



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

April 24, 2024

REGION MEMORANDUM
QAD-2024-017

**GUIDELINES ON THE APPLICATION FOR GOVERNMENT RECOGNITION
AND SENIOR HIGH SCHOOL OFFERINGS OF PRIVATE EDUCATION
INSTITUTIONS**

To: Schools Division Superintendents
School Heads of Private Education Institutions

1. Pursuant to DepEd Order 11, s. 2011 also known as Amendments to the 2010 Revised Manual of Regulations for Private Schools in Basic Education and to reiterate the process steps and procedures for the application of Government Recognition and offering of Senior High School Programs, this Office provides guidelines on the application for Government Recognition and Senior High School Offerings of Private Education Institutions for School Year 2024-2025.

2. Government recognition in the elementary and secondary levels and approval for the offering of Senior High School program as mandated by law shall be granted to those private education institutions that consistently meet and maintain the minimum standards set by the Department of Education, guaranteeing the quality of education provided.

3. To rationalize the process steps, timelines and documented information requirements for the application of Government Recognition and offering of the Senior High School Program, the following shall be observed:

- 3.a All private schools must ensure that their application documents are complete and in accordance with the requirements of DepEd Order No. 88, s. 2010, and its subsequent amendments.
- 3.b All applications must be submitted to the Schools Division Office and endorsed by the Schools Division Superintendent a year before its approved implementation.
- 3.c All SDOs are required to coordinate with private schools concerned within their division to determine the readiness and capacity to offer SHS programs. With this the following actions should be undertaken:
 - 3.c.1 Assess the demand for specific SHS tracks and strands within the division.
 - 3.c.2 Ensure that schools have the necessary facilities, equipment, and qualified teaching staff to support SHS programs.
 - 3.c.3 Facilitate the approval of SHS programs in accordance with DepEd guidelines.
 - 3.c.4 Coordination with the SDO In-charge for Private Schools is essential for guidance and enabling processing the applications.

4. Private Education Institutions and division offices are advised to adhere with the deadlines:



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@deped.gov.ph
Website: depedroxii.org



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Activity	Timeline
Submission of application documents for Government Recognition at the Regional Office	June 15, 2024
Submission of application for the offering of Senior High School Program	June 28, 2024

5. To facilitate the application process, all concerned private schools are advised to submit online the documented information requirements through the following links by division:

- a. **Cotabato:** <https://bit.ly/privsch2024-2025-cot1>
- b. **Kidapawan City:** <https://bit.ly/privsch2024-2025-kid1>
- c. **Koronadal City:** <https://bit.ly/privsch2024-2025-kor1>
- d. **Santos City:** <https://bit.ly/privsch2024-2025-gsc1>
- e. **Sarangani:** <https://bit.ly/privsch2024-2025-sar1>
- f. **South Cotabato:** <https://bit.ly/privsch2024-2025-socot1>
- g. **Sultan Kudarat:** <https://bit.ly/privsch2024-2025-sk1>
- h. **Tacurong City:** <https://bit.ly/privsch2024-2025-tac1>

6. Enclosed are the Checklists of Requirements for the application of Government Recognition and Senior High School offering for ready reference.

7. To ensure compliance to the minimum standards set by the Department of Education, warranting the quality of education provided by the Private Education Institutions, the regional office through the Quality Assurance Division will conduct a regular monitoring and evaluation to those newly granted with Government Recognition and approved SHS offerings. However, for private schools with issued Government Recognition, a random monitoring and evaluation shall be conducted every four years. SDOs are required to submit periodic reports on the progress and challenges encountered.

8. For more information, please contact the Quality Assurance Division through qad.region12@deped.gov.ph or telephone number (083) 228-8825.

9. Immediate dissemination of and strict compliance with these guidelines is directed.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: DepEd Memorandum No. 88, s. 2010

Allotment: None

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

PRIVATE EDUCATION

RECOGNITION

REGULATORY

NSV/QAD/APPLICATION FOR GOVERNMENT RECOGNITION AND SENIOR HIGH SCHOOL OFFERINGS/026/April 24, 2024



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Enclosure 1 to Region Memorandum QAD-2024-017

**CHECKLIST FOR APPLICATION OF GOVERNMENT PERMIT (GP) OR
 GOVERNMENT RECOGNITION (GR)**

Name of School : _____
 Address of School : _____
 Division : _____
 Courses Offered : _____
 School Year : _____ Type of Application: GP GR
 School Administrator: _____ Contact #: _____
 Alternate Contact Person: _____ Contact #: _____
 Email Address : _____

Standard	Division	Region	Remarks
1. Document Presentation a. Submitted documents are in PDF file b. Compilation of documents followed the order/sequence as stated in the checklist c. All documents are listed in a Table of Contents			
2. Inspection Report a. Completely filled out by the SDO b. Duly signed by the SEPS M and E/ Division In-charge of private schools and noted by the SGOD Chief			
3. Endorsement a. Duly signed by the SDS or his/her duly appointed OIC b. Consistent with the intended course/grade level as stated in the Letter of Request or Board Resolution			
4. Certified True Copy of the Previous Government Permit/Recognition * Justification approved by the SDS in the absence of Government Permit/Recognition			
5. Letter Request and Board Resolution a. Included the intended course/grade level to be offered b. Duly signed by the corporate secretary and president c. Notarized			
6. Acknowledgment Receipt from DepEd RO12-Cash Section			
7. Letter Request and Board Resolution a. Included the intended course/grade level to be offered b. Duly signed by the corporate secretary and president c. Notarized			



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Standard	Division	Region	Remarks
8. Feasibility Study a. Contained the following: 1. Purpose and objectives of the proposed school/course 2. List/name(s) of schools offering the same course within the locality and the distance from the applicant school 3. Demand for the establishment of the school (include the enrolment/number of enrollees in the existing nearby schools as well as the facilities, standards and supportive provisions for effective instruction and quality of education) b. 4. Adequacy of the school site specifying the lot area			
9. Certificate of Registration a. Updated SEC General Information Sheet c. BIR registration certificate d. SSS registration certificate e. PhilHealth registration certificate Pag-IBIG registration certificate			
10. Proposed Annual Budget and Annual Expenditures a. Annual Expenditures were itemized in terms of: • Salaries • Miscellaneous • Capital Expenditures (building, property, equipment) b. Dated corresponding to the school year applied for c. Duly signed by the school administrator			
11. Tuition and other school fees a. Tuition and other school fees were itemized for each course/grade level b. Duly signed by the school administrator			
12. Proposed Curriculum a. Supported by a certification signed by the CID Chief/PSDS that the school implements the prescribed DepEd Curriculum			
13. Proposed Enrolment			



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Standard	Division	Region	Remarks
a. Observed gender segregation by course/grade level b. Attained the minimum number of enrollees per grade level			
14. School Calendar a. Formulated in accordance to the provisions of the corresponding DepEd Memorandum b. Indicated the total number of school days, holidays and other school activities c. Duly signed by the school administrator			
15. Class Programs a. Observed the Department's minimum requirements on subjects offered and their corresponding time allotments b. Duly signed by the class adviser and the school administrator			
16. Instructional and Learning Materials a. Listed by learning/subject area			
17. Individual Teachers' Programs a. Conformed with the Class Programs b. Duly signed by the teacher and the school administrator			
18. List of Academic and Non-Academic personnel a. Contained the following information: <ul style="list-style-type: none"> • Names • Educational qualifications and field of specialization • Transcript of Records Notarized Employment Contract indicating the job description, salaries and benefits and nature of appointment			
19. Retirement Plan a. SSS b. PAG-IBIG c. Other retirement institutions			
20. School Policy on Anti-Bullying and Child Protection a. Anchored on the DEPED Order No. 55, s. 2013 <ul style="list-style-type: none"> • b. Duly signed by the school administrator 			
21. Facilities and equipment a. Enumerated by category: <ul style="list-style-type: none"> • Athletic • Laboratory 			



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Standard	Division	Region	Remarks
<ul style="list-style-type: none">Furniture and fixturesEducational Games<ul style="list-style-type: none">Certified by the school head/administrator			
22. School Site <ul style="list-style-type: none">a. Copy/ies of Transfer Certificate/s of title of the school site (if owned by school)<ul style="list-style-type: none">In the name of the schoolTotal area adequate (state total area)b. Copy/ies of Contract of Lease of School Site/Building (if not owned by school or Usufruct)<ul style="list-style-type: none">Indicating the number of contract years.c. Location of school in relation to this environment<ul style="list-style-type: none">Far from recreation placesFree from noise/unpleasant odor and dustd. Campus development and landscaping planse. Certificate of occupancy of school building/s (if change/addition has been made)<ul style="list-style-type: none">Signed by proper city/municipal authorities			
23. Disaster Risk Reduction Management <ul style="list-style-type: none">Enabling Environment (DRR Team, DRR Plan and Activities)Safe Learning FacilitiesSchool Disaster Risk Management (Contingency and Preparedness Plan)DRR in Education (Integration of DRRM Concepts in Lessons and School Activities)			

Evaluated by:

SEPS-SMM&E

Division Private School In-Charge

Counterchecked by:

SGOD Chief

Validated by:

QAD-REPS

Date: _____



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Remarks: All requirements complied

Action: Conduct Ocular/On-site
Inspection/Validation
on _____

With deficiencies (marked X)

Notify Division of Deficiencies

Noted:

Chief, Quality Assurance Division



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Enclosure 2 to Region Memorandum QAD-2024-017

**APPLICATION FOR THE OPENING/ADDITIONAL OFFERING OF SENIOR HIGH SCHOOL (SHS) PROGRAM FOR PRIVATE SCHOOLS
CHECKLIST OF REQUIREMENTS**

NAME OF SCHOOL/ORGANIZATION:		
ADDRESS OF SCHOOL:		
CONTACT PERSON:	EMAIL ADDRESS:	DIVISION:
CONTACT NUMBER	SCHOOL ID NUMBER	SCHOOL YEAR APPLIED:
SHS COORDINATOR		CONTACT NUMBER
TRACK AND STRAND:		

DOCUMENTARY REQUIREMENTS	REMARKS	
	Division	Region
1. Letter of Application		
2. Endorsement of the Schools Division Superintendent*		
3. Division Inspection Report signed by the Division Inspection Team*		
4. Filled-out Checklist of Requirements*		
5. DepEd School ID		
6. Implementation Plan for SHS Program that includes the following: a. Learning Continuity Plan and the Non-Negotiable Minimum Requirements for the chosen Modalities of Learning Delivery (DO 13, s. 2020 & Region Memo QAD No. 4 & 7, s. 2020) b. Proposed list of academic and non-academic personnel b.1 Academic Personnel <ul style="list-style-type: none">Name of Academic Personnel per Curricular OfferingQualifications of Academic PersonnelTeacher Preparation for Subject Matter: TOR and CertificatesAll tracks: Bachelor's Degree Holder with at least 15 units of specialization in the subject/s to handleFor TVL Track: Must have at least National TVET Trainer Certificate (NTTC) Level I, which means National Certificate (at least 1 level higher than		



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	Division	Region
<p>course to be taught) and Trainers Methodology Certificate (TMC) I or II <i>Special Training Required/Desired</i> <i>Training: Certificates/License/s</i></p> <ul style="list-style-type: none"> • All tracks: Attended training relevant to the subjects handled • STEM: Knowledgeable in using software that may aid in teaching specialization • SPORTS: Certification from any respectable and highly regarded local and international PE, Health, Fitness, Sports, Recreation and Dance associations or organizations (National Sports Association, American College of Sports and Medicine, National Strength and Conditioning Association, National Association for Sports Medicine and/or American Council in Exercise) <p><i>LET/ Professional License or Professional Education Training (CPE):</i></p> <ul style="list-style-type: none"> • LET passer (if not, should pass the LET within 5 years of teaching in the SHS) <p><i>Teaching Experience: Certification</i></p> <ul style="list-style-type: none"> • Preferably 2 years of teaching experience <p>Job Descriptions: Stipulated in Notarized Employment Contract</p> <p>Teaching Load: Core, Applied, and/or Specialized Subjects to teach per semester Number of Working Hours per Week Certifications from recognized national/international agencies (TESDA, ABA, and others)</p> <p>b.2 Non-academic Personnel</p> <ul style="list-style-type: none"> • Name of non-academic Personnel per Curricular Offering • Qualifications of Non-Academic Personnel • Job Descriptions • Number of working hours per week <p>c. Comprehensive Class Programs per curriculum offering (track and strand) indicating the following:</p> <ul style="list-style-type: none"> • grade level (Grades 11 or 12) and section (if there are more than one class) • time (i.e. 8;00-9;00) • name of subjects (core, applied, specialized) • name of teacher who handles the subject • number of minutes for each subject <p>d. Proposed tuition and other fees by curricular offering</p> <p>e. Proposed School Calendar (Semestral)</p>		
<p>7. Inventory of Learning Resources</p>		



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DOCUMENTARY REQUIREMENTS	REMARKS	
	Division	Region
<p>8. Existing Facilities and Other Resources</p> <ul style="list-style-type: none"> • Instructional rooms for core subjects (including applied subjects if the use of workshop rooms or laboratories are not necessary) • Laboratories • comp lab (for applied and/or specialized subjects per curriculum offering) • STEM labs: ___bio lab ___chem lab ___ physics lab • Workshop room/ studios (for applied and/or specialized subjects per curriculum offering) • Athletic facilities • Learning Resource Center or library • Internet facilities • Ancillary services • List laboratory/workshop equipment, apparatuses, tools, etc. by curriculum offering • Certificate of Occupancy to ensure safety of classrooms/shop rooms 		
9. List of Prospective Enrollees in SHS		
10. List of Types of Establishments and Industries in the Community		
11. List of Tracks and Strands to be Offered		
<p>12. Copies of Memorandum/Memoranda of Agreement/Memorandum of Understanding for partnership arrangements relative to the SHS Program Implementation, which may include: (Refer to Annex D, DO 30, s. 2017 for the template)</p> <ul style="list-style-type: none"> • Engagement of stakeholders in the localization of the curriculum • Work Immersion • Apprenticeship • Research • Provision of Equipment and laboratories, workshop, and other facilities • Organization of career guidance and youth formation activities • Others (Pls. specify): <p>(Refer to Annex D, DO 30, s. 2017 for the template)</p>		
<p>Additional requirements for Non-DepEd Schools, which have been issued a permit or recognition by TESDA to offer any training course and other individuals, corporations, foundations or organization duly recognized by the SEC.</p> <ul style="list-style-type: none"> • SEC Registration with Articles of Incorporation and by-laws (private schools only) • Documents showing ownership of school site under the name of the school (copies of Original or transfer title, contract of lease, deed of donation, usufruct agreement) 		



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	Division	Region
• Proposed annual budget and annual expenditures		

Important:

- * Non-negotiable requirements – RO will not take action in your application if these three requirements are not complete.
- This contextualized checklist of requirements was based on Department of Education Citizen’s Charter 2021 (First Edition).

Evaluated by:

Division SHS/Private School Coordinator

SEPS SM&E

Noted by:

SGOD Chief

Validated by:

EPS, QAD

EPS, QAD

Remarks: All requirements complied with

With deficiencies (marked X)

Action: Conduct Ocular/On-site Inspection/Validation

Notify Division SHS/Private School Coordinator or SEPS SM&E of Deficiencies

Chief, Quality Assurance Division