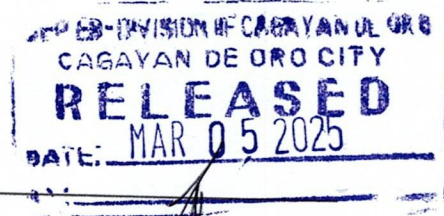




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

3 Mar 2025

DIVISION MEMORANDUM
No. 196 s.2025

**GUIDELINES AND CHECKLIST OF REQUIRED DOCUMENTS ON THE OPENING/
CHANGING/ ADDING OF PROGRAM OFFERING IN PUBLIC SENIOR HIGH
SCHOOLS (SHS)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
Division Planning Officer
All Others Concerned
This Division

1. This is to inform the field and all concerned re: Guidelines and Checklist of required Documents on the Opening, Changing or Adding of Program Offering for Public Senior High Schools (SHS).
2. This Division Guidelines shall be observed until DepEd Regional Office or Central Office has issued updated policy guidelines and checklist of required documents on the request of Senior High School for opening, change/addition in program offering in Academic Track, Sports Track, Arts & Design Track.
3. Enclosed are the Guidelines, Senior High School Qualitative Evaluation Processing Sheet (SHS - QEPS), and Checklist of required documents on the request for opening, changing or adding in program offering of Public Senior High Schools.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. This Office directs immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
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Encl.: As stated

Reference: DO 51, s. 2015, DO 54, s. 2022

To be indicated in the Perpetual Index

under the following subjects:

OPENING/ CHANGING/ ADDING OF PROGRAM OFFERING (SHS)

DM024-SGOD-PR-RSM / DIVISION MEMORANDUM

March 3, 2025



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**GUIDELINES ON THE REQUEST FOR OPENING/CHANGING/ADDING OF
PROGRAM OFFERING IN PUBLIC SENIOR HIGH SCHOOLS (SHS)
for Academic Track, Sports Track, Arts & Design Track**

1. Public schools requesting to open, change, or add Senior High School program offerings in Academic Track, Sports Track, Arts & Design Track (EXCLUDING Technical Vocational Livelihood Track in reference to DO 54, s. 2022 re: Guidelines on the Selection of SHS TVL Specializations) should satisfy the following:
 - a. According to DepEd Order 40, the results of the external and internal assessments should be examined when determining to open/change/add program offerings. According to the 2015 Guidelines on K-12 Partnerships, external assessments include an analysis of work immersion and career prospects in the community. Internal evaluation, on the other hand, considers students' choices as well as the school's ability to provide new or expanded programs. To maintain SHS adoption in the early years, schools must have available classrooms, facilities, equipment, instructors, and possibilities for collaboration.
 - b. Nearby schools in the area do not offer the same track/strand; however, a request for change/addition in offering will be granted if nearby schools can no longer accommodate enrollees in the same track/strand due to congestion, with the attached justification prepared by the principal/School Head (with enrollment data from EBEIS/LIS signed/attested by the Division Planning Officer).
 - c. Submit required documents in two (2) separate folders, to the Division Office addressed to the Schools Division Superintendent through the Division Planning Officer/ Division Senior High School Coordinator.
 - d. Ensure that schools have scanned all the required documents before submitting them to the Division Office and have their file of all the printed documents (in one folder) stamped and received by the Division Office receiving section.



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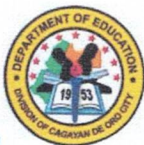
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2. The Division Office through the Division Senior High School Coordinator, Planning Officer, and Division Education Program Supervisor of the Learning Area relevant to the request for additional/change in SHS track/strand, should evaluate the submitted documents and conduct an ocular inspection to validate the school resources and capability.
3. This Office shall endorse to the Regional Office, the application of the schools found qualified to open/add/change SHS offerings.
4. The Regional Office will validate endorsed documents from the Division Office and will approve the request if found in order.
5. Upon the approval of the Regional Office, Schools with approved applications, shall be notified by this Office and the Division Planning Officer will facilitate the inclusion in the EBEIS of the newly opened/approved additional SHS Track/Strand by requesting to the Central Office through the Regional Office Planning Section.



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**CHECKLIST OF REQUIRED DOCUMENTS
FOR OPENING/CHANGING/ADDING OF PROGRAM OFFERING IN
PUBLIC SENIOR HIGH SCHOOLS (SHS)**

- _____ 1. Letter - request to open, change, or add track/strand
- Address to Schools Division Superintendent
 - State the requested additional/change track/strand
 - State the reasons for requesting the opening/change/addition of SHS track/strand (please attach evidence or data)
- _____ 2. DepEd School Identification Number
- _____ 3. Clear photocopy of the approved present/existing SHS offering
- _____ 4. Certification prepared by the School Head stating that no public SHS is offering the same SHS track/strand/TVL specialization within the catchment area.
- _____ a. Justification signed by School Head, with supporting documents (if any) in case nearby SHS is offering the same track/strand/specialization/s but can no longer accommodate enrollee due to congestion.
- _____ b. Other justifications like barangay/municipal resolution (if any)
- _____ 5. Certification prepared by the Property Custodian and signed by the School Head on the excess/available classrooms, tables, chairs, and other learning resources. Please attach pictures with label.
- _____ 6. Updated Personal Services itemization and Plantilla of Personnel of the concerned school
- _____ 7. List and profile of the available and qualified teachers to handle the requested additional track/strand
- _____ 8. List of prospective and interested enrollees for the requested SHS track/strand



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____ 9. List of prospective establishments/industries in the community for students' immersion (with signed MOA)

____ 10. Results of internal assessments or surveys done with the prospective enrollee (if any)

____ 11. Certificate of occupancy

____ 12. Certificate of inspection from Bureau of Fire Protection

____ 13. Certificate of support from LGU and MOA

____ 14. Accomplished Senior High School - Qualitative Evaluation Processing Sheet (SHS-QEPS)

Note:

- Please indicate N/A if not applicable or not available
- Documents to be submitted must be placed in 2 separate long folders, arranged following the sequence above, properly labeled and with tabbing.
- This checklist should be included in the folders

Documents submitted by: _____ Date: _____
Signature over Printed Name

Documents submitted by: _____ Date: _____
Signature over Printed Name



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SENIOR HIGH SCHOOL – QUALITATIVE EVALUATION PROCESSING SHEET (SHS-QEPS)

Region & Division: _____ School/Organization: _____
Contact Person: _____ Address: _____
Designation: _____ Contact No./E-mail: _____
Date of Application: _____ SY of Intended Operation: _____ Category: ☐ A ☐ B ☐ C ☒ D

Remarks:

Category A – Private schools, which have been granted at least Level II accreditation by any of the accrediting agencies under the Federation of Accrediting Agencies of the Philippines (FAAP).

Category B – Non-DepEd schools, which have been issued a permit or government recognition by Commission on Higher Education (CHED) to offer any higher education program.

Category C – Private schools, which have been granted recognition by the DepEd to offer secondary education (Years I – IV/Grades 7 to 10).

Category D – Non-DepEd schools, which have been issued a permit or recognition by Technical Education and Skills Development Authority (TESDA) to offer any training course, and other individuals, corporations, foundations or organization duly recognized by the Securities and Exchange Commission (SEC).

REQUIREMENTS

ITEM	✓ or x	REMARKS	
		DOCUMENT EVALUATION	OCULAR INSPECTION
Letter of Intent			
Board Resolution certified by the secretary and approved by the Board of Directors / Board of Trustees			



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a. Purpose			
b. School Year of intended operation			
c. SHS Curriculum for the track/s and strand/s to be offered			
Curriculum Offering			

☐ Academic Track Strand: _____

☐ Tech-Voc Track Strand: _____

☐ AFA: _____

☐ IA: _____

☐ HE : _____

☐ ICT: _____

☐ Arts and Design Track Strand: _____

☐ Performing Arts: _____

☐ Arts Production: _____

ITEM	✓ or x	REMARKS	
		DOCUMENT EVALUATION	OCULAR INSPECTION
Minimum program requirements for the SHS tracks/strands:			



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a. Instructional rooms			
b. Laboratories			
i. Computer			
ii. Science (for STEM minimum of three labs)			
iii. Workshop room/studios			
c. Athletic facilities			
d. Learners' resource center or library			
e. Internet facilities			
f. Ancillary services			
A copy of Memorandum/Memoranda of Agreement/Memorandum of Understanding for partnership arrangements relative to the SHS Program Implementation. These arrangements may include:			
a. Engagement of stakeholders in the localization of the curriculum			
b. Work immersion			



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c. Apprenticeship			
d. Research			
e. Provision of equipment and laboratories, workshops, and other facilities		Computer laboratories, lecture rooms and offices	
f. Organization of career guidance and youth formation activities			
g. Others			
Additional requirements for Category D:			
Articles of Incorporation and by-laws for private schools only			
Documents of ownership of school sites under the name of the school, or deed of contract			
Proposed annual budget and annual expenditures			
ITEM	✓ or x	REMARKS	



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		DOCUMENT EVALUATION	OCULAR INSPECTION
Certificate of Recognition of any of the following:			
a. Secondary Education Program – DepEd			
b. Training Program – TESDA			
c. Higher Education Program – CHED			
d. Others: • FAAP recognized accrediting agencies • Asia Pacific Accreditation and Certification Commission (APACC)			
Proposed tuition and other fees			
Proposed School Calendar			
Proposed list of academic and non-academic personnel			
a. Qualifications			



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b. Job descriptions			
c. Teaching load			
d. Number of working hours per week			
e. Certification from recognized national/ international agencies (TESDA, ABA, and others)			

VALIDATED ON: _____ Remarks:

Recommended for Issuance of Provisional Permit when the following are complied

1. _____
2. _____

Division SHS Focal Person