



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 21, 2026

REGIONAL MEMORANDUM

No. **1228** s. 2026

**SUBMISSION OF APPLICATIONS AND DOCUMENTARY REQUIREMENTS FOR
GOVERNMENT RECOGNITION AND GOVERNMENT PERMIT
FOR PRIVATE BASIC EDUCATION INSTITUTIONS
OFFERING THE SENIOR HIGH SCHOOL
(SHS) PROGRAM**

To: Schools Division Superintendents
Regional Office Division Chiefs
Private Secondary School Heads
All Others Concerned

1. In compliance with the said DepEd Order Nos. 12 and 17, s. 2026, this Office, through the Quality Assurance Division, hereby informs the field on the submission of applications and documentary requirements for the grant of Government Recognition and Government Permit to Private Basic Education Institutions Offering Senior High School (SHS) Program.

2. The Private Basic Education Institutions offering the SHS Program under the curriculum prescribed by DepEd and holding a Government Permit to operate for at least one period consisting of two School Years may apply for Government Recognition, provided that they have demonstrated satisfactory operation, without deficiencies in instruction, administration, and/ or management, and have fully complied with all the prescribed requirements of the program.

3. Private Schools intending to offer the Senior High School (SHS) Program shall secure a Government Permit to operate, which shall be valid for two (2) School Years (SYs).

4. Attached are the prescribed documentary requirements for the following applications:

- a. Application for Government Recognition; and
- b. Application for Government Permit.

5. Moreover, attached are the annexes required under the said DepEd Order, as follows:

- a. Annex A: Privacy Notice for Private Basic Education Institutions
- b. Annex B: Declaration of Data Privacy Compliance
- c. Annex C: Checklist of Requirements, Disclosure on Pending Criminal Cases of Key School Officials, and Sworn Statement
- d. Annex D: Personnel Profile
- e. Annex E: Cover Letter for Submission of Annotated Title
- f. Annex F: Coding Conventions



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



- g. Annex G: Completion Slip
- h. Annex H: Return Slip
- i. Annex I: Evaluation Tool
- j. Annex J: Personnel Consent Form for MOVs
- k. Annex K: Certificate of Inspection
- l. Annex L: Evaluation Report

6. The deadline for submission of complete applications and supporting documentary requirements to the Regional Office-Records Section shall be December 31 of the year preceding the intended School Year of implementation.

7. Applications submitted after December 31 shall still be processed, however, any Government Recognition/ Government Permit granted therefrom shall be applicable only to the succeeding School Year, regardless of the date of release of evaluation results.

8. All concerned Schools Division Offices (SDOs) shall ensure the timely submission and processing of complete applications and supporting documents to facilitate the appropriate evaluation and issuance of the Certificate of Government Recognition or Government Permit, as applicable.

9. The SDOs, through their respective Private School Coordinators, are requested to provide the necessary technical assistance and guidance to concerned private schools within their divisions to ensure compliance with the prescribed requirements and timelines.

10. Immediate dissemination of and strict compliance with this Memorandum are desired.



SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

Attachment: List Documentary Requirements for Government Recognition and Government Permit

References: DepEd Order No. 12, s. 2026
DepEd Order No. 17, s. 2026

To be indicated in the Perpetual Index under the following subjects:

APPLICATION

PERMITS

RECOGNITION

QAD-RRC



Attachment No. 1 to RM No. 1228

**A. LIST OF DOCUMENTARY REQUIREMENTS FOR APPLICATION
FOR GOVERNMENT RECOGNITION OF THE
SENIOR HIGH SCHOOL (SHS) PROGRAM**

Description of Document/Requirement
1. Valid SHS Government Permit
2. Signed Letter of Intent addressed to the RD, through the Schools Division Superintendent (SDS), specifying the: a. SY of Intended Government Recognition; b. Tracks being offered; and c. For PSOs, additional subjects or curricular requirements mandated by the host country
3. Privacy Notice for PBEIs, to be placed at the front of the application, using the prescribed template provided in Annex A, pursuant to RA No. 10173, also known as Data Privacy Act of 2012
4. Declaration of Data Privacy Compliance using the prescribed template provided in Annex B, pursuant to RA No. 10173
5. Checklist of Requirements, Disclosure on Pending Criminal Cases of Key School Officials, and Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the Documents Submitted, using the prescribed template provided in Annex C, duly notarize and sworn before a public officer authorized to administer oaths, pursuant to Section 41 of EO No. 292, as amended by Republic Act No. 6733 and further amended by RA No. 10755, also known as Administrative Code of 1987
6. Approved SHS Class Programs, duly signed and approved by the School Head
7. Proposed school calendar, following the provisions of RA No. 7797, RA No. 11480, and DO No. 12, s. 2025 titled, Multi-Year Implementing Guidelines on the School Calendar and Activities or DO No. 09, s. 2026 titled, Guidelines on the Implementation of the Three Term School Calendar in Basic Education, as applicable, duly signed by the School Administrator
8. A copy of the notarized Memorandum of Understanding (MOU) and/or Memoranda of Agreement (MOA) for partnership arrangements relative to the SHS Program Implementation, or Manual of Capstone for the non-immersion track, if any
9. Fully Accomplished Personnel Profile: Administrative, Teaching and Non-Teaching Personnel, using the attached form (see Annex D);
10. Latest approved Tuition and Other School Fees, duly signed by the RD or Assistant RD
11. Board Resolution certified by the Corporate Secretary and approved by the Board of Directors/Board of Trustees;
12. Authenticated copies of the Securities and Exchange Commission (SEC) Certificate of Incorporation, Articles of Incorporation, and By Laws, with an updated General Information Sheet. For PSOs, these documents shall be

issued by either the Philippine SEC or by the appropriate counterpart agency in the host country
13. Certificate of Occupancy (Educational/Institutional/ Commercial);
14. A Valid Certificate of Title under the name of the school for the school site. If not applicable, a. A duly executed Deed of Sale; or b. A duly executed Deed of Donation; or c. A duly executed Deed of Usufruct for a guaranteed period of not less than 15 years; or d. A duly executed Lease with an initial guaranteed period of not less than 15 years.
15. If there is a pending criminal case before the court, official clearance issued by the legal Division under the Office of the Undersecretary for Legal and Legislative Affairs
16. If the private SHS is located within an Indigenous Cultural Community/Indigenous Peoples' (ICC/IPs), the following documents shall be included: a. A community resolution signed by community leaders of the IP community/ies signifying their request and Free and Prior Informed Consent (FPIC) for the private SHS to be established in their community; and b. The needed document from National Commission on Indigenous Peoples (NCIP) attesting to validation of the FPIC process undergone by the community.
17. The following additional documentary requirements shall be submitted exclusively by PSOs, as applicable: 17.1 PSO's Information Sheet
18. The following additional documentary requirements shall be submitted exclusively by PSOs, as applicable 18.1 Authenticated and verified copy of the permit, authority or license to operate issued by the appropriate agency of the host government;
19. <i>If the document is not in English, it shall be accompanied by an official</i> 19.1. English translation, duly certified or authenticated Endorsement from the Philippine Embassy or Consulate exercising jurisdiction over the host country, with corresponding comments/or recommendations as may be deemed necessary, endorsed to DepEd through the Inter-Agency Committee on Philippine Schools Overseas (IACPSO) Secretariat.

NOTE: All private SHSs applying for Government Recognition shall submit the duly signed and certified true copies of the documentary requirements.

**B. LIST OF DOCUMENTARY REQUIREMENTS FOR APPLICATION
FOR GOVERNMENT PERMIT TO OFFER SENIOR
HIGH SCHOOL (SHS) PROGRAM**

Description of Document/Requirement
1. Letter of Intent addressed to the Regional Director through the Schools Division Superintendent specifying the: - School years covered by the application - Name of the school and its address - Official email address and contact information of the school and the school head - Tracks and electives being offered; and - For PSOs, additional subjects or curricular requirements mandated by the host country
2. Board Resolution certified by the Corporate Secretary and approved by the Board of Directors/ Board of Trustees
3. Securities and Exchange Commission (SEC) registration documents, including: - Certificate of Incorporation - Articles of Incorporation (indicate that the corporation is authorized to operate educational institutions, including the SHS Program) - Incorporators / Owners are Citizens of the Philippines - By-Laws with latest General Information Sheet (GIS)
4. Omnibus Affidavit of the proposed incorporators attesting that they are not involved in unauthorized school operations, that the school will operate lawfully and sustainably, that they will comply with DepEd regulations, and that no incorporator has a conflict of interest arising from government employment
5. Notarized Feasibility Study demonstrating the necessity, viability, and sustainability of the proposed Senior High School Program, including its objectives, site and facilities, financial capability projected operational costs, and evidence of learner demand and need within the locality.
6. Proof of ownership or legal right to use the school site, such as a Certificate of Title, Deed of Sale, Deed of Donation, Deed of Usufruct, or Lease Agreement with a guaranteed period of at least fifteen (15) years.
7. School site, building, and facilities documents, including: - Occupancy Permit or Certificate of Structural Integrity from the Local Government Unit (LGU) - School location and development plans - Photographs and documentation of facilities - School Disaster Risk Reduction and Management (SDRRM) Plan
8. Curriculum and instructional documents, including: - Proposed SSHS tracks and clusters of electives - Institutional subjects and corresponding curriculum guide/s or curriculum map/s - School Calendar

d. Class Program e. Teacher's Program
9. Memoranda of Agreement (MOAs), Memoranda of Understanding (MOUs), or equivalent partnership arrangements for Work Immersion, Field Experience, or other program requirements, as applicable.
10. Proposed staffing pattern and personnel complement, together with the required affidavit of undertaking on personnel qualifications.
11. School manuals and policy documents, including: a. Learner Handbook b. Administrative/Operations Manual
12. Financial documents, including: a. Proposed school budget and sources of funding b. Proposed tuition and other school fees c. Other financial records as may be required by the Regional Office
13. Additional requirements for schools located within Indigenous Cultural Communities/ Indigenous Peoples (ICCs/IPs), including the required community resolutions and certifications from the National Commission on Indigenous Peoples (NCIP)
14. Additional requirements for Philippine Schools Overseas (PSOs), including permits or licenses from the host government and endorsements from the appropriate Philippine foreign service post(if applicable)

NOTE: All private SHSs applying for Government Permit shall submit the duly signed and certified true copies of the documentary requirements.



ANNEX L: EVALUATION REPORT

(Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program)

I. Basic Information : _____

Application Code: _____

Name of School : _____

School ID : _____

Address: _____

Date of Evaluation : _____

SHS Curriculum : _____

ELECTIVES : _____

II. Summary of Findings

(The Summary of Findings provides a concise synthesis of the observed strengths, gaps, and compliance levels in each evaluation area. It generally reflects the evaluation tool, presenting the results in a narrative form. This section is purely factual and contains no judgments or recommendations beyond what the data reveals.

III. Detailed Evaluation Findings by Area

Evaluation Area	Findings and Observations	Compliance Rating	Recommendations / Required Actions
A. Curriculum and Teaching			
B. Work Immersion and Field Experience			
C. Leadership and Management			
D. School Site and Facilities			
E. Learner Support			
F. Planning and Development			



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G. Faculty			
H. Budget and Finance			

IV. Consolidated Ratings

Evaluation Area	Rating
A. Curriculum and Teaching	
B. Work Immersion and Field Experience	
C. Leadership and Management	
D. School Site and Facilities	
E. Learner Support	
F. Planning and Development	
G. Faculty	
H. Budget and Finance	
OVERALL OF RATING	

V. Recommendations

(The Recommendations section states the specific actions required of the private SHS to address identified gaps or to maintain compliance with the prescribed standards.

Where applicable, it should also indicate timelines for compliance to guide the private SHS in implementing the necessary improvements. In addition, this section may include commendations for notable best practices that deserve recognition.)

VI. Conclusion

(The Conclusion presents the ocular inspection team's interpretation of what the findings imply regarding the private SHS's eligibility for government recognition. It states whether the private SHS meets, nearly meets, partially meets, or does not meet the prescribed requirements. This section may also include a general statement about the private SHS's readiness and suggested next steps, such as recommending approval of government recognition, conditional approval, or the need for further compliance.)



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VII. Attachments

- Copy of completed Evaluation Tool
- Supporting documents submitted by the private SHS
- Photo Documentation of the Evaluation and Inspection Process

Prepared by:

MEIT Evaluator

Date: _____

MEIT Evaluator

Date: _____

MEIT Evaluator

Date: _____

MEIT Evaluator

Date: _____

Reviewed by:

Schools Division Superintendent

Recommending Approval:

RO QAD Chief

Date:



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ANNEX A:
PRIVACY NOTICE FOR PRIVATE BASIC EDUCATION INSTITUTIONS

1. Identity of the Personal Information Controller

The Department of Education (DepEd) serves as the Personal Information Controller for all data submitted for Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program.

2. What we Collect and Why

To evaluate and process your school's application for government recognition of its SHS program, we collect institutional data as well as the personal data of your teaching and non-teaching personnel. This includes, but is not limited to, names, contact details, educational background, government-issued IDs, and professional licenses. The sole purpose of processing this data is to verify your institution's compliance with DepEd standards for recognition.

3. Lawful Basis for Processing

The processing of this personal data is necessary for the fulfillment of DepEd's statutory mandate to regulate private educational institutions in fulfillment of its mandates under the law, among others, pursuant to Section 12(b)(c)(e)(f) and Section 13(b)(d)(O) of the Republic Act No. 10173, otherwise known as Data Privacy Act of 2012.

4. Who will have Access to the Data

Access to the submitted information is strictly limited to authorized DepEd personnel evaluating the accreditation application. The data will not be shared with third parties unless expressly authorized by law.

5. How we Store and Dispose of the Data

The information provided will be kept strictly confidential and protected using reasonable and appropriate organizational, physical, and technical security measures. Records will be retained only for the duration of the school's active recognition status and any retention period required by the National Archives of the Philippines, after which they will be securely disposed of.

6. Your Rights as a Data Subject

Under the Data Privacy Act of 2012, data subjects have the right to be informed, to access, to object, to rectify errors, to suspend or withdraw their data, and to lodge a complaint. For inquiries or concerns regarding data privacy, please contact the DepEd Data Privacy Office at dataprivacy.dpo@deped.gov.ph or the Private Education Office at private.education@deped.gov.ph.



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ANNEX B:

DECLARATION DATA PRIVACY COMPLIANCE

I, [Name of Representative], serving as the [Title/ Position] of [Name of the Private Basic Education Institution (PBEI)] (the "PBEI"), hereby declare and warrant the following in relation to the submission of documents for the application for Government Permit/ Government Recognition:

- a. Lawful Collection and Sharing: that the PBEI, acting as a Personal Information Controller (PIC), has lawfully collected the personal data and Sensitive Personal Information (SPI) of its personnel included in this application.
- b. Principle of Transparency: that the PBEI has fully informed its personnel that their personal data and SPI (including but not limited to educational records, government-issued IDs, and professional licenses) will be shared with and processed by the Department of Education (DepEd) for the specific purpose of school accreditation.
- c. Consent and Rights: that the PBEI has secured the necessary consent from its personnel for the sharing of their data with DepEd or has otherwise established a valid lawful basis for such disclosure under the Data Privacy Act of 2012. The PBEI has provided its personnel with the appropriate Privacy Notice detailing the categories of recipients, the purpose of data sharing, and their rights as data subjects.
- d. Accountability: I acknowledge that the PBEI remains jointly accountable for upholding the data privacy rights of our personnel regarding the data shared with DepEd. The PBEI agrees to hold DepEd free and harmless from any claims, damages, or liabilities arising from the PBEI's failure to secure lawful basis or inform its personnel prior to the disclosure of their personal data.

Signed this (date), _____ City

[Signature over Printed Name]

[Title/ Position]

[Name of Private School]



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ANNEX C:

CHECKLIST OF REQUIREMENTS

Name of School: _____

School ID: _____

Address: _____

Date of Evaluation: _____

SHS Curriculum: _____

Strand(s) /Track(s) : _____

Mandatory Documentary Requirements	Status of Submission (To be filled-out by the applicant school; Check if submitted)	Verification (To be filled-out by the SDO Records)	
		Status of the Submission (Check if complied)	Remarks
1. Valid SHS Government Permit			
2. Signed Letter of Intent addressed to the RD, through the Schools Division Superintendent, specifying the: a. SY of Intended Government Recognition; b. Tracks being offered; and c. For PSOs, additional subjects or curricular requirements mandated by the host country			
3. Privacy Notice for PBEIs, to be placed at the front of the application, using the prescribed template provided in Annex A, pursuant to RA No. 10173, also known as Data Privacy Act of 2012			
4. Declaration of Data Privacy Compliance using the prescribed template provided in Annex B, pursuant to RA No. 10173			



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5. Checklist of Requirements, Disclosure on Pending Criminal Cases of Key School Officials, and Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the Documents Submitted, using the prescribed template provided in Annex C duly notarized and sworn before a public officer authorized to administer oaths, pursuant to Section 41 of EO No. 292, as amended by Republic Act No. 6733 and further amended by RA No.0755, also known as Administrative Code 1987.			
6. Approved SHS Class Programs, duly signed and approved by the School Head			
7. Proposed school calendar, following the provisions of RA No. 7797, RA No. 11480, and DO No. 12, s. 2025 titled, Multi-year Implementing Guidelines on the School Calendar and Activities or DO No. 09, s. 2026 titled, Guidelines on the Implementation of the Three-Term School Calendar in Basic Education, as applicable, duly signed by the School Administrator			
8. A copy of the notarized Memorandum of Understanding (MOU) and/or Memoranda of Agreement (MOA) for partnership arrangements relative to the SHS Program Implementation, or Manual of Capstone for the non-immersion track, if any			
9. Fully Accomplished Personnel Profile: Administrative, Teaching and Non-Teaching Personnel, using the attached form see Annex D			



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10. Latest approved Tuition and Other School Fees, duly signed by the RD or Assistant RD			
11. Board Resolution certified by the Corporate Secretary and approved by the Board of Directors Board of Trustees			
12. Authenticated copies of the Securities and Exchange Commission (SEC) Certificate of Incorporation, Articles of Incorporation, and By-Laws, with an updated General Information Sheet. For PSOs, these documents shall be issued by either the Philippine SEC or by the appropriate counterpart agency in the host country			
13. Certificate of Occupancy (Educational/ Institutional/ Commercial ;			
14. A Valid Certificate of Title under the name of the school for the school site. If not applicable, a. A duly executed Deed of Sale; or b. A duly executed Deed of Donation; or c. A duly executed Deed of Usufruct for a guaranteed period of not less than 15 years; or d. A duly executed Lease with an initial guaranteed period of not less than 15 years. *Annotated CTC of the title within 1 year			
15. If there is a pending criminal case before the court, official clearance issued by the			



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Legal Division under the Office of the Undersecretary for Legal and Legislative Affairs			
16. If the private SHS is located within an Indigenous Cultural Community/ Indigenous Peoples' (ICC/IPs), the following documents shall be included: i. A community resolution signed by community leaders of the IP community/ies signifying their request and Free and Prior Informed Consent (FPIC) for the private SHS to be established in their community; and ii. The needed document from National Commission on Indigenous Peoples (NCIP) attesting to the validation of the FPIC process undergone by the community			
17. For PSOs: PSOs Information Sheet;			
18. Authenticated and verified copy of the permit, authority , or license			
to operate issued by the appropriate agency of the host government; and If the document is not in English, it shall be accompanied by an official English translation, duly certified or authenticated; and			
19. For PSOs: Endorsement from the Philippine Embassy or Consulate exercising jurisdiction over the host country, with corresponding comments and/or recommendations as may be deemed necessary, endorsed to DepEd through the Inter-Agency			



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Committee on Philippine Schools Overseas CPSO Secretariat.			
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DISCLOSURE ON PENDING CRIMINAL CASES OF KEY SCHOOL OFFICIALS

Does your president/ member of the board/ registrar/ finance officer have a pending Criminal Case filed before any court in the Philippines by the Department of Education?

☐ Yes ☐ No

If yes, kindly provide details and status of the Criminal Case/s.

If yes, kindly obtain clearance from the Legal Division under the Office of the Undersecretary for Legal and Legislative Affairs which is an additional requirement for your application.



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SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and/or records, and that the documents submitted herewith are original and/or certified true copies thereof. I authorize the Department of Education, or its authorized representative to verify or validate the contents stated therein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of an administrative and/or criminal case/s against me.

Attested:

[NAME]

[Designation] [Name of
School]

Affiant

SUBSCRIBED AND SWORN to before me this _ day of _____ 202 at _____,
Philippines. The affiant exhibited to me his/her competent proof of identity.

NOTARY PUBLIC

Doc. No. _____

Page No. _____

Book No. _____

Series of 2026.

ANNEX D:

PERSONNEL PROFILE: ADMINISTRATIVE, TEACHING, AND NON-TEACHING STAFF

This table reflects the aggregate data of the administrative, teaching, and nonteaching personnel as required under Item 6 of the mandatory documentary requirements.

Personnel Category and Employment Status	Qualifications/Eligibilities (Degrees/PRC License/Major	Teaching Load / Work Assignment	Average Working Days / Week	Salary Range and Benefits
Administrative Personnel Total:	Civil Service: Others:	Top level / executive management: Principal/ Assistant Principal: Administrative Officer: Registrar / Records Officer: HR Officer / Secretary: Finance Officer / Accountant: Coordinators:		Salary Range: Benefits:
Full-Time Teachers Total:	Bachelor's Degree: Master's Degree: Specialists/ Industry Experts: _____ LET Passers:	Core: Academic Electives: TechPro Electives:		Salary Range: Benefits:
Part-Time Teachers	Bachelor's Degree:	Core:		Salary Range:

Total:	Master's Degree: Specialists/ Industry Experts : _____ LET Passers:	Academic Electives: TechPro Electives:		Benefits: _____
Non-Teaching Personnel Total:	Professional: Technical: Others:	Administrative staff: Finance and accounting staff: Guidance counselor: Library staff: _____ IT / technical support: Maintenance, janitorial, security, and canteen staff:		Salary Range: _____ Benefits: _____



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ANNEX E:

COVER LETTER FOR SUBMISSION OF ANNOTATED TITLE

[Date]

[Recipient Name]

[Position]

[Private Senior High School's Name]

[School Address]

RE: NOTICE OF COMPLIANCE - Submission of Annotated Certified True copy of Title

Dear [Recipient Name],

We are pleased to transmit herewith the Certificate of Government Recognition officially granted to [*Name of Private SHS*]. This milestone acknowledges your institution's compliance with the academic and operational standards set by the Department of Education.

However, please be advised that this recognition is subject to the completion of outstanding documentary requirements. Specifically, your office is required to submit a Certified True Copy (CTC) of the Land Title bearing the formal annotation of the School Site Contract.

Pursuant to [Insert DepEd Order No. 2026], your institution is granted a grace period of one (1) year from the date of your initial submission to provide this annotated Title to the Regional Office.

Failure to submit the required annotated Title within this prescribed one-year period may constitute grounds for administrative sanctions. Such actions may include the suspension or revocation of your Government Recognition, as provided under existing DepEd rules and regulations.

We trust your institution will prioritize this matter to ensure the uninterrupted validity of your operations. Should you require further technical assistance or clarification, please contact [RO Contact Person], [Designation], at [Contact Number/ Email].

Thank you for your commitment to providing quality education and for your prompt cooperation in this regulatory matter.

Sincerely,

[Name of Regional Director]

Regional Director [Regional Office Name]



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph

ANNEX F: CODING CONVENTIONS

Pursuant to the Department of Education's institutionalization of Quality Management System and to ensure consistency and accuracy in official records, this annex enumerates the standardized codes for all DepEd Regional and Schools Division Offices (SDOs) nationwide. These codes shall be used in all official transactions, reports, and information systems in relation to the processing of Government Permit and Government Recognition applications for uniform identification and reference.

ROCODE	Region Name	SDOCODE	Division Name
		BIL	Biliran
		ESM	Eastern Samar
		LEY	Leyte
		NSM	Northern Samar
		WSM	Samar (Western)
		SLE	Southern Leyte
		BAY	Baybay City
		BOR	Borongan City
		CLB	Calbayog City
		CTB	Catbalogan City
		MAA	Maasin City
		ORM	Ormoc City
		TAC	Tacloban City



Republic of the Philippines
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REGION VIII - EASTERN VISAYAS
(SCHOOLS DIVISION OFFICE)



ANNEX G: COMPLETION SLIP

SHS COMPLETION SLIP
[Application Code]

COMPLETION SLIP

Date: _____
Completion Slip No.: _____
Office: _____
School Name: _____
School Address: _____

Purpose: Confirmation of compliance and completion of requirements related to the application for Government Recognition.

Completed Documents/ Requirements:

No.	Document/ Requirement	Remarks
1		
2		
3		

Certification:

This Completion Slip hereby warrants and certifies that the submitted requirements listed above in relation to its application for Government Recognition are complete for the processing and evaluation of the Regional Office.

Issued on the (day) of the (month) (year) at (Municipality/ City), Philippines.

Certified by:

[Name]
[Position/Designation]



Department of Education
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(SCHOOLS DIVISION OFFICE)



ANNEX H:

SHS RETURN SLIP
[Application Code]

RETURN SLIP

Date: _____ Return/ Slip No.: _____

Office: _____

School Name: _____

School Address: _____

Purpose: Return of submitted documents for compliance/correction related to the application for Government Recognition.

Returned Documents:

No.	Document Name	Remarks / Reason for Return
1		
2		
3		

INSTRUCTIONS:

Please review the remarks indicated above, address the noted deficiencies, and resubmit the corrected documents to the concerned Office within ten (10) working days from receipt of this slip.

IMPORTANT NOTICE: Failure to comply with the deficiency slip shall result in automatic denial of the application for government recognition, without prejudice to refile, provided further that the refile is done before the deadline set by the SDO.

Prepared by:

[Name]

[Position]

[Name of Office]

Department of Education

Received by:

[Name]

[Position]

[Name of Private School]



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph

ANNEX I: EVALUATION TOOL

EVALUATION TOOL FOR THE GOVERNMENT RECOGNITION OF PRIVATE BASIC EDUCATION INSTITUTION OFFERING THE SENIOR HIGH SCHOOL (SHS) PROGRAM

This tool is to be completed collaboratively by the members of the Monitoring, Evaluation, and Inspection Team (MEIT). The MEIT is responsible for validating the compliance of private basic education institutions offering the SHS Program with the prescribed standards and requirements.

This tool was developed based on the Certification Assessment Instrument created by the Private Education Assistance Committee (PEAC). The primary objective is to ascertain that private basic education institutions offering the SHS Program applying for Government Recognition of the Senior High School Program are meeting the requirements and standards prescribed by existing laws, regulations, and DepEd policies, concerning their operations as supported by evidence.

Thus, the issuance of Government Recognition relies heavily on the evaluation results generated from using this tool. Input for continuous improvement and sustainability in systems, processes, competencies, facilities, and overall operations of private basic education institutions offering SHS Program is also captured by this tool, providing a solid basis for possible Technical Assistance and other developmental initiatives, as needed. Applicable provisions of Republic Act No. 10173, "Data Privacy Act of 2012," shall be adhered to accordingly.

PART I - Directions: Please supply the following items with the required details about the Private SHS Profile and its Application Records.

Name of School	
School ID	
SHS Curriculum	
Complete School Address	
Schools Division	
Region	
Name of the School Administrator	
Contact No.	
Official School Email Address	
School Year effectivity of the Recognition Applied for	

Date of Ocular Inspection	
Submission Date to the SDO	
Submission Date of SDO to the RO	

PART II - Directions: Please tick the appropriate boxes on the left side of the table corresponding to the documentary requirements submitted by the private SHS in support of its application. The SDO may provide remarks, as necessary, during the validation process.

As an initial step in the application process, these documentary requirements shall be submitted by the private SHS to the SDO within the timeline prescribed under the Guidelines of this Order. Only those private SHSs that have complied with the mandatory documentary requirements shall proceed to the Ocular Inspection, as provided in Part III of this tool.

Documentary Requirements		Remarks
The private SHS has submitted complete, current, and compliant...		
	1. Valid SHS Government Permit	
	2. Signed Letter of Intent addressed to the RD, through the Schools Division Superintendent, specifying the: a. SY of Intended Government Recognition; b. Tracks being offered; and a. For PSOs, additional subjects or curricular requirements mandated by the host country.	
	3. Privacy Notice for PBEIs, to be placed at the front of the application, using the prescribed template provided in Annex A, pursuant to RA No. 10173, also known as Data Privacy Act of 2012	
	4. Declaration of Data Privacy Compliance using the prescribed template provided in Annex B, pursuant to RA No. 10173	

	5. Checklist of Requirements, Disclosure on Pending Criminal Cases of Key School Officials, and Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the Documents Submitted, using the prescribed template provided in Annex C, duly notarized and sworn before a public officer authorized to administer oaths, pursuant to Section 41 of EO No. 292, as amended by Republic Act No. 6733 and further amended by RA No. 10755, also known as Administrative Code of 1987.	
	6. Approved SHS Class Programs, duly signed and approved by the School Head	
	7. Proposed school calendar, following the provisions of RA No. 7797, RA No. 11480, and DO No. 12, s. 2025 titled, Multi-year Implementing Guidelines on the School Calendar and Activities or DO No. 09, s. 2026 titled, Guidelines on the Implementation of the Three-Term School Calendar in Basic Education, as applicable, duly signed by the School Administrator	
	8. A copy of the notarized Memorandum of Understanding (MOU) and/or Memoranda of Agreement (MOA) for partnership arrangements relative to the SHS Program Implementation, or Manual of Capstone for the non-immersion track, if any	
	9. Fully Accomplished Personnel Profile: Administrative, Teaching and Non Teaching Personnel, using the attached form (see Annex D)	
	10. Latest approved Tuition and Other School Fees, duly signed by the RD or Assistant RD	
	11. Board Resolution certified by the Corporate Secretary and approved by the Board of Directors/ Board of Trustees	
	12. Authenticated copies of the Securities and Exchange Commission (SEC) Certificate of Incorporation, Articles of Incorporation, and By Laws, with an updated General Information Sheet. For PSOs, these documents shall be issued by either the Philippine SEC or by	
	the appropriate counterpart agency in the host country	

	13. Certificate of Occupancy (Educational/ Institutional/ Commercial);	
	14. A Valid Certificate of Title under the name of the school for the school site. If not applicable, a. A duly executed Deed of Sale; or b. A duly executed Deed of Donation; or c. A duly executed Deed of Usufruct for a guaranteed period of not less than 15 years; or d. A duly executed Lease with an initial guaranteed period of not less than 15 years. *Annotated CTC of the title within 1 year	
	15. If there is a pending criminal case before the court, official clearance issued by the Legal Division under the Office of the Undersecretary for Legal and Legislative Affairs	
	16. If the private SHS is located within an Indigenous Cultural Community/indigenous Peoples' (ICC/IPs), the following documents shall be included: i. A community resolution signed by community leaders of the IP community/ies signifying their request and Free and Prior Informed Consent (FPIC) for the private SHS to be established in their community; and ii. The needed document from National Commission on Indigenous Peoples (NCIP) attesting to the validation of the FPIC process undergone by the community.	
	17. For PSOs: PSOs Information Sheet;	
	18. Authenticated and verified copy of the permit, authority, or license to operate issued by the appropriate agency of the host government; and If the document is not in English, it shall be accompanied by an official English translation, duly certified or authenticated; and	
	19. For PSOs: Endorsement from the Philippine Embassy or Consulate exercising jurisdiction over the host country, with corresponding comments and/or recommendations as may be deemed necessary, endorsed to DepEd through the Inter-Agency Committee on Philippine Schools Overseas (IACPSO) Secretariat.	

PART III - Directions: Please rate the compliance of the private Senior High School (SHS) with the regulatory indicators for each evaluation area using the four point Likert scale, along with their corresponding descriptive equivalents and interpretations. The scale is designed to assess the level of conformance for each item, without a neutral option, to enable clear and decisive interpretation and support appropriate recommendations.

The completion of this portion shall be made collaboratively by the members of the MEIT, upon deliberation, during their Ocular Visit to the private SHS.

Evaluation Areas:

- A. Curriculum and Teaching
- B. Work Immersion and Field Experience
- C. Leadership and Management
- D. School Site and Facilities
- E. Learner Support
- F. Planning and Development
- G. Faculty
- H. Budget and Finance

Rating Scale for Each Indicator

The presented rating scale for each evaluation area reflects the degree of attainment relative to the standards of compliance of the private SHS that is being evaluated for the issuance of Government Recognition. The four-point Likert scale facilitates statistical analysis while ensuring practical applicability. Each scale point is accompanied by qualitative descriptors, namely: "Not Meeting the Standards," "Partially Meeting the Standards," "Nearly Meeting the Standards," and "Meeting the Standards." This structure requires evaluators to arrive at a definitive assessment of compliance and eliminates the inclusion of a neutral option.

Point	Descriptive Equivalent	Interpretation
4	Meeting the standards	The prescribed criteria are fully met. There are sustainable efforts to level up conditions and practices. Documentary requirements are complete, current, and compliant with relevant laws, regulations, and DepEd policies.
3	Nearly meeting the standards.	The prescribed criteria are nearly met. Documentary requirements have a few missing parts and/or errors.

2	Partially meeting the standards.	The prescribed criteria are partially met. The documentary requirements have several missing parts and/ or errors.
1	Not meeting the standards.	No evidence of compliance with the criteria, laws, regulations, and DepEd policies has been noted.

Rating Scale for Each Evaluation Area

To ensure fairness and clarity in evaluation, the rating scale uses equal differences across categories. Each range is approximately 0.74—0.75 points wide, which provides consistent spacing between levels. This equal distribution helps evaluators clearly distinguish between varying degrees of compliance without bias toward any particular range. By maintaining balanced increments, the scale reduces central tendency bias and ensures that each step reflects a meaningful progression toward meeting the standards. The highest category emphasizes full attainment of requirements, recognizing only those institutions that consistently meet expectations and provide all necessary documentation for Government Recognition.

Point	Scale Range	Difference	Descriptive Equivalent
4	3.25 - 4.00	0.75	Meeting the Standards
3	2.50 - 3.24	0.74	Nearly Meeting the Standards
2	1.75 - 2.49	0.74	Partially Meeting the Standards
1	1.00 - 1.74	0.74	Not Meeting the Standards

Evaluation Areas and Indicators:

A. Curriculum and Teaching					
Indicators	Means of Verification (Minimum Requirements)	Rating Scale			
Curriculum					
1. The private SHS curriculum, teaching guides, and lesson plans are aligned with DepEd standards and reflected in the curriculum map, offering core, applied, specialized subjects, and electives under the K to 12 and/or Strengthened SHS Curriculum.	Curriculum Program/ Map Certified True Copy of actual Teaching Guides and Lesson Plans, in different learning delivery modalities • Subject offering lists/ program of studies				
2. The private SHS's curriculum program uses pedagogical approaches that are constructivist, inquiry-based, reflective, collaborative, differentiated, relevant, integrative, and gender responsive.	Curriculum Program / Map Certified True Copy of actual Teaching Guides and Lesson Plans, in different learning delivery modalities				
3. The advancement of 21st century skills has been integrated into the private SHS's curriculum program to enable learners to cope with the current dynamic environment: Information, media, and technology skills; Learning and innovation skills; Communication skills; and Life and career skills.	Curriculum Program / Map • Certified True Copy of Teaching Guides and Lesson Plans, in different learning delivery modalities Project outputs Learner performance assessments				
4. The private SHS's curriculum program provides the necessary aspects of physical, cognitive, socio-emotional, and moral preparation for learners, considering the current and emerging needs of their immediate, local, national, and global communities.	• Curriculum Program/ Map Certified True Copy of Teaching Guides and Lesson Plans, in different learning delivery modalities Learner activity logs Community project reports Co-curricular documentation				

5. The private SHS's curriculum program identifies aptitudes, interests, and career goals that guide learners towards continuous learning and the most suitable career path in the future.	- Curriculum Program/ Map and Guidance counseling records - Assessment results - Individualized learning plans - Learner's portfolio				
6. The private SHS's curriculum aligns with the national education goals, preparing learners for higher education, the workforce, entrepreneurship, and lifelong learning.	- Curriculum Program/ Map - Curriculum Alignment Matrix - Graduation Readiness Assessments				
7. The private SHS employs a learner-centered approach, emphasizing experiential learning, practical application, and progressive skill development to foster independent, lifelong learners.	Curriculum Program / Map Certified True Copy of Teaching Guides and Lesson Plans, in different learning delivery modalities Approved work immersion plan Project-based learning outputs Classroom observation reports Learner self assessment tools				
8. The private SHS offers a range of co-curricular, extra-curricular activities, and community involvement programs that complement the academic curriculum and promote holistic learner development.	- Activity schedules - Program descriptions - Participation records - Community service logs - Parental consent form				
Assessment					

9. The private SHS adheres to relevant DepEd issuances in the conduct of classroom-based assessments to obtain evidence of knowledge, understanding, and skills, using: a. Formative assessments; b. Summative assessments; and c. Performance-based assessments.	Certified True Copy of Formative, Summative, and Performance-Based Assessment Tools Assessment plans or matrix Certified True Copy of quizzes/ tests Rubrics Learner portfolios/ performance				
10. The private SHS conducts orientation and consultation sessions with learners and parents to explain the purpose, components, and criteria of assessments, including the grading system and performance expectations.	Documentation of the meeting with learners and parents on the assessment/ minutes of the meeting				
11. The private SHS formally acknowledges and rewards learners' outstanding academic and co-curricular achievements in accordance with DO 36, s. 2016, titled "The Policy Guidelines on Awards and Recognition for the K to 12 Basic Education," or any subsequent applicable DepEd Issuance, through recognition programs, awards, or commendations.	Documentation of the Recognition Program for ceremonies for learners				
Instruction					
12. The private SHS maintains and utilizes the teaching guides and lesson plans for all applicable learning delivery modalities (face-to-face, distance, blended) to ensure continuity and quality of instruction under various contexts.	• Certified True Copy of Teaching Guides and Lesson Plans, in different learning delivery modalities - Adaptation Plans - Learning delivery logs • Completed work immersion form - Classroom observation • conducted by the				

	MEIT during the ocular inspection (observation notes/ checklist)				
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13. The private SHS provides accessible SHS learning modules in both print and digital formats to support learners' learning needs across all modalities.	Certified True Copy of learning modules • Distribution records				
14. The private SHS integrates various educational technologies, digital tools, and interactive software to enhance learning engagement, facilitate mastery of subjects, and support independent and collaborative learning.	• Inventory of available learning resources, including those ICT-related, equipment, tools, and materials • TechnO10U integration plans				
15. The private SHS ensures effective use of learning resources, laboratory equipment, and specialized facilities to provide hands-on, experiential, and practical learning experiences for learners.	Inventory of available learning resources, including those ICT-related, equipment, tools, and materials • Inventory of laboratories and specialized facilities Additional MOVs for private SHSs that utilize shared institutional facilities: • Access schedules (term/ semester) showing SHS use of learning resources, laboratory equipment, and specialized facilities				
Total					
Average					

Descriptive Equivalent	
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Remarks:

*B. K to 12 Curriculum: Work Immersion and Culminating Activity; or
Strengthened SHS Curriculum: Work Immersion and Field Experience*

Indicators	Means of Verification (Minimum Requirements)	Rating Scale			
1. The private SHS integrates subjects/electives into the curriculum program, offering learners meaningful opportunities to apply competencies and acquire knowledge relevant to their chosen tracks and career paths	Curriculum Program/ Map with Work Immersion/ Field Experience or Capstone Manual				
2. The private SHS's curriculum program provides learners with quality guidance and counseling that informs learners about career opportunities, industry trends, and future pathways aligned with their elective subjects.	Curriculum Program/ Map with Work Immersion/ Field Experience or Capstone Manual - Guidance session schedules, counseling records - Career orientation activities				
3. The private SHS produces reference materials and guidelines for the subject/ electives.	Curriculum Program/ Map with Work Immersion/ Field Experience or Capstone Manual				
4. The private SHS strengthens partnerships with duly registered and recognized institutions or industries and holds coordination meetings to formalize the terms, roles, responsibilities, and expected outcomes of the	Certified True Copy of MOAs with relevant institutions for the Work Immersion/ Field Experience venues and other resources				

MOA. These may include cooperatives, companies, Local Government Units (LGUs), and Non Governmental Organizations (NGOs).					
5. The private SHS conducts thorough screening and evaluation of partner institutions/ industries and venues to ensure a safe, secure, and conducive learning environment for its learners.	Certified True Copy of Report on the screening and evaluation of Work Immersion/ Field Experience partner institutions and venues Site visit reports, safety compliance records				
6. The private SHS ensures that all learner activities, responsibilities, and terms of reference for both the school and partner institutions are clearly documented in the Memorandum of Agreement (MOA).	Notarized MOAs with relevant institutions for the Work Immersion/ Field Experience venues and other resources				
7. The private SHS ensures that subjects/electives offer flexible scheduling arrangements to accommodate students' academic load, personal needs, and program requirements.	Curriculum Program/ Map with Work Immersion/ Field Experience or Capstone Manual Certified True Copy of Work Immersion time arrangements/ class schedules				
8. The private SHS conducts a comprehensive orientation for the legal guardian/ s to explain the program thoroughly. Following this orientation, the legal guardian/ s provide their formal consent for the learners' participation.	Documentation of the Orientation with parents Certified True Copy of parental consent for Work Immersion/ Field Experience				
9. The private SHS has purchased insurance for learners. The insurance fee paid by learners during enrollment shall be utilized for the subject/ electives.	Certified True Copy of evidence on the Insurance Policy/ Fee for learners				

10. The subject/electives teacher provides a checklist containing tasks to be completed, documents required for the pre-, during, and post program, and a platform to track compliance.	Curriculum Program/ Map with Work Immersion/ Field Experience or Capstone Manual Certified True Copy of checklist of Pre-Immersion, during Immersion, and Post-Immersion tasks documentation or narrative report, and Capstone of output				
11. The private SHS complies with all applicable guidelines, policies, and regulations of DepEd, TESDA, DOLE, and other relevant agencies for the effective delivery of subject/ elective programs, as applicable	Curriculum Program/ Map with Work Immersion/ Field Experience per Offering Certified True Copy of Report on the screening and evaluation of Work Immersion/ Field Experience partner institutions and venues Certified True Copy of checklist of Pre-Immersion, during Immersion, and Post-Immersion tasks documentation or narrative report, and Capstone of output Certified True Copy of Work Immersion time arrangements				
12. The private SHS regularly evaluates the subject/ elective experiences' relevance, design, teaching, supervision, and results.	Certified True Copy of Work Immersion Assessment Form				
Total					
Average					

Descriptive Equivalent	
Remarks:	

C. Leadership and Management					
Indicators	Means of Verification (Minimum Requirements)	Rating scale			
		1	2	3	4
1. The private SHS has a clearly articulated Vision, Mission, and Core Values (VMV) that guides service delivery, curriculum and instructional decisions, and strategic planning, and is communicated through appropriate IEC materials to staff, learners, and parents.	- School Manual of Operations/ Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships - Learner's Manual and other IEC materials on the SHS Program				
2. The private SHS conducts structured orientation activities aligned with its VMV and implements a systematic feedback and evaluation process involving learners, parents, and personnel to improve future implementations.	- Documentation of the Orientation Activity (Orientation schedules, attendance sheets, presentation materials, photos/ videos of activity, orientation report) - Feedback forms, evaluation reports, and action plans based on feedback				
3. The private SHS conducts classroom observations to monitor and evaluate the teacher's performance, instructional effectiveness, and adherence to curriculum standards.	- Certified True Copy of Report of Classroom Observations/ Instructional Supervision Plan and Report of the summary of Classroom Observation Reports duly signed by the observers and School Head. - Classroom observation conducted by the MEIT during the ocular inspection (observation notes / checklist)				

4. The private SHS ensures that the school's VMV is achieved through consistent instructional supervision, coaching, mentoring, and provision of technical assistance to teachers.	• Certified True Copy of Minutes/ Highlights of the Meeting with teachers/ PLC School Manual of Operations/ Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships				
5. The private SHS organizes meetings and Professional Learning Community (PLC) sessions with teachers to share best practices, provide guidance on pedagogy and classroom management, and promote collaborative professional growth.	• Certified True Copy of Minutes/ Highlights of the Meeting with teachers/ PLC School Manual of • Operations/ Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships				
6. The private SHS conducts needs assessments, develops and implements improvement plans, and monitors progress to address challenges and enhance teaching and learning conditions.	• Certified True Copy of Minutes / Highlights of the Meeting with teachers / PLC School Manual of Operations/ Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships • Learning Continuity Plan of the private SHS • Professional Development Records (training schedules, attendance sheets, and evaluation forms for teachers)				
7. The private SHS ensures that the School Head meets professional qualifications, such as holding a Master's degree in Education, possessing a valid professional license that requires a Bachelor's degree, and being of good moral character.	• School Administrators' Transcript of Records (TOR) for the Master's Degree, Valid proof of eligibility/ license, and NB1/P0lice Clearance Data Privacy Consent (Annex C)				

8. The private SHS maintains a clear and functional organizational structure that outlines roles, responsibilities, accountabilities, and inter-office relationships.	Certified True Copy of Minutes/ Highlights of the Meeting with teachers / PLC School Manual of Operations/ Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships				
9. The private SHS regularly conducts meetings to discuss and implement policies and performance standards, in light of the school's VMV.	Certified True Copy of Minutes/ Highlights of the Meeting with teachers / PLC School Manual of Operations / Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships				

10. The private SHS's governance engages stakeholders, including teachers, parents, and learners, in the decision-making process.	School Manual of Operations/ Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships Certified True Copy of Documentation Report of Stakeholders ' Engagement Constitution and By-laws of the school's student council.				
11. The private SHS has a Learning Continuity Plan indicating how education shall continue using Alternative Delivery Modalities during disasters and emergencies.	Learning Continuity Plan of the private SHS				
Total					
Average					
Descriptive Equivalent					
Remarks:					

D. School Site and Facilities					
Indicators	Means of Verification (Minimum Requirements)	Rating Scale			
		1	2	3	4
1. The private SHS site is appropriately sized, properly located, accessible, and conducive to learning, maintaining a clean, quiet, and safe environment free from noise, odors, and dust.	• Certified True Copy of the Occupancy Permit issued by the Local Government Unit (LGU), with Institutional/ Educational as the purpose of operations Campus/ School Facilities Development Plan Floor Plan Location Plan • Documents that specify the following: Size of the classrooms/ instructional rooms No. of classrooms/instructional rooms for the learner population No. of seats per classroom/ instructional room Size of Medical and Dental Clinic, Laboratories and Specialized / Work shop Rooms (Computer, Science, and/or TVL), Library/ Instructional Media Center (IMC), Athletic, and other facilities				

2. The private SHS sustainably implements the following plans to cater to the needs of learners and the Senior High School Program: 2.1 Campus/ School Facilities Development Plan 2.2 Floor Plan; and	• Certified True Copy of the Occupancy Permit issued by the Local Government Unit (LGU), with Institutional/ Educational as the purpose of operations				
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2.3 Location Plan.	• Campus / School • Facilities Development Plan Floor Plan Location Plan Google Map Coordinates Documents that specify the following: Size of the classrooms/ instructional rooms No. of classrooms / instructional rooms for the learner population No. of seats per classroom/ instructional room Size of Medical and Dental Clinic, Laboratories and Specialized / Work shop Rooms (Computer, Science, and/or TVL), Library/ Instructional Media Center (IMC), Athletic, and other facilities				
3. The private SHS maintains a fully equipped and accessible Clinic with sufficient space and furniture.	Documents that specify the following: Size of the classrooms/ instructional rooms No. of classrooms/ instructional rooms for the learner population No. of seats per classroom/ instructional room				

	Size of School Clinic, Laboratories and Specialized/ Work shop Rooms (Computer, Science, and/or TVL), Library/ Instructional Media Center OMC), Athletic, and other facilities Updated inventory • of furniture, equipment, tools, and materials in the Medical or Dental Clinic Policies and Procedures for Medical or Dental Services Duly accomplished PDS of the Medical Personnel, reflecting a Bachelor's degree and relevant work experience, training certificate, and/or MOA with Medical or Dental Practitioner with Data Privacy Consent (Annex C) Additional MOVs for private SHSs that utilize shared institutional facilities: • Access schedule showing learner access to shared clinic				
4. The private SHS comprehensive health, hygiene, safety, and disaster preparedness systems, including: 4.1 Safe water, sufficient toilets, and proper hygiene facilities 4.2 Nutritious food with food safety measures in the canteen/nutrition center;	Certified True Copy of the Occupancy Permit issued by the Local Government Unit (LGU), with Institutional/				

4.3 Clean and sanitary school grounds, buildings, and facilities; and 4.4 Disaster Risk Reduction and Management (DRRM) requirements, including but not limited to: 4.4.1 DRRM Plan; including Emergency Exit/ Fire Exit adhering to the requirements prescribed in Republic Act No. 9514, "Revised Fire Code of the Philippines of 2008" and its Implementing Rules and Regulations; 4.4.3 Fire extinguishers and safety signage; 4.4.5. Ramps, handrails, and appropriate signage for Persons with Disabilities (PWD), in compliance with BP 344 Accessibility Law.	Educational as the purpose of operations Documents that specify the following: Size of the classrooms/ instructional rooms No. of classrooms/ instructional rooms for the learner population No. of seats per classroom/ instructional room Size of School Clinic, Laboratories and Specialized/ Workshop Rooms (Computer, Science, and/ or TVL), Library/ Instructional Media Center (IMC), Athletic, and other facilities Certified True Copy of Health Certificate of Canteen Personnel or RHU Sanitary Permit Procedures for maintaining cleanliness and sanitation in schools DRRM Plan and Procedures				
5. The private SHS provides sufficient and appropriately equipped facilities to support curricular, co-curricular, and administrative functions, including: 5.1 Classrooms/ Instructional Rooms with sufficient furniture and equipment;	Documents that specify the following: Size of the classrooms/ instructional rooms No. of classrooms / instructional rooms for the learner population No. of seats per classroom/ instructional room Size of Medical and Dental Clinic,				
5.2 Laboratories and Specialized/ Workshop Rooms (Computer, Science, and/or TVL); 5.3 Library/ Instructional Media Center (IMC) with broad and balanced collection of references and	Laboratories and Specialized/ Work shop Rooms (Computer, Science, and/or TVL), Library/ Instructional Media Center (IMC), Athletic, and other facilities are identifiable, Signages				

professional books in various subjects and disciplines, particularly for the Senior High School offerings; 5.4 Athletic facilities; and 5.5 Other essential facilities, such as those for ancillary services, Guidance and Counseling Room, Registrar's Office, Assembly Hall, Principal's Office, Faculty Room and Internet facilities.	are clear, visible, and functional, Safety reminders are understandable for users. • Inventory list of Laboratories, Specialized/ Workshop Rooms, and Library/ies or IMC/s • Updated inventory list of furniture, equipment, tools, and materials in the Laboratories and Specialized / Workshop Rooms (Computer, Science, and/or TVL) • Updated inventory list of Library/IMC holdings • Updated inventory list of Athletics equipment Additional MOVs for private SHSs that utilize shared institutional facilities:				
	Term/ semester access schedules for shared facilities				
6. The private SHS complies with Batas Pambansa Blg. 344 (Accessibility Law) by providing ramps, handrails, tactile and directional signage, accessible toilets, and other reasonable accommodations to ensure full and safe access for Persons with Disabilities (PWD).	Accessibility Compliance (BP 344) MOV: annotated plans showing ramps/ handrails/ signage, photos of installed features				

7. The private SHS demonstrates adherence to DepEd's Child Protection Policy through the following: 7.1 Presence of a Child Protection Committee (CPC) with defined roles and functions 7.2 Display of Child Protection Policy and safety protocols in visible areas within the campus 7.3 Documented CPC activities (orientation, reporting mechanisms, intervention/ referral) aligned with DRRM and school safety protocols	Child Protection Compliance (CPC) MOV: approved CPC policy; CPC organizational structure and appointment orders; CPC meeting minutes/ reports; evidence of orientations; posted safety/ child protection protocols; referral/ response workflow aligned with DRRM				
Total					
Average					
Descriptive Equivalent					
Remarks:					

E. Learner Support						
Indicators	Means of Verification (Minimum Requirements)	Rating Scale				
		1	2	3	4	
Library/ Instructional Media Center (IMC)						
1. The private SHS provides a variety of library and IMC services and programs aligned with instructional and research needs, including library instruction and orientation, research support, individual study, leisure reading, and track specific resources.	Certified True Copy of the Report of a Library Service / Program					
2. The private SHS appoints a qualified LRMDs Coordinator or Librarian responsible for managing library resources, coordinating programs, and supporting teaching and learning needs.	Curriculum Vitae of the School Librarian, reflecting a Bachelor's degree and relevant work experience and/ or training • Data Privacy Consent (Annex C)					
Laboratories and Specialized/ Workshop Rooms (Computer, Science, and/or						
3. The private SHS has procedures in place for managing the furniture, tools, equipment, and materials in its laboratories, including their requisition, procurement, inventory, storage, labeling, display, dispensing, maintenance, repair, and replacement, among other tasks.	• Procedures in Managing Laboratories and Specialized / Workshop Rooms (Computer, Science, and/ or TVL)					

4. The private SHS provides strong support to learners in leveraging Laboratories and Specialized/ Workshop Rooms by integrating them into the teaching and learning process to reinforce knowledge, research, and hands-on experiences.	Schedules for the use of Laboratories and Specialized/ Workshop Rooms Additional MOVs for private SHSs that utilize shared institutional facilities: Term/ semester access schedules with SHS-designated slots Utilization logs showing actual SHS usage during required competencies				
Guidance and Counseling					
5. The private SHS offers Guidance and Counseling services and programs to ensure the holistic well-being of learners by facilitating academic support, personal and social development, career exploration and planning, creating a safe and motivating learning environment, and providing individualized interventions tailored to learners' needs.	Certified True Copy of Report of a Guidance and Counseling Service/ Program				
6. The private SHS has a qualified Counselor, Guidance Coordinator, Guidance Services Specialist, School Counselor, or School Counselor or Associate	Curriculum Vitae (CV) of the Guidance Counselor of the Guidance Counselor Data Privacy Consent (Annex C)				
Learner Discipline					

7. The private SHS Guidance maintains a widely disseminated Learner's Handbook containing students' rights, code of conduct, policies, and procedures for academic and behavioral expectations.	Learner Handbook Distribution Records				
8. The private SHS implements comprehensive Child Protection/ Learner Rights and Protection (LRP) policies and procedures, including preventive and responsive measures for bullying and abuse	Learner Handbook School's Child Protection/ Learner Rights and Protection (LRP) Policy and Procedures				
9. The private SHS ensures confidential handling of all LRP related incidents in compliance with the Data Privacy Act of 2012, its IRR, and DepEd policies, safeguarding all parties involved	Learner Handbook • Incident Reports School's Child Protection/ Learner Rights and Protection (LRP) Policy and Procedures				
Medical Services					
10. The private SHS provides healthcare and oral health services through trained and qualified medical and dental personnel.	Procedures on Healthcare and Oral Health Services Curriculum Vitae of the School Medical Personnel, reflecting a Bachelor's degree and relevant work experience and/or training with Data Privacy Consent (Annex C)				
11. The private SHS provides health services, including mental health support, sexual and reproductive health care, and student immunization, all provided by qualified and trained personnel.	Program guidelines or policy documents on mental health, sexual/ reproductive health, and immunization				
Learner Information and Records Management					

12. The private SHS sustainably implements its internal procedures regarding the collection, processing, safekeeping, access control, retrieval, sharing, and disposal of learner records, grades, and other sensitive data consistent with the Data Privacy Act of 2012 and its Implementing Rules and Regulations.	Procedures on Learner Information and Record Management				
13. The private SHS has a qualified Registrar.	Curriculum Vitae of the School Registrar, reflecting a Bachelor's degree and relevant work experience and/or training Data Privacy Consent (Annex C)				
14. The private SHS consistently complies with DepEd reportorial requirements by timely and accurate submission of mandated data and documents, including but not limited to Learner Information System (LIS) encoding, Basic Education Information System, Special Order (SO) applications for graduation, and other official reports required for monitoring and evaluation.	- Acknowledgment Receipts or Confirmation Emails, Copy of Approved Special Orders, Compliance Certificates or Notices from DepEd (if applicable) - Updated record of LIS and BEIS Data				
Total					
Average					
Descriptive Equivalent					
Remarks:					

F. Planning and Development					
Indicators	Means of Verification (Minimum Requirements)	Rating Scale			
School Management					
1. The private SHS implements a structured continuous improvement process, including situational analysis, identification of responsive actions, efficient resource management, community network expansion, innovation introduction, and systematic refinement of processes and procedures. 1.1 Understanding its situation 1.2 Identifying responsive courses of action; 1.3 Managing resources effectively; 1.4 Expanding community networks; 1.2 1.5 Introducing innovations	School Plan (3-Year School Improvement, Annual Implementation, and / or Communication and Advocacy) • Minutes/ Highlights of Meetings (Planning, Consultation, and				
	Implementation Review)				
2. The private SHS aligns its improvement initiatives with its Vision, Mission, and Goals (VMG), ensuring that all efforts focus on enhancing learners' learning outcomes and overall school performance.	School Plan (3-Year School Improvement, Annual Implementation, and/or Communication and Advocacy)				

3. The private SHS prepares and implements detailed action plans specifying initiatives and interventions, with clearly defined roles for stakeholders, timelines, and expected outcomes.	School Plan (3-Year School Improvement, Annual Implementation, and/or Communication and Advocacy) Minutes/ Highlights of Meetings (Planning, Consultation, and Implementation Review) •				
4. The private SHS maintains a functional M&E system that tracks the implementation and outcomes of programs, ensuring evidence-based decision-making and timely corrective actions	• School Plan (3-Year School Improvement, Annual Implementation, and/or Communication and Advocacy) • Needs Assessment Report • Monitoring and Evaluation (M&E) Report				

5. The private SHS captures and utilizes crucial data and information on school operations and performance as a basis for its planning, including but not limited to: 5.1 Enrollment Rate 5.2 Results of the National Achievement Test (NAT) and other national assessments; 5.2 Completion Rate; 5.3 Retention Rate; 5.4 Government Assistance to Learners and Teachers in Private Education (GASTPE) Grantees; 5.5 Accreditations, particularly with the Federation of Accrediting Agencies of the Philippines (FAAP); 5.6 Profiles of teaching and nonteaching personnel; and 5.7 Available school facilities and their improvement areas.	School Plan (3-Year School Improvement, Annual Implementation, and / or Communication and Advocacy) Needs Assessment Report Report on school operations and performance				
6. The private SHS has mechanisms in place to communicate its current situation, performance, and progress to stakeholders.	Documentation of the conduct of the General Assembly to stakeholders Documentation of Meetings Publication of the school's performance report on its bulletin board or other platforms.				

7. The private SHS demonstrates improved or sustained learning outcomes over the last three (3) years based on national assessments or recognized third party assessments.	Official results/reports of national assessments for the last three (3) years, duly issued or certified by the appropriate authority • Summary reports of recognized third party assessment results covering the last three (3) years, with comparative data showing improvement or sustained performance				
Total					
Average					
Descriptive Equivalent					
Remarks:					
G. Faculty					
Indicators	Means of Verification (Minimum Requirements)	Rating Scale			

Qualifications and Staffing					
1. The private SHS recruits qualified teachers with assignments aligned to their expertise. For specialized subjects under Academic and Tech-Pro Track, the private SHS may employ qualified professionals who are considered experts in their field, in accordance with the provisions of RA 10533.	Employment Contracts/ Appointment Papers of Teachers • Data Privacy Consent (Annex C)				
2. The private SHS has a sufficient number of teachers, aligned with its facilities and instructional goals, in accordance with the DepEd-prescribed ideal average teacher-learner ratio of 1:40 to effectively meet learners' academic needs.	Document on class sizes				
Workload and Efficiency					
3. The private SHS maintains organized class sizes to prevent overload, enhancing teaching quality and classroom management.	Document on class sizes • Duly Signed Class Programs				
4. The private SHS ensures teachers have designated time for lesson planning, preparation, and reflection to support quality instruction.	Faculty schedules				
5. The private SHS distributes the workload equitably among teachers to ensure balanced teaching assignments.	Duly Signed Class Programs Faculty schedules				
6. The private SHS ensures faculty observe a protected one-hour lunch break in compliance with labor regulations.	Faculty schedules				

7. The private SHS ensures that faculty workloads include teaching and related duties, with compensation compliant with the Philippine Labor Code standards and other related DepEd issuances.	Employment Contracts / Appointment Papers of Teachers Data Privacy Consent (Annex C)				
Learning and Development (L&D), Performance Monitoring, and Appraisal					
8. The private SHS offers professional development opportunities and other L&D programs through workshops, seminars, or further studies aligned with the Philippine Professional Standards for Teachers (PPST).	• Certified True Copy of Reports of In Service Training/ L&D Interventions/ Professional Development Activities for Teachers				
9. The private SHS provides teaching support and coaching to help teachers improve their methods and learners' learning outcomes.	Certified True Copy of Reports of In Service Training/L&D Interventions/ Professional Development Activities for Teachers				
10. The private SHS conducts regular performance monitoring and appraisal for teachers.	Certified True Copy of Reports on Performance Monitoring and Appraisal				
11. The private SHS provides teachers with constructive, actionable feedback from performance evaluations to guide professional growth and instructional improvement.	Certified True Copy of Reports on Performance Monitoring and Appraisal				
Total					
Average					
Descriptive Equivalent					

Remarks:					
H. Budget and Finance					
Indicators	Means of Verification (Minimum Requirements)	Rating scale			
Planning and Budget Allocation					
1. The private SHS prepares its annual budget within a defined timeline.	Approved and Duly Signed Annual Budget Plan				
2. The private SHS's annual budget is directly aligned with its strategic goals, objectives, and priorities.	Approved and Duly Signed Annual Budget Plan				
3. The private SHSs conduct formal consultations and deliberations with key officials and stakeholders—including department heads, finance officers, and Board of Trustees—before finalizing the annual budget.	Minutes/ Highlights of Meetings concerning Budget Consultation/ Planning, Utilization, and Financial Performance Review, photo documentations, and attendance				
Financial Transparency and Accountability					
4. The private SHS implements strict financial management practices, ensuring compliance with internal controls , accountability, and adherence to policies and regulations.	Audited Financial Statements Internal control policies				

5. The private SHS conducts regular internal and independent audits, sharing the results when necessary to ensure accountability	Minutes/ Highlights of Meetings, photo documentations, and attendance • Audited Financial Statements				
Resource Management and Accountability					
6. The private SHS maintains a sound financial system for monitoring and documenting its financial resources.	• Resource Management, Mobilization Procedures				
7. The private SHS regularly reviews its financial performance to evaluate the effective use of resources.	• Audited Financial Statements Certified True Copy of Statement of Income and Expenditures • Certified True Copy of proof of contribution to SSS and other benefits				
8. The private SHS ensures that financial resources and donations are used strictly for intended purposes and are monitored for compliance and accountability.	• Resource Management, Mobilization Procedures Copy of certificate or deed of donation signed by the financial sponsors				
Total					
Average					
Descriptive Equivalent					
Remarks:					

DECISION POINT BASED ON OVERALL COMPLIANCE STATUS:

This Guide provides the percentage for each evaluation area, depending on its strategic importance and magnitude, which may directly impact the overall results.

Evaluation Areas	Allocated Percentage in the Overall Results
A. Curriculum and Teaching	20%
B. Work Immersion and Field Experience	10 %
C. Leadership and Management	10 %
D. School Site and Facilities	15%
E. Learner Support	20%
F. Planning and Development	10%
G. Faculty	10 %
H. Budget and Finance	5 %
Total	100%

The overall compliance status of the Private SHS is being evaluated based on the mean scores of all the "Evaluation Areas". To provide a clear and immediate understanding of the evaluation results, the following descriptive equivalent shall be used as reference:

Scale Range	Difference	Descriptive Equivalent
3.25 - 4.00	0.75	Fully Compliant
2.50 - 3.24	0.74	Substantially Compliant
1.75 - 2.49	0.74	Partially Compliant
1.00 - 1.74	0.74	Not Compliant

Qualitative Interpretation:

- **FULLY COMPLIANT** Indicates that the private SHS has submitted complete, current, and compliant documentary requirements, as well as fully meets the standards in terms of the facilities, as prescribed by laws, regulations, and DepEd policies. Thus, a Government Recognition for the Senior High School Track/ s being applied shall be issued.
- **SUBSTANTIALLY COMPLIANT** - Indicates general adherence to most established standards of compliance, but with minor non-compliance or areas for

improvement identified. These gaps shall not prevent the granting of recognition. Therefore, Government Recognition shall be issued, subject to the private SHS's obligation to address the identified areas for improvement within the prescribed timeframe.

● **PARTIALLY COMPLIANT** - Indicates weaknesses/non-compliances in some evaluation areas. While some standards of compliance are met, critical gaps exist that affect the learning environment and overall readiness for the SHS program. Therefore, the application for Government Recognition is disapproved, and the private SHS shall retain its Government Permit.

● **NOT COMPLIANT** Indicates significant deficiencies and major non-compliances in numerous evaluation areas. The application for Government Recognition is disapproved, and the private SHS shall retain its Government Permit. Depending on the severity of findings, the school may be subject to further investigation.

The overall compliance status of the evaluated private SHS shall be calculated by first determining the central tendency or mean score for each evaluation area. Each mean score shall then be multiplied by its corresponding percentage allocation, expressed in decimal form. The result of this multiplication shall be entered into the "Partial Product" column. The summation of these partial products across all evaluation areas shall constitute the private SHS's overall compliance status.

Formulas:

$$\text{Average per Evaluation Area} = \frac{\text{Summation of Rating Scales}}{\text{Total Number of Indicators}}$$

Example: D. School Sites and Facilities = $4+3+4+4+4+3+3/7 = 3.58$

Partial Product = Average per Evaluation Area x Allocated % per evaluation area

Example: Partial Product = $3.58 \times 0.15 = 0.54$

Overall Compliance Status = Summation of Partial Products

Example: $0.54+0.86+0.37+0.37+0.38+0.25+0.31 = 3.6$
(FULLY COMPLIANT)

SUMMARY OF RESULTS:

Evaluation Area	Average per Evaluation Area	Partial Product
A. Curriculum and Teaching (0.20)		
B. Work Immersion and Field Experience (O. 10)		
C. Leadership and Management (O. 10)		

D. School Site and Facilities (O. 15)		
E. Learner Support (0.20)		
F. Planning and Development (O. 10)		
G. Faculty (0.10)		
H. Budget and Finance (0.5)		
Overall Compliance Status (In all Evaluation Areas)		
Significant Findings and Recommendations:		

Evaluated by:

MEIT Member/ Evaluator

MEIT/Member/Evaluator

Date: _____

Date:_____

MEIT Member/Evaluator

MEIT /Member/Evaluator

Date: _____

Date:_____

Recommending Approval:

RO QAD Chief

Date:_____

Approved:

Regional Director

Date: _____



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ANNEX J:

PERSONNEL CONSENT FORM

As part of the application of [Insert Name of the Private Basic Education Institution (PBEI)] (the "PBEI") for Government Permit/Government Recognition of its Senior High School (SHS) program, the Department of Education (DepEd) requires the PBEI to submit the personal data and qualifications of its teaching and non-teaching personnel. This form seeks your explicit, informed, and freely given consent for the PBEI to share your personal and sensitive personal information with DepEd solely for the purpose of evaluating the PBEI's application.

1. What personal data will be shared

To comply with DepEd's requirements, the PBEI will need to share your standard personal information and Sensitive Personal Information (SPI), including:

- Full Name and Contact Details
- Educational Background and Transcripts
- Employment Contract (if applicable)
- Professional Regulation Commission (PRC) License details (if applicable)
- Copy of diploma and relevant professional credentials
- Other supporting documents officially required by DepEd for SHS qualification verification

2. Purpose of data sharing

The sole purpose of sharing this information is to prove to DepEd that the PBEI's teaching and non-teaching personnel meet the regulatory qualifications and standards required for formal recognition of the PBEI's SHS program.

3. Identities of the Personal Information Controllers (PICs)

Your data will be shared by [Insert Name of the PBEI] directly to the authorized evaluators of the DepEd. Both the PBEI and DepEd will act as independent Personal Information Controllers responsible for securing your data.

4. Storage and retention of Personal Data

Your shared data will be retained by DepEd only for the duration of the PBEI's active application, and any corresponding period required by the National Archives of the Philippines, after which it will be securely disposed of.



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5. Your Rights as a Data Subject

Under the Data Privacy Act of 2012, you have the right to be informed, to access, to object, to rectify errors, and to lodge a complaint. Since this sharing is based on your consent, you have the right to withdraw your consent at any time without cost. However, please note that withdrawing consent may affect the PBEI's ability to include your profile on the application roster. To exercise your rights, please contact our Data Protection Officer at [Insert School DPO Email/ Contact].

CONSENT DECLARATION

By signing below, I acknowledge that:

1. I have read and understood the contents of this Personnel Consent Form.
2. I voluntarily and explicitly consent to the PBEI's sharing of my personal and sensitive information with DepEd for the sole purpose of evaluating the school's SHS Government Permit/ Recognition application.
3. I understand my rights under the Data Privacy Act of 2012 and how to contact the PBEI's Data Protection Officer.

Signed this day of 20 in _____ City.

[Signature over Printed Name]

[Title/ Position]

[Name of Private School]



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ANNEX K: CERTIFICATE OF INSPECTION

SHS CERTIFICATE OF INSPECTION

[Application Code]

CERTIFICATE OF INSPECTION

This is to certify that an inspection was conducted on

[Name of School]

with school ID (**School ID No.**), located at [**Complete School Address**], on [**Date of Inspection**], in connection with its application for Government Recognition for the **Senior High School Program** offering the following track(s):

- [*List of track(s) recognized*]

The inspection was undertaken by duly authorized personnel from the **Monitoring, Evaluation, and Inspection Team (MEIT)** to verify compliance with the prescribed standards and requirements prescribed under existing laws, rules, regulations, and policies of the Department of Education (DepEd).

Based on the findings during the inspection, the institution was evaluated as:

- ☐ **Fully Compliant**
- ☐ **Substantially Compliant**
- ☐ **Partially Compliant**
- ☐ **Not Compliant**

This certification serves as the official recommendation for the issuance of the appropriate DepEd authority. The compliance rating indicated above shall determine whether the institution will be granted **Government Recognition or Government Permit** in accordance with DepEd policies and standards and guidelines.

Given this [*Day*] day of [*Month*], [*Year*], at (*RO/SDO*), Philippines.

Inspected and Certified by:

[**Name of the Highest Official in MEIT**]
[Position]