schools are enjoined to comply with existing policy which mandates that senior high school program offerings (track, strand, specializations) are only confined or exclusive for implementation within the authorized schools and such program offerings are non-transferrable or extendible to the extension, annex or satellite campuses if said schools have any.
4. Acceptance of application documents for additional program offerings and application documents of schools intending to open SHS programs for SY 2017-2018 is terminated already as of this date. This is due to the mandatory contact time requirement of the senior high school program covering the different tracks, strands and specializations, and the conceivable delay it will create on the conduct of classes to the detriment of the learners.
5. The authority to approve the opening of senior high school programs or to add, change, alter offerings is exclusively lodged only under the Office of the Regional Director. Schools requesting to open SHS programs or to add, change or alter offerings must first secure favorable recommendation from the Office of the Schools Division Superintendent before said request will be forwarded to the Office of the Regional Director for approval.
6. Relative to the establishment of schools, the provisions stipulated under Rule III, Section 3.2.12. of RA No. 9155 or the "Governance of Basic Education Act of 2001" mandates that the Regional Director is vested with the authority, accountability and

RECORDS SECTION
RELEASED

By: [Signature]
Date: 8/10/17 Time: _____

responsibility for approving the establishment of public and private elementary and secondary schools and learning centers. This pertinent provision of the law also includes establishment of Senior High School educational institutions.


7. Submission of documentary requirements for schools intending to open Senior High School Programs or add tracks, strands or specializations for SY 2018-2019 will be on or before September 30, 2017. This Office reiterates compliance with the requirements prescribed in DepEd Order No. 51, s. 2015. Enclosed also, is the list of documentary requirements for schools intending to offer Senior High School Programs starting SY 2018-2019.

8. Plantilla items of SHS teachers assigned or detailed in extension or annex schools shall be transferred to the said extension or annex school where the concerned teacher renders actual service.

9. It is the responsibility of the school heads of the concerned extension or annex school to work on the transfer of the said plantilla items, subject to the existing rules and regulations stipulated under **DepED Order No. 22, s. 2013 "Revised Guidelines on the Transfer of Teachers from One Station to Another."** The school head of the mother school where said plantilla items emanate are expected to provide their utmost cooperation for the immediate transfer of the said items.

10. Senior High School facilities and equipment originally registered under the name of the mother school but are borrowed by their annex or extension schools (**physically present in annex/extension schools**) shall be permanently transferred to the latter for the utilization of the teachers and learners. Thus, said facilities and equipment will be considered under the full responsibility already of the concerned annex or extension schools. It is the responsibility of the school heads of the concerned extension or annex school to work on the transfer of the said facilities and equipment. The school head of the mother school where said facilities and equipment emanate are expected to provide their utmost cooperation for the immediate transfer of inventory record of the said facilities and equipment.

11. Immediate dissemination and compliance with this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

Encl: As stated

Reference: Unnumbered Memorandum, dated June 16, 2017

To be included in the **Perpetual Index**

under the following subjects:

CURRICULUM POLICY PROGRAMS SCHOOL RULES & REGULATIONS

RQAD/ROQ1/ROQ6-*jsa*

**PERTINENT DOCUMENTS FOR NEW SCHOOLS TO OFFER
SENIOR HIGH SCHOOL (SHS)**

1. Implementation Plan for the Senior High School program covering five (5) school years to include among others, the following:
 - a. Current and projected enrolment for five (5) school years by grade level; and
 - b. Proposed budgetary requirements for its Personal Services (PS), Maintenance and Other Operating Expenses (MOOE), and Capital Outlay (CO).

2. Certification signed by the Schools Division Superintendent (SDS) stating that no public SHS is offering the same SHS Track within the catchment area.

3. The school has adequate facilities, equipment and other resources to support operation of SHS.
 - a. Certification 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;
 - b. Inventory of learning resources prepared by the school's Property Custodian, as validated by the Schools Division Office (SDO);
 - c. Updated Personal Services Itemation and Plantilla of Personnel (PSIPOP) of the concerned school; and
 - d. Updated Status Report with regard to the school's existing crucial resources.

4. The proposed SHS must have the following prospective minimum enrolment for the first two years of operation:

School Classification	Minimum Enrolment (2cohorts)	Minimum No. of track(s)
Urban	240	2
Rural	160	1
Remote	80	1

- a. Justification signed by the SDS, in case the required minimum enrolment and/or number of tracks are not satisfied;
 - b. List of prospective enrollees in SHS per track and strand, indicating their names, Learner Reference Number (LRNs), where applicable, ages, addresses, school names and DepED School ID Numbers which they are currently or previously enrolled.
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5. Certification from the SDS that the track(s) and the 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 Regional Director, Schools Division Superintendent, Division Planning Officer and the School Head concerned.

 6. Memorandum of Agreement (MOA) executed between the Schools Division Superintendent and the partner entity and Immersion Development Plan.



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

DM-PFO-2017-0497

MEMORANDUM

**FOR: REGIONAL SECRETARY, ARMM
ALL REGIONAL DIRECTORS
ALL OTHERS CONCERNED**

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RECEIVED

By: J 17-06-1908
Date: 6-20-17 Time: 9:00 am

FROM: JESUS L.R. MATEO
Undersecretary

SUBJECT: Agreements Regarding Senior High School Program Offerings

DATE: June 16, 2017

On May 30-31, 2017, a Senior High School (SHS) meeting was conducted to discuss ongoing Senior High School (SHS) tasks and policies, and to synchronize the flow of SHS processes in the central and regional offices.

The following are the agreements on SHS program offerings:

- 1) Requests for changes in program (track/strand/specialization) offerings for SY 2017-2018 that were submitted to the Central Office, as long as validated and endorsed by the Regions, are good as approved.
- 2) Succeeding requests for changes in program offerings will be approved by the Regions except for unique tracks such as Maritime, and new offerings that are not presently part of SHS program offerings. Requests for new or unique tracks have to be endorsed by the Region to the Central Office through the Bureau of Curriculum Development (BCD).
- 3) All other concerns with regard to SHS that cannot be addressed by the Regions will be forwarded to the Office of the Undersecretary for Planning and Field Operations.

For your information and compliance.

DEPED ROXI
QUALITY ASSURANCE DIVISION
RECEIVED
By: J
Date: 6-28-17
Time: 9:30 A.M.