



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



Office of the Schools Division Superintendent

22 July 2026

DIVISION MEMORANDUM

No. 661 s.2026

**SUBMISSION OF APPLICATIONS FOR GOVERNMENT RECOGNITION
PER DEPED ORDER NO. 12 S.2026**

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Private Schools Division Coordinator
School Heads of Private Secondary Schools offering Senior High School
Program

1. Pursuant to DepEd Order No. 12 s.2026 and Regional Memo No. 480 s.2026 attached herewith, all concerned School Heads of private secondary schools offering Senior High School Program are hereby informed that the submission of applications for Government Recognition for Senior High School have commenced on **June 1, 2026**.

2. Schools who are eligible for **Automatic Grant of Government Recognition** during the transition period shall submit the following documents to the Schools Division Office for evaluation:

- a) Letter of Intent to apply for Government Recognition addressed to the Regional Director coursed through the Schools Division Superintendent
- b) Documentary Requirements for indicated in Section VIII of DO 12 s.2026

3. **All Other applicant private SHS** shall submit the mandatory documentary requirements indicated in Section VI of the same order.

4. All private SHSs applying for Government Recognition shall submit the duly signed and certified true copies of the documentary requirements enumerated under Section VI to the respective Records Section or designated sub-committees of the SDO.

5. Upon validation of the correctness of the documents submitted, the SDO shall endorse electronically the application to the Regional Office.

6. For other concerns and information, please refer to DO 12, s.2026 and Regional Memo No. 480 s.2026.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code	SDO-OSDS-F004	Rev	00
Effectivity	11.03.25	Page	1 of 2



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

Office of the Schools Division Superintendent

7. 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.
8. This Office directs compliance of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As indicated

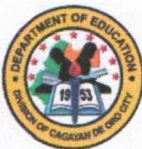
Reference: None

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

GOVERNMENT RECOGNITION

PRIVATE SCHOOLS

DM-026-SGOD-SMME-ECHR

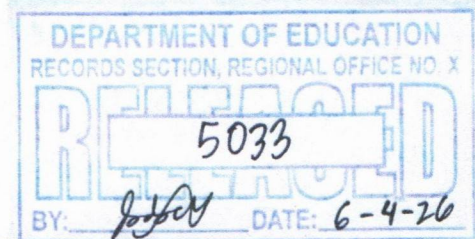


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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



June 2, 2026

REGIONAL MEMORANDUM
No. 480, s. 2026

SUBMISSION OF APPLICATIONS FOR GOVERNMENT RECOGNITION
PER DO 12, s. 2026

To: Schools Division Superintendents
All Others Concerned

1. Following the online orientation on DO 12, s. 2026, re Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program, acceptance of private school applications for Government Recognition shall start on **June 1, 2026**.

2. The mandatory documentary requirements are listed in the attached checklist, which is also the Annex C in the Toolkit provided with DO 12, s.2026. The checklist is to be submitted notarized, with Disclosure and Omnibus Sworn Statement on Certification of Authenticity and Veracity of Documents.

3. Schools Division Offices and applicant private schools are encouraged to be mindful of the over-all processing timeline to follow:

Processing Phase	No. of Working Days	Total: 46 working days (i.e. </> two months and one week)
1. SDO-SGOD	10	
2. MEIT	20	
3. SDS	3	
4. ROX-QAD	10	
5. RD	3	

4. Any school application that does not complete its process by **December 31** of the current year shall be reverted to Phase 1 and becomes applicable for reconsideration only in the succeeding year.

5. The private schools identified for **Automatic Recognition** are required to submit additional documents, whichever are applicable, within two (2) years from issuance of DO 12, s. 2026, as proofs of eligibility to exempt themselves from undergoing the standard evaluation process:

- A copy of the FAAP Accreditation Certificate for private SHS with FAAP-accredited JHS; or
- A copy of the PEAC Certification Report for private SHSs with PEAC-certified JHS; or
- A copy of the PEAC Certification Report issued under the SHS Voluntary Certification (SHS VC) for private SHSs certified through the SHS VC

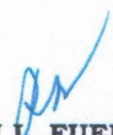


Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@deped.gov.ph
Website: r10.deped.gov.ph

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- d) *For private SHSs that are Strengthened SHS Pilot Schools:* The official list of SSHS Pilot Schools
 - e) *For private SHSs with pending renewal of accreditation or certification:* (i) items a) or b) indicating the period of eligibility; and (ii) proof of application or renewal such as acknowledgment receipt, or official written confirmation that the renewal process is ongoing.
 - f) *For private SHSs with unresolved material adverse findings in either the SHS VP or ESC Program from SY 2022-2023 to SY 2025-2026:* clearance of material liability
6. All Schools Divisions are also encouraged to immediately form their **Monitoring, Evaluation and Inspection Team (MEIT)** composed of three (3) to seven (7) members from the Schools Governance and Operations Division (SGOD), Curriculum Implementation Division (CID) and the Private School Coordinator.
7. For other concerns and information, please refer to DO 12, s. 2026.
8. This Office directs the immediate and wide dissemination of this Memorandum.


DR. RUTH L. FUENTES, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

SHS PERMITS & RECOGNITION

QAD/marisa

DTG # 26-161971



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@deped.gov.ph
Website: r10.deped.gov.ph

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Republic of the Philippines
Department of Education
[Regional Office]



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 Unit)	
		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 <i>Annex A</i> , pursuant to RA No. 10173, also known as <i>Data Privacy Act of 2012</i>			
4. Declaration of Data Privacy Compliance using the prescribed template provided in <i>Annex B</i> , 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 <i>Annex C</i> , 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 <i>Administrative Code of 1987</i> .			
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, <i>Multi-Year Implementing Guidelines on the School Calendar and Activities</i> or DO No. 09, s. 2026 titled, <i>Guidelines on the Implementation of the Three-Term School Calendar in Basic Education</i> , 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 (<i>see Annex D</i>)			
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. <i>*Annotated CTC of the title within 1 year</i>			
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 <i>If the document is not in English, it shall be accompanied by an official English translation, duly certified or authenticated; and</i>			
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.			

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.

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.



Republic of the Philippines
Department of Education

DepEd ORDER
No. **012**, s. 2026

MAY 06 2026

**GOVERNMENT RECOGNITION OF PRIVATE BASIC EDUCATION
INSTITUTIONS OFFERING THE SENIOR HIGH SCHOOL (SHS) PROGRAM**

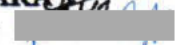
To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Private Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) hereby issues the enclosed **Guidelines on the Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program**. These guidelines establish the standard processes for the recognition of SHS programs, including eligibility criteria, mandatory documentary requirements, and validation procedures. It further details the evaluation framework, implementation timelines, monitoring mechanisms, sanctions, and protocols for reapplication and reinstatement to ensure the consistent fulfillment of minimum DepEd quality standards.
2. The procedures and mechanisms provided in this Order shall guide DepEd offices and stakeholders in the efficient processing of applications for SHS Government Recognition. The evaluation tool included in this Order serves as an objective benchmark for assessing institutional compliance. These guidelines also support private SHSs in the continuous improvement of their systems, competencies, and overall operations.
3. This Order expressly repeals DM No. 4, s. 2014, titled *Guidelines on the Preparation for the National Implementation of the Senior High School (SHS) Program in Non-DepEd Schools for the School Year (SY) 2016-2017 and Onwards*. All other orders, memoranda, rules and regulations, and related issuances or portions thereof which are contrary to or inconsistent with any provisions of this Order are hereby repealed, amended, or modified accordingly. DO No. 88, s. 2010, titled *2010 Revised Manual of Regulation for Private Schools in Basic Education*, as amended, shall apply suppletorily to this Order, as far as practicable.
4. This Order shall take effect immediately upon its approval, issuance, and publication in the Official Gazette or a newspaper of general circulation. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

5. Immediate dissemination of and strict compliance with this Order is hereby directed.
6. For more information, please contact the **Private Education Office**, 22nd Floor, TechZone Building, Malugay/Gil Puyat Street, Barangay San Antonio, Makati City through email address **private.education@deped.gov.ph**.



SONNY ANGARA

Secretary 

Encls: As stated

References: As stated

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

PRIVATE SCHOOL
PERMIT
RECOGNITION
SENIOR HIGH SCHOOL
VOUCHER PROGRAM
EVALUATION



PEO, DO 2026 SHS Recognition Guidelines



Enclosure to DepEd Order No. 012, s. 2026)

GUIDELINES ON THE GOVERNMENT RECOGNITION OF PRIVATE BASIC EDUCATION INSTITUTIONS OFFERING THE SENIOR HIGH SCHOOL PROGRAM

I. RATIONALE

Pursuant to Republic Act (RA) No. 10533, otherwise known as the *Enhanced Basic Education Act of 2013*, the Department of Education (DepEd) implemented the Senior High School (SHS) Program, relying heavily on Private Basic Education Institutions (PBEIs) to meet the national demand. This prompted DepEd to issue DepEd Memorandum (DM) No. 4, s. 2014, titled *Guidelines on the Preparation for the National Implementation of the Senior High School Program in Non-DepEd Schools for School Year (SY) 2016–2017 and Onwards*. This issuance prescribed the application requirements and processes for schools, individuals, corporations, foundations, and organizations intending to offer the SHS program. As of SY 2024–2025, PBEIs offering SHS program account for 38% of all schools nationwide and serve approximately 1.46 million Grade 11 and 12 learners, making them indispensable partners in SHS implementation.

However, for over a decade, these institutions have operated primarily under provisional permits due to the absence of a clear, comprehensive, and updated policy on Government Recognition. DepEd Order (DO) No. 88, s. 2010, as amended, titled *2010 Revised Manual of Regulations for Private Schools in Basic Education*, the existing regulatory basis for recognition, predates the K to 12 reform and does not contain provisions applicable to the SHS program. While DM No. 04, s. 2014 acknowledges the possibility of issuing a Certificate of Recognition through the Senior High School National Task Force (SHS-NTF), it lacks explicit guidelines, standards, and evaluation procedures necessary to operationalize the granting of full authority to operate. Moreover, the realignment of the SHS-NTF's functions under DM No. 28, s. 2023, titled *Creation of the Senior High School National Task Force*, toward curriculum review and labor market alignment further widens the policy gap surrounding the Government Recognition of private SHSs.

Given these challenges, this Order seeks to address the identified policy gaps and respond to concerns raised in national assessments and stakeholder consultations to ensure a more credible, accountable, and sustainable SHS program. Through this Order, the PBEIs shall be able to broaden access and help ensure the sustainability of the principles of public-private complementarity in producing empowered and employable Filipino learners.

II. POLICY STATEMENT

In line with DepEd's continuing commitment to ensure equitable access to and quality of education, all private SHSs holding a valid Government Permit shall be required to secure Government Recognition of their SHS programs.

Government Recognition affirms that a PBEI consistently complies with DepEd standards. Further, securing Government Recognition provides private SHSs with permanent legal authority to operate and serves as proof of their credibility, reflecting their contribution to DepEd's 5-Point Agenda and the Quality of Basic Education Plan (QBEDP) 2025–2035.

By strengthening the roles of concerned offices and establishing clear timelines for meeting the minimum DepEd requirements and standards, this Order ensures that all PBEIs offering SHS program operating under provisional permits transition to full recognition. This sustains minimum compliance mechanisms, reinforces accountability beginning SY 2027–2028 and in subsequent school years, and ensures long-term institutional credibility and stability.

III. SCOPE

This Order shall apply to all PBEIs, including Philippine Schools Overseas (PSOs), that offer SHS program. Specifically, it shall cover the processes and requirements for securing and maintaining Government Recognition, in accordance with prescribed DepEd standards.

This Order shall also apply to all tracks under the curriculum for PBEIs offering SHS program prescribed by DepEd and shall govern the following:

- A. The application, evaluation, issuance, and validity of Government Recognition or retention of Government Permit of private SHSs;
- B. The identification of violations, corresponding sanctions, protection for learners and the processes for re-application and reinstatement ensuring accountability and continuous fulfillment with minimum requirements and standards; and
- C. The roles and responsibilities of the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs), PBEIs offering SHS programs, and other concerned offices and personnel in the application, evaluation, approval, monitoring, and enforcement of compliance with DepEd standards.

All PSOs offering the SHS program shall comply with all applicable provisions herein, to the extent practicable and consistent with the Manual of Policies, Standards, and Regulations for Philippine Schools Overseas (MPSR).

For matters relating to institutional governance and administrative processes, including but not limited to the flow of application, evaluation, approval, and the delineation of roles and responsibilities of concerned offices, the provisions of the MPSR shall apply.

For all other matters, particularly those pertaining to SHS specific standards, requirements, quality assurance, and program implementation, the provisions of this Order shall govern. In cases where the MPSR is silent on SHS specific matters, this Order shall apply in a suppletory manner.

IV. DEFINITION OF TERMS

For the purposes of this Order, the following terms, words, or phrases are defined and interpreted as follows:

- A. **Accreditation** refers to the process leading to the issuance of a certificate of accredited status by an organized body of educational institutions attesting to the quality or standards of a PBEI or to any of its educational programs or courses, and to the effectiveness of the management and operations of the institution's offering the program as exceeding the minimum standards or criteria for Government Recognition as provided for in this Order. Accreditation shall be voluntary in nature.
- B. **DepEd Authority** refers to either a Government Permit or Recognition issued by DepEd to a PBEI for the operation of a particular educational course or program.
- C. **Educational Service Contracting (ESC)** refers to the contractual arrangement between DepEd and a PBEI to accommodate learners who cannot be admitted to public schools due to congestion. Subject to the availability of funds, full compliance with all prescribed requirements, and the express grant of approval by the Regional Director (RD), this scheme may also be implemented in communities where no public schools are available, and the only educational service available is through PBEI.
- D. **Geographically Isolated, Disadvantaged, and Conflict-Affected Areas (GIDCA)** refer to areas that are isolated due to distance or geographical conditions, adverse weather, and limited or a lack of modes of transportation, resulting in access or service delivery challenges. These include unserved and underserved communities characterized by a high incidence of poverty and the presence of vulnerable sectors. These also cover areas experiencing or recovering from situations of crisis or armed conflict, including communities where there are actual armed encounters between government forces and armed groups or where armed groups exert influence over community affairs, as well as areas formally recognized as such by a government body.
- E. **Government Permit** refers to the authority granted by DepEd RO to a private SHS, allowing the temporary operation of a specific educational program. This permit serves as a prerequisite for an institution to commence operations and must remain valid at the time of application for Government Recognition.
- F. **Government Recognition** refers to the authority granted by DepEd RO officially approving the program(s) of private SHSs, signifying that the private SHS has fully complied with the prescribed requirements and is thereby authorized to operate its SHS program on a permanent basis.
- G. **Federation of Accrediting Agencies of the Philippines (FAAP)** refers to an umbrella organization authorized by DepEd to certify the accreditation status of private basic education institutions through its member agencies, such as but not limited to:

1. Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU)
 2. Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA)
 3. Association of Christian Schools, Colleges and Universities-Accrediting Council, Inc (ACSCU-ACI)
- H. **Floor Plan** refers to a scaled diagram that shows the arrangement of rooms, spaces, and physical features within a building. It includes dimensions, furniture layout, and the relationship between different areas, helping visualize how the space shall be used.
- I. **Location Plan** illustrates the position of the private SHS in relation to its surrounding area. It typically shows boundaries, access roads, nearby landmarks, and the overall site layout, ensuring compliance with zoning and accessibility requirements.
- J. **Philippine Schools Overseas (PSOs)** are duly-registered educational institutions operating outside the Philippines and implementing the basic education curriculum of DepEd.
- K. **Private Education Assistance Committee (PEAC)** is a five-member committee constituted to serve as the trustee of the Fund for Assistance to Private Education (FAPE), a permanent and irrevocable trust fund. It is created by the government through Executive Order (EO) No. 156 s. 1968, as amended by EO No. 150 s. 1994, with the express authority to manage and administer contributions, donations, grants, bequests, gifts, and/or loans from the Government of the Republic of the Philippines for programs of assistance to private education.
- L. **Private Basic Education Institution (PBEI)** refers to a privately owned (individual, family, group) and managed institution for teaching and learning, authorized by DepEd to operate certain educational programs in accordance with pertinent laws and prescribed policies, standards and rules of DepEd.
- M. **Private SHS** refers to a PBEI with a Government Permit to operate and that offers the SHS Program under the K to 12 Basic Education Curriculum, Strengthened SHS Curriculum, or any other curriculum prescribed by DepEd.
- N. **Provisional Permit** refers to the government authority issued by DepEd pursuant to DM No. 04, s. 2014, allowing a private SHS to operate a program prior to the grant of Government Recognition.
- O. **SHS Voucher Program (SHS VP)** refers to the government subsidy given to the qualified SHS learners enrolled in private SHSs with DepEd Authority.

V. ELIGIBILITY

The following private SHSs offering SHS Program under the curriculum prescribed by DepEd, and holding a Government Permit to operate for at least one period (consisting of two SYs) 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. These private SHS may operate under any of the following arrangements:

- A. Authorized to implement other DepEd curricular offerings e.g. JHS,
- B. Attached to/within a private Higher Education Institution (HEIs),
- C. Attached to/within a Technical Education and Skills Development Authority (TESDA)-accredited institution, and
- D. Stand-alone institutions.

For brevity, these PBEIs offering SHS programs shall be referred to as **private SHSs**.

For purposes of facilitating the transition during the first SY of the implementation of this Order, the following private SHSs shall be automatically granted Government Recognition, effective SY 2026–2027 only, provided that such private SHSs have no unresolved material adverse findings in either the SHS VP or ESC Program from SY 2022–2023 to SY 2025–2026, and have no pending or unresolved criminal case filed before any court involving the institution, its owners, officers, or administrators:

- A. FAAP-accredited SHS,
- B. SHSs with FAAP-accredited JHS,
- C. SHSs attached to JHS that have undergone Certification (Substantial Compliance and Above),
- D. SHSs that have undergone PEAC Certification through the SHS Voucher Certification (SHS VC) with Substantial Compliance and Above, and
- E. Strengthened SHS Program Pilot Schools.

Minor or administrative findings that have been fully addressed through documented corrective actions and validated by the concerned office shall not disqualify a private SHS from eligibility for automatic grant of Government Recognition.

VI. DOCUMENTARY REQUIREMENTS

Private SHSs that are eligible for the Automatic Grant of Government Recognition during the transition period shall comply with the requirements prescribed under *Section VIII* of this Order.

All other applicant private SHSs shall submit the following mandatory documentary requirements for purposes of application for Government Recognition, and no fees shall be imposed or collected for the processing thereof:

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 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.

(A period of one year shall be allowed, reckoned from the submission of any of these documents, for the submission of a Certified True Copy of the Title that reflects the annotation of the Contract.)

During this one year allowable period, the application may proceed and shall not be withheld solely on the basis of the pending annotated Title. In such cases, the RO may issue the Certificate of Government Recognition, with a formal Cover Letter (see Annex E) requiring the private SHS to submit the annotated Certified True Copy of the Title within the one-year period.

Failure to comply within the one-year period shall constitute grounds for the imposition of appropriate sanctions under this Order, including possible suspension or revocation of the Government Recognition.)

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.

The following additional documentary requirements shall be submitted exclusively by PSOs, as applicable:

17. PSO's 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

19. 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.

The private SHS assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as attested to in the **Omnibus Sworn Statement (Item 5)**, duly signed by at least the School Head of the applicant private SHS and sworn before a public officer authorized to administer oaths. The submission of any false and fraudulent document shall constitute a *prima facie*, ground for disqualification from the grant or revocation of Government Recognition and may result in the filing of administrative or criminal case/s against the person and/or institution concerned.

VII. PROCEDURES

A. Submission of Documentary Requirements for Application for Government Recognition

All mandatory documentary requirements to be submitted by the applicant private SHSs, unless otherwise specified, shall be filed on or before December 31 of the year preceding the intended SY of implementation. Submissions shall be made electronically/online, in accordance with the specific instructions issued through an SDO Memorandum by the SDS, with the concurrence of the RD. Online submission of electronic copies of the documentary requirements shall comply with the requisites of Commission on Audit (COA) Circular No. 06, s. 2021 or the *Guidelines on the use of Electronic Documents, Electronic Signatures, and Digital Signatures in Government Transactions*, whenever applicable. All online submissions shall be subject to the submission of hard copies upon request for purposes of verification. Only documents that are clear, readable, complete, and properly certified shall be accepted for validation.

All private SHSs applying for Government Recognition shall submit the duly signed and certified true copies of the documentary requirements enumerated under *Section VI* to the respective Records Section or designated sub-committee/s of the SDO. **The RO shall not accept applications from private SHSs in any manner.**

The Records Officer shall assign an **application code** to the applicant private SHS, which shall serve as the identifying number for all subsequent transactions related to the application. The standard format of the code shall be expressed as **GRS-[ROCODE]-[SDOCODE]-[####]**, and shall follow the format indicated below:

Component	Description
GP	Government Permit
GR	Government Recognition

S	SHS
ROCODE	Official Regional Office code
SDOCODE	Official Schools Division Office code
####	Four-digit sequential number
Examples: GRS-NCR-MNL-0123 , GRS-4A-BTG-0456	

The official RO and SDO codes prescribed in *Annex F* shall be strictly observed. This coding convention shall be uniformly adopted in all official correspondence, records, and databases related to the processing of applications for Government Recognition, and shall be used solely for application processing and tracking purposes.

After which, the Records Officer shall immediately forward the application documents to the SDO-School Governance and Operations Division (SGOD) for the initial assessment of the contents of the application documents. This process shall be completed within four hours (equivalent to one-half day) from receipt of the documents.

To manage operational capacity, ROs and SDOs may regulate the intake of applications prior to December 31, provided that all applications submitted on or before said date are duly accepted and processed.

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

In cases where there are private SHSs located in remote or underserved areas with limited or unreliable internet connectivity, the RO may, upon due justification and on a case-to-case basis, prescribe supplemental guidelines on the manner of submission of applications, taking into account the specific local conditions and operational realities in the Region. These supplemental guidelines shall be subject to existing laws, rules, and regulations, and shall be consistent with the provisions of this Order and RA No. 11032, otherwise known as the "*Anti-Red Tape Act of 2007*" and its *Implementing Rules and Regulations (IRR)*.

B. Validation of the application documents by the SGOD

The SGOD of the SDO shall assess the completeness of the documentary requirements and conduct a thorough validation of the submitted documents within ten working days from receipt of the application documents from the Records Section.

If the application is found to be complete and duly validated, the SGOD shall issue a Completion Slip (*see Annex G*) and notify the applicant private SHS of the status of its application, including confirmation of completeness or any noted documentary deficiencies. An application shall only be considered official upon issuance of a completion slip with application code.

If the application is found to be incomplete or with deficiencies, the SGOD shall issue a Return Slip (*see Annex H*) to the applicant private SHS, clearly

indicating the specific documentary deficiencies. The applicant may submit the required documents to address the deficiencies within 10 working days from receipt of the Return Slip.

Failure to comply with the requirements indicated in the Return Slip within the prescribed period or as indicated under *Section IX* (Submission Deadlines) shall result in the automatic denial of the application for Government Recognition, without prejudice to refile, provided that such refile is made within the deadline set by the SDO, subject to the same conditions on late submission provided therein.

Upon confirmation of the completeness and validation of documentary requirements, the SGOD shall coordinate with the Monitoring, Evaluation, and Inspection Team (MEIT) on the schedule for the submission of Means of Verification (MOVs), as well as the conduct of the evaluation and ocular inspection of applicant private SHSs. The SGOD shall immediately notify the concerned applicant private SHSs of the schedule upon issuance of the Completion Slip, without prejudice to the filing of a request for rescheduling for valid and justifiable reasons, subject to the approval of the SGOD.

C. Evaluation and Ocular Inspection

1. Creation of the Monitoring, Evaluation and Inspection Team (MEIT)

The RD shall establish a MEIT to conduct inspections for validating applications. The MEIT shall consist of representatives from both the RO and the SDO that have jurisdiction over the applicant private SHSs. For each inspection, the MEIT shall consist of three to seven members, including at least one authorized representative from the RO and at least two authorized representatives from the SDO. The participation of the RO Quality Assurance Division (QAD) and the SDO-SGOD shall be mandatory. Members of the MEIT may include representatives from the following:

Regional Office	Schools Division Office
Quality Assurance Division (QAD)	School Governance and Operations Division (SGOD)
Curriculum and Learning Management Division (CLMD)	Curriculum Implementation Division (CID)
DepEd RO Private Schools Focal Person	DepEd SDO Private Schools Focal Person

All members of MEIT shall complete the capacity building and/or training program prescribed by DepEd RO. This requirement ensures that all members operate with a unified perspective and maintain consistency in the interpretation and application during evaluations. The list of official members of the MEIT, including their specific duties and functions, shall be formalized through a Regional Memorandum. Such designation shall serve as the official record of MEIT membership and provide clear guidance on the duties and functions of each member within the team.

Upon signing and approval of the Regional Memorandum, the RD shall furnish the PEO with its issuance.

2. Pre-Evaluation of the Means of Verifications (MOVs)

The MEIT shall conduct a review and pre-evaluation of all submitted MOVs listed in the prescribed Evaluation Tool (*see Annex I*) before the scheduled ocular inspection. Such pre-evaluation shall form part of the overall 15 working days allotted for the conduct of evaluation and inspection.

The applicant private SHS shall prepare, organize, and submit all required MOVs for pre-evaluation purposes at least 10 working days prior to the scheduled inspection visit. Submission of the MOVs within the prescribed period shall be a prerequisite to the conduct of the on-site inspection.

All MOVs requiring personal data of personnel must be accompanied by a duly signed Data Privacy Consent Form, as prescribed in *Annex J*, to ensure compliance with applicable data protection regulations.

Failure to submit the required MOVs within the prescribed timeframe may result in the deferment or rescheduling of the inspection visit, without prejudice to other actions as may be determined by the SDO in accordance with existing policies.

3. Official Inspection and Evaluation

The MEIT shall conduct an Ocular Inspection to verify the private SHS's compliance with the requirements and DepEd prescribed standards. The evaluation process, inclusive of the pre-evaluation of MOVs and the ocular inspection, shall be completed within 15 working days from receipt of the recommendation from the SDO SGOD. They shall assess the private SHSs' prepared documentation and evaluate their compliance using the prescribed Evaluation Tool (*see Annex I*).

The evaluation tool follows a strict rating system for each element that needs to be evaluated based on a set of predetermined criteria. This ensures fairness and objectivity in the assessment process. The evaluation tool uses a four-point Likert Scale to measure performance for each specific component.

- a. **Mandatory documentary requirements** - no application shall proceed to evaluation or ocular inspection if the mandatory documentary requirements under **Section VI** are incomplete, inaccurate, invalid, or legally deficient. Applications with incomplete mandatory requirements shall be returned to the applicant for completion.
- b. **Minimum standards and documentary requirements** - these areas signify the private SHS's capacity and organizational structure to provide quality education to SHS learners. These requirements are divided into eight evaluation areas, namely:
 - i. Curriculum and Teaching;
 - ii. Work Immersion and Field Experience;
 - iii. Leadership Management;
 - iv. School Site and Facilities;

- v. Learner Support;
- vi. Planning and Development;
- vii. Faculty; and
- viii. Budget and Finance.

Each indicator under each evaluation area shall be rated, indicating its compliance with the standards, supported by the MOVs set forth by DepEd's Evaluation Tool for Government Recognition.

Rating Scale for Each Indicator

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 Range for Each Evaluation Area

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

Each evaluation area has varying weights, depending on its strategic importance in providing quality basic education service delivery to learners and determining the compliance of the private SHSs.

Evaluation Areas	Allocated Percentage in the Overall Results
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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 and Interpretation
3.25 - 4.00	0.75	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.
2.50 - 3.24	0.74	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.
1.75 - 2.49	0.74	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.
1.00 - 1.74	0.74	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.
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The overall compliance status of the evaluated private SHSs 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:

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

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

$$\text{Partial Product} = \text{Average per Evaluation Area} \times \text{Allocated \% per evaluation area}$$

$$\text{Example: Partial Product} = 3.58 \times 0.15 = 0.54$$

$$\text{Overall Compliance Status} = \text{Summation of Partial Products}$$

$$\text{Example: } 0.54+0.86+0.89+0.37+0.37+0.38+0.25+0.31 = 3.60 \text{ (FULLY COMPLIANT)}$$

The following activities shall be carried out by the MEIT during the Ocular Inspection:

i. Opening Meeting or Briefing

The MEIT conducts an initial meeting with the school administration to clarify the objectives, scope, and procedures of the ocular inspection. This includes discussing evaluation areas, required cooperation from school personnel, and the flow of activities for the day.

ii. On-Site Validation Proper

The MEIT verifies the accuracy and authenticity of the previously submitted MOVs by examining actual conditions, implementation practices, and compliance with standards. This includes:

(1) Physical Verification

The MEIT inspects physical structures, resources, instructional materials, and documents to confirm alignment with previously submitted evidence. This covers equipment, learning spaces, and safety requirements as reflected in the evaluation tool's indicators.

(2) Classroom Observation

The MEIT observes ongoing classroom instruction to assess teaching practices, learner engagement, use of pedagogical approaches, and alignment with curriculum and lesson plans. This supports validation of curriculum and instructional indicators.

(3) Functional Validation

The MEIT checks whether processes, systems, and procedures described in the MOVs (e.g., assessment practices, guidance services, record management, safety protocols) are actually implemented and operational on site, confirming alignment with submitted MOVs.

(4) Inspection of Facilities

The MEIT verifies the functionality, sufficiency, and compliance of school facilities—such as classrooms, laboratories, workshops, library/IMC, clinics, athletic areas, and offices—according to standards enumerated in the evaluation tool.

(5) Interviews / Clarifications

The MEIT conducts short interviews with school personnel, teachers, or learners to clarify inconsistencies, confirm implementation details, and gather additional context that supports or disputes submitted MOVs.

(6) Other Verification Activities

The MEIT may undertake additional validation steps based on issues identified during the pre-evaluation of MOVs, such as but not limited to rechecking specific documents or confirming compliance with track-specific or context-specific requirements.

iii. Wrap-Up Session

The MEIT conducts a closing meeting to present initial observations, highlight areas requiring clarification or improvement, and explain the next steps in the evaluation and reporting process.

4. Submission of Evaluation Report and Endorsement to RO QAD

After inspection and evaluation, the MEIT shall issue a Certification of Inspection (*see Annex K*) to the private SHS and shall consolidate the findings and observations from the inspection and evaluation into an Evaluation Report (*see Annex L*) within five working days after the conduct of the inspection and evaluation. The MEIT shall immediately transmit the Evaluation Report to the SDS for endorsement to the RO-QAD. The SDO shall ensure that, within three working days from receipt of the evaluation report, the application is formally endorsed to the RO QAD and that all required supporting documents are duly transmitted.

E. Alternative Compliance and MOVs

All private SHSs operating in Geographically Isolated, Disadvantaged, and Conflict-Affected Areas (GIDCA) may be allowed to demonstrate compliance with prescribed minimum standards through alternative compliance arrangements, provided that these arrangements adequately ensure the delivery of quality education, learner safety, and the effective implementation of the curriculum.

The applicant private SHSs shall submit with their application a letter stating that the private SHS is operating in a GIDCA and formally requesting approval for the use of Alternative Compliance arrangements.

Acceptable alternative compliance arrangements may include, but are not limited to, the use of shared or community-based facilities, inter-school resource-sharing arrangements, and partnerships supported by the Local Government Unit (LGU) or other recognized public or private institutions.

To validate these alternative compliance arrangements, the applicant private SHS shall submit appropriate MOVs. The following MOVs may be required, as applicable:

1. Formal MOA, contracts, or similar legal instruments executed with partner institutions or LGUs, clearly indicating the scope, duration, and terms of shared use or support;
2. Certifications, endorsements, or resolutions issued by the LGU or relevant government agencies attesting to the existence, functionality, and accessibility of the facilities or services being utilized;
3. Photographic or video documentation showing the actual facilities, equipment, or resources in use; and
4. Reports, utilization logs, or sworn attestations confirming the availability, accessibility, frequency of use, and regularity of the shared facilities, services, or partnerships.

Approval of alternative compliance shall be granted on a case-to-case basis and shall not exempt the private SHS from the continuous obligation to meet and maintain the quality, safety, and instructional standards prescribed by DepEd.

F. Shared Institutional Facilities

Private SHSs operating within integrated K to 12 schools or within HEIs with Basic Education Departments shall not be required to maintain facilities exclusively dedicated to SHS operations, provided that such shared institutional facilities comply with, or exceed, the minimum standards prescribed by DepEd.

Shared facilities shall be demonstrably accessible to SHS learners during instructional hours and for all required curricular and co-curricular activities. These facilities may include, but are not limited to, laboratories, libraries and research centers, classrooms, information and communications technology (ICT) facilities, medical and dental clinics, auditoriums, gymnasiums, and specialized workshops or studios.

The absence of exclusive-use facilities shall not, in itself, constitute grounds for disapproval of an application for Government Recognition, provided that compliance with prescribed standards and assured access are duly supported by appropriate documentary evidence and verified during ocular inspection.

For private SHSs that utilize shared institutional facilities, additional MOVs, as specified under the applicable indicators in the prescribed Evaluation Tool (*see Annex I*), shall be required to substantiate compliance with standards and to demonstrate guaranteed access and availability for SHS learners.

G. Validation and Review of the RO QAD

The RO-QAD shall conduct further validation and a thorough review of the endorsement submitted by the SDO, including all supporting documents and issue its result within 10 working days from receipt of the documents.

If an application is returned due to non-compliance with requirements, the applicant private SHS shall be required to correct and resubmit the deficient documents, provided that it is done before the deadline set by the RO-QAD.

A repeated ocular inspection or re-evaluation of previously completed steps shall not be required, unless:

1. The deficiency directly relates to items verified during the ocular inspection;
2. The submitted corrective documents materially affect previously validated information; and
3. The SDO/RO determines that re-inspection is necessary to confirm compliance.

Upon determination of compliance of the application, the RO-QAD shall recommend to the RD the issuance of the Government Recognition to the applicant private SHS. The RD shall, within three working days from receipt thereof, render a decision by signing the approval or denial of the Government Recognition.

VIII. AUTOMATIC GRANT OF GOVERNMENT RECOGNITION

This section shall apply during the transition period of SY 2026-2027 only.

A. Documentary Requirements for Automatic Recognition

All private SHSs qualifying for automatic Government Recognition under this Order shall submit the applicable certification, with validity that covers SY 2026-2027, as documentary proof of eligibility:

1. A copy of the FAAP Accreditation Certificate for private SHSs with FAAP-accredited JHS; or
2. A copy of the PEAC Certification Report for private SHSs with PEAC-certified JHS; or

3. A copy of the PEAC Certification Report issued under the SHS Voluntary Certification (SHS VC) for private SHSs certified through the SHS VC.
4. For Private SHSs that are Strengthened SHS Pilot Schools:
 - a. The official list of Strengthened SHS Pilot Schools shall serve as basis for the automatic grant of Government Recognition; and
 - b. The SDO shall assign the application code to these private SHSs in accordance with the standard format prescribed in this Order, and the RO shall thereafter issue the Certificate of Government Recognition.

B. Pending Renewal of Accreditation or Certification

In cases where a private SHS qualifies for Automatic Government Recognition but its FAAP accreditation or PEAC certification is pending renewal, such private SHS shall remain eligible, subject to the submission of documents sufficient to establish continuing compliance, as follows:

1. A copy of the most recent FAAP Accreditation Certificate or PEAC Certification, indicating the period of validity; and
2. Proof of application or reapplication for renewal, such as but not limited to:
 - a. An acknowledgment receipt issued by the accrediting or certifying body; or
 - b. Official written confirmation that the renewal process is ongoing.

C. Validation and Approval Process

Upon confirmation of completeness by the SDO, issuance of the Completion Slip and application code, the application documents shall be immediately forwarded to the RO QAD for validation. The RO QAD shall thereafter recommend to the RD the approval of Government Recognition in accordance with the evaluation and decision-making process prescribed in this Order.

Private SHSs with unresolved material adverse findings in either the SHS VP or ESC Program from SY 2022–2023 to SY 2025–2026 at any DepEd governance level shall not qualify for the grant of Automatic Government Recognition. This restriction applies where such findings materially affect any of the following:

1. Compliance with SHS program standards;
2. The integrity, authenticity, or accuracy of submitted documents;
3. Institutional capacity to ensure learner safety, curriculum delivery, or administrative soundness; or
4. Any act that, if validated, may constitute a ground for denial, suspension, or revocation of a Government Permit or Government Recognition under this Order.

Such findings must first be resolved with finality, and the private SHS must be cleared of material liability before it becomes eligible for Automatic Government Recognition.

Private SHSs with pending or unresolved criminal cases filed before any court involving the institution, its owners, officers, or administrators, shall likewise not qualify for Automatic Government Recognition unless and until resolved with finality.

All private SHSs that are not eligible for Automatic Government Recognition shall instead be required to apply for Government Recognition and undergo application and evaluation process, subject to the procedures and requirements prescribed under this Order.

This safeguard ensures that automatic recognition is granted only to private SHSs with fully verified compliance, free from unresolved issues that may compromise learner welfare, program quality, or regulatory integrity.

During the validation process, the RO QAD with the concurrence of the DepEd Central Office-Government Assistance and Subsidies Service (GASS) and Private Education Assistance Committee (PEAC) shall undertake internal verification of any adverse findings or pending cases involving the applicant private SHS under the SHS VP or the ESC Program, based on existing compliance, monitoring, and audit records. No separate documentary submission shall be required from the applicant private SHS for this purpose.

In cases where such verification results in the determination that the applicant private SHS has a pending case that affects its eligibility for automatic Government Recognition, the RO shall issue a formal written notice informing the school of the findings and the consequent ineligibility for automatic recognition.

D. Post-Grant Compliance and Monitoring

Upon the grant of automatic Government Recognition, all private SHSs shall be subject to monitoring by the RO and SDO, and shall submit the mandatory documentary requirements for Government Recognition prescribed under *Section VI* of this Order.

All private SHSs that do not meet the foregoing criteria shall be required to undergo the whole application process for Government Recognition in accordance with this Order.

IX. SUBMISSION DEADLINES

All application requirements, including the submission of any deficiencies, shall be completed within the prescribed deadline. Submissions received beyond the deadline shall not be accepted.

However, under **exceptional circumstances**, late submissions may be entertained provided that the following conditions are met:

1. The applicant shall submit a notarized **written explanation** detailing the reason for the delay, accompanied by supporting documentation.

Acceptable justifications include, but are not limited to:

- a. Medical emergencies (with medical certificate),

- b. Natural disasters or calamities (with official report recognized by the Local Disaster Risk Reduction Management Office (LDRRMO), and
 - c. Other unforeseen events beyond the applicant's control.
2. Late submissions shall only be considered if filed within **10 working days** from the original deadline. Applications submitted beyond this period shall not be entertained under any circumstances.
3. Approval of late submissions is not guaranteed and shall depend on the merit of the justification and compliance with all other documentary requirements.

X. RESULTS, APPEAL, AND REAPPLICATION

A. Results of the Application

The result of the evaluation of all applications shall indicate any of the following:

1. Private SHSs that passed the evaluation and have been deemed Fully or Substantially Compliant upon the ocular inspection of the MEIT shall be granted Government Recognition be issued a **Certificate of Government Recognition** (see Annex M), duly signed by the RD.
2. Private SHSs that have been deemed Partially Compliant or Not Compliant based on the ocular inspection of the MEIT shall retain its permit and be issued a **Certificate of Government Permit** (see Annex N), subject to monitoring by the members of the MEIT. subject to monitoring by the members of the MEIT.

The official results of the evaluation and issuance of appropriate DepEd Authority shall be formally documented through a signed evaluation report and recommendation issued by the RO-QAD. The results shall be officially communicated to both the SDO and the applicant private SHS through a formal letter or memorandum, and may also be transmitted electronically (e.g., official email) for timely acknowledgment.

Upon approval, the corresponding Certificate of Government Permit or Certificate of Government Recognition shall be issued with a **certificate number** distinct from the application code, following the format: **GRS-[ROCODE] No. [####], s. [YYYY]**, and using the official RO code prescribed in Annex F.

Component	Description
GP	Government Permit
GR	Government Recognition
S	SHS
ROCODE	Official Regional Office code
####	Four-digit sequential number
s. YYYY	Year of issuance
Examples: GRS-NCR No. 0069, s. 2026, GPS-4A No. 0567, s. 2027	

B. Appeal and Request for Reconsideration

In cases where an application for Government Recognition is denied, the applicant private SHS may file a written request for reconsideration or an appeal with the Office of the Regional Director within 15 calendar days from receipt of the notice of denial. The request shall clearly state the grounds relied upon and be supported by relevant documents.

DepEd RO shall have the authority to review and resolve requests for reconsideration or appeal, including the conduct of further validation, if necessary, and shall render a decision thereon. The decision of the RD shall be served either personally, by registered mail, private courier, or electronic mail. If the decision or denial is upheld, it shall be subject to confirmation by the Secretary of Education through the Private Education Office (PEO). The decision, once confirmed by the Secretary, shall be final and executory.

In all instances, the applicant private SHS may file only one appeal or motion for reconsideration, and no second or subsequent motions or appeals shall be entertained at any governance level.

C. Reapplication

Applicants continuing to operate under a Government Permit, whose applications for Government Recognition were denied, and were rated either Partially Compliant or Not Compliant, may reapply for Government Recognition subject to the following conditions:

1. **Partially Compliant:** May reapply for recognition at any time, provided that all findings and grounds for denial have been fully addressed and duly supported by appropriate documentation.
2. **Not Compliant:** May also reapply after the same period, subject to further investigation by the RO and SDO to determine whether the Government Permit may be retained or revoked.

Pending reapplication and subsequent approval, the private SHS shall not be eligible to participate in the SHS Voucher Program.

The private SHS shall resubmit all updated mandatory documents along with a detailed report on the remedial measures taken to address deficiencies from the previous application. The reapplication shall be treated as a new application and subject to the same evaluation and ocular inspection procedures as first-time applicants.

XI. VALIDITY OF RECOGNITION AND MONITORING

To ensure accountability and minimum compliance in the delivery of SHS program, the validity of DepEd Authority shall be governed by the following provisions:

- A. The **Certificate of Government Recognition** shall remain valid unless formally revoked by the RD or the Secretary of Education or his duly authorized representative. This shall apply to the institution, regardless

of whether new tracks have been added or existing tracks have been modified, provided that the tracks hold valid Government Permits.

Private SHS evaluated as substantially compliant shall be subject to regular monitoring and compliance evaluation by the MEIT once every three years, while private SHS evaluated as fully compliant shall be subject to regular monitoring and compliance evaluation by the MEIT once every five years, except in the case of FAAP-accredited schools.

The scope and focus of the monitoring activities shall be guided by the established indicators and evaluation areas prescribed in this Order. The private SHS that has demonstrated sustained compliance in at least two consecutive cycles of monitoring may undergo desk review in lieu of a full ocular inspection, unless deficiencies or risks are identified. In the event that a private SHS voluntarily closes or offers the SHS program for a period not exceeding one SY, its Government Recognition shall be revoked.

- B. The **Certificate of Government Permit** shall be valid for two SYs. A private SHS shall only remain in Government Permit status for a maximum of six SYs. Upon the expiration of the last renewal, the private SHS shall be required to secure a Certificate of Government Recognition. Failure to obtain Government Recognition within the prescribed period may result in the closure of the SHS program. In the event of such closure, the RO shall issue an official notice of the SHS program closure, which shall be reflected in the Learner Information System (LIS).

XII. SANCTIONS AND VIOLATIONS

A. Procedural Due Process Requirements

The imposition of sanctions shall be progressive and proportionate, taking into consideration the gravity, frequency, and impact of the non-compliance. In all cases, no sanction shall be enforced unless the following requirements are met:

1. **Formal Written Notice** – The SDO shall issue an official written notice to the private SHS, detailing the specific violations or deficiencies and the corresponding regulatory basis. Notices shall also be sent via official email and/or courier to ensure timely receipt.
2. **Opportunity to Respond and Address** – The private SHS shall be given 15 working days to submit a written explanation and to take corrective action. The SDO shall acknowledge receipt thereof.
3. **Initial Evaluation by the SDO** – The SDO shall conduct the initial evaluation of the private SHS's response within 10 working days from receipt of the written explanation. The SDO shall submit a copy of its evaluation to the RO for validation.
4. **Validation by the RO and Issuance of Resolution** – The RO shall validate the SDO's evaluation and issue the appropriate resolution, including the imposition or non-imposition of sanctions, within 15 working days from receipt of the SDO's evaluation.

Only after the completion and proper documentation of these steps may the appropriate sanction be recommended or imposed. All recommendations for sanctions shall be reviewed and cleared by the Regional Legal Unit prior to issuance to ensure compliance with due process, applicable laws, and the provisions of this Order.

Upon legal clearance, the RD shall issue the appropriate order, which shall be transmitted to the concerned private SHS through the SDO. Copies shall be furnished to the Regional Legal Unit and the RO QAD for documentation and monitoring.

The private SHS may appeal with the DepEd Secretary within 15 days from the receipt of notice of such sanction. The decision of the Secretary is final and executory.

B. Sanctions

Subject to observance of due process and applicable regulations, the RD or the Secretary of Education may impose or recommend appropriate sanctions, depending on the nature and seriousness of the non-compliance. These sanctions may include:

1. Issuance of Written Warning;
2. Suspension of the Government Recognition or Government Permit of the private SHS;
3. Downgrading of the status of Government Recognition to Government Permit
4. Revocation of Government Permit or Government Recognition;
5. Initiation or referral of administrative and/or legal proceedings against responsible officials or personnel in accordance with applicable laws
6. Disqualification or blacklisting from applying for new permits or Government Recognition for additional programs or schools; and
7. Closure of the SHS Program,

All private SHSs whose Government Recognition has been suspended or revoked shall be ineligible to participate in the Senior High School Voucher Program (SHSVP), subject to applicable program guidelines.

In cases involving serious or repeated non-compliance, misrepresentation, or violations that may affect learner welfare, the RD or the Secretary of Education may impose heightened sanctions, including closure of the SHS Program, as applicable.

A private SHS may be considered to have engaged in systemic non-compliance when any of the following circumstances are observed:

1. Repeated violation of the same requirement for three consecutive SYs despite prior notices or directives for correction; and
2. A pattern of misrepresentation or submission of inaccurate or falsified documents on more than one occasion.

In cases where the revocation or suspension of Government Recognition or Government Permit results in learner transfers, the RD may impose a monetary penalty on the originating private SHS to defray transfer-related processing costs, commensurate with the number of affected learners and the gravity of the violation, without prejudice to other applicable sanctions under this Order.

C. Violations

Private SHSs serve as vital partners of DepEd in delivering accessible and quality education. To uphold the integrity of this Order, any private SHS with Government Recognition or Permit found to have violated its policies or guidelines shall be subject to appropriate sanctions in accordance with established rules and due process.

1. Offenses Related to Non-Compliance with DepEd Standards

Violations under this category include failure to comply with minimum standards directly required for the Government Recognition or Government Permit. Offenses already governed by a separate DepEd issuance shall not be subject to duplicate penalties.

Violations	First Offense	Second Offense	Third Offense
Non-compliance with prescribed curriculum standards, including but not limited to the non-delivery of mandated learning competencies or unauthorized curriculum modifications.	Issuance of Written Warning and directive to submit a Corrective Action Plan within 30 days from receipt thereof	Downgrading of the status of Government Recognition to Government Permit and close monitoring for one school year	Suspension of Government Recognition until full compliance is verified
Failure to provide and maintain adequate school facilities or to address safety risks, such as but not limited to deficiencies in classrooms, laboratories, sanitation systems, or fire-safety provisions.	Issuance of Written Warning with 30-day deadline to correct deficiencies from receipt thereof	Downgrading of the status of Government Recognition to Government Permit with semestral SDO inspection	Revocation of Recognition or Permit
Non-submission of mandatory reports or requirements, including but not limited to LIS/EBEIS data, financial statements, and official school forms, as required by DepEd.	Issuance of Written Warning and directive to submit the lacking mandatory reports or requirements	Downgrading of the status of Government Recognition to Government Permit	Revocation of Government Recognition or Permit

	within 30-day from receipt thereof		
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2. Offense Involving Misrepresentation or Fraud

Violations under this category apply to willful, intentional, and/or material acts of falsification or misrepresentation directly related to SHS compliance.

Violations	First Offense	Second Offense
Submission of documents containing falsified, inaccurate, or misleading information, including but not limited to learner records, compliance reports, financial claims, or institutional representations.	Referral to the appropriate authorities for possible administrative, civil, or criminal proceedings in accordance with applicable laws and/or revocation of recognition/permit	Closure of the SHS Program
Falsely claiming or implying endorsements, partnerships, or accreditations from DepEd or other legitimate organizations without proper authorization	Referral to the appropriate authorities for possible administrative, civil, or criminal proceedings in accordance with applicable laws and/or revocation of recognition/permit	Closure of the SHS Program
Unauthorized collection of fees or charges	Disqualification from SHS Voucher Program and other government subsidies for one school year	Revocation of Government Recognition or Permit
Any change in school name, ownership structure, or legal entity intended to avoid sanctions, disqualification, or ongoing investigations.	Issuance of a Show Cause Order and Demand Letter requiring the school to submit a written explanation within 30 days from receipt thereof and/or referral to the appropriate authorities for possible administrative, civil, or criminal proceedings in	Blacklisting from applying for the opening of new schools or for permits and Government Recognition.

	accordance with applicable laws and/or revocation of recognition/permit	
Involvement in administrative or legal cases that led to the termination of the institution's participation in the Senior High School Voucher Program (SHS VP)	Revocation of Government Recognition or Permit	Closure of the SHS Program

3. Offenses Affecting Learner Welfare

Violations under this category shall be limited to systemic, repeated, or gross institutional failures to address concerns involving learners' welfare.

Violations	First Offense	Second Offense	Third Offense
Engaging in or allowing practices that endanger the safety, health, or welfare of learners, including but not limited to an unsafe school environment, unresolved or unaddressed bullying incidents, and failure to maintain proper sanitation and hygiene standards.	Issuance of Written Warning, immediate Action Plan for Compliance and 15-day deadline from receipt thereof	Downgrading of the status of Government Recognition to Government Permit and mandatory semestral inspections	Suspension or Revocation of Recognition depending on severity
Failure to implement or enforce policies on child protection, including prevention and response mechanisms in protecting learners from abuse, exploitation, or discrimination	Issuance of Written Warning, immediate Action Plan for Compliance and 15-day deadline from receipt thereof	Downgrading of the status of Government Recognition to Government Permit and mandatory semestral inspections	Suspension or Revocation of Recognition depending on severity
Allowing or engaging in academic dishonesty or unfair treatment that undermines learner rights and academic integrity such as but not limited	Downgrading of the status of Government Recognition to Government Permit and referral to the	Suspension or Revocation of Recognition depending on severity and referral to the appropriate	Closure of the SHS Program and referral to the appropriate authorities for possible administrative,

to plagiarizing learner's paper	appropriate authorities for possible administrative, civil, or criminal proceedings in accordance with applicable laws.	authorities for possible administrative, civil, or criminal proceedings in accordance with applicable laws.	civil, or criminal proceedings in accordance with applicable laws.
Failure to comply or establish protocols for emergency preparedness and response, such as fire drills and disaster risk reduction (DRR) measures.	Issuance of Written Warning, immediate Action Plan for Compliance and 15-day deadline from receipt thereof	Downgrading of the status of Government Recognition to Government Permit and mandatory semestral inspections	Suspension or Revocation of Recognition depending on severity

Sanctions imposed under this Order shall observe the principle of proportionality, ensuring that the severity of the penalty corresponds to the nature, frequency, and material impact of the violation on SHS program compliance.

They shall not duplicate or overlap with penalties already imposed under other applicable DepEd issuances or laws, and shall be applied only to violations that materially affect the private SHS's compliance with standards, curriculum delivery, learner welfare, or eligibility for Government Permit or Recognition.

Administrative cases filed against individual school personnel under separate laws shall not, by themselves, justify institutional sanctions under this Order unless a direct and material connection to SHS program compliance is established.

XIII. REVOCATION AND REINSTATEMENT

A. Reinstatement

In the case of revocation, the private SHS may file an appeal/request for reconsideration within 15 days after the receipt of the notice of revocation from the RO, indicating its responses to the specific adverse findings which led to the revocation.

A private SHS whose Government Recognition has been officially reverted to Government Permit, or revoked may apply for reinstatement, subject to the following conditions:

1. **Elapsed Period** – At least two SYs have lapsed in cases of revocation, or the period specified in the suspension or reversion

order has fully expired, provided corrective actions have been documented, and validated by the SDO; and

2. **Full Compliance** – The private SHS has demonstrated full compliance with all applicable DepEd standards, requirements, and corrective measures.

The private SHS shall submit a formal petition for reinstatement addressed to the RD, through the SDS, with documentary evidence of corrective actions and compliance. The petition shall be filed together with an application for recognition, in accordance with this Order.

B. Protection of Learners Affected by Sanctions or Denial of Government Recognition

In cases where such sanctions or disapproved applications for Government Recognition affect the private SHS's eligibility to participate in the SHS VP or other government subsidies, the SDO, with concurrence in RO shall ensure that the welfare, safety, and continuity of education of all affected learners is the primary consideration. No sanction shall unduly disrupt learners' right to uninterrupted education or impede their ability to complete SHS requirements in a timely manner.

1. General Safeguards and Transfers

- a. The SDO, in coordination with the private SHS, shall immediately notify the parents and learners upon revocation, with clear guidance on the next steps and available options;
- b. Affected learners shall be given priority placement in other private SHS participating in Voucher Program schools in the same locality or nearby areas, subject to availability;
- c. The SDO shall coordinate with receiving schools to facilitate the transfer of learner records and enrollment without delay or additional fees. The processing fees of documents for transferring shall not be shouldered by the affected learners. The originating school, in coordination with SDO, shall shoulder the transfer-related fees to ensure the orderly and uninterrupted transfer of learners, without prejudice to the imposition of sanctions under this Order;
- d. Learners shall continue to receive their voucher subsidy without interruption during the transfer period; and
- e. The SDO, in coordination with the accepting private SHS, shall provide basic academic advising and counseling services to support learners during the transition.

Transfers shall, as far as practicable, be scheduled at the end of the SY. Mid-year transfers shall only be allowed when necessary to safeguard learner welfare, particularly in cases involving safety risks. In such instances, the SDO and the receiving private SHS shall ensure that the transfer is orderly, minimizes disruption to the receiving private SHS's operations, and protects the interests of the learners.

2. Safeguards in Extreme Sanctions

Prior to the execution of extreme sanctions, such as closure of a SHS program, DepEd shall ensure that:

- a. Advance written notice is provided to the private SHS, and separately, to all affected learners and their parents or guardians;
- b. A transition plan shall be developed immediately by the SDO to guarantee the continuity of learning during the adjustment period;
- c. Coordination with nearby private and public SHSs is undertaken to ascertain available slots for displaced learners; and
- d. Mechanisms for a smooth transfer are in place, including, but not limited to:
 - Timely release of learner records and other school documents;
 - Portability and uninterrupted processing of SHS Voucher Program benefits; and
 - Guidance, orientation, and counseling support for affected learners and their families.

Whenever feasible, the DepEd RO may impose phased, conditional, or partial sanctions that address institutional deficiencies without immediately interrupting learners' access to education. No learner shall bear the consequences of institutional violations, including acts of fraud, willful misrepresentation, or negligence by school personnel. Severe sanctions shall only be implemented with appropriate mitigation measures, ensuring minimal disruption and supporting a smooth and dignified transition for all affected learners.

No SHS program closure shall be executed unless DepEd has formally certified that:

- a. All affected learners have secured guaranteed placement in another DepEd-authorized SHS;
- b. All necessary arrangements for their continuous, uninterrupted education have been fully completed; and
- c. Other analogous circumstances that similarly ensure continuity of learning.

XIV. ROLES AND RESPONSIBILITIES

The matrix of accountability presented below defines the specific roles and responsibilities of the concerned personnel, units, and offices involved in the implementation of this Order. It is organized into the following key areas of responsibility:

- a. Submission of Requirements and Processing of Applications
- b. Evaluation of Applications
- c. Release of Evaluation Results
- d. Monitoring and Compliance
- e. Re-application Processes
- f. Reinstatement Processes
- g. Continuous Maintenance of Standards

Process / Area	Accountable Office/ Personnel
A. Submission of Requirements and Processing of Applications	
Prepare and submit complete and accurate documentary requirements and application forms for Government Permit/Recognition within the prescribed timelines	Private SHS
Ensure the authenticity of all supporting documents and promptly address any clarifications or deficiencies	
Receive the documentary requirements and forward it to SGOD	SDO-Records Office
Issue application code to applicant private SHSs	SDO-SGOD
Check completeness, validate the application documents and recommend ocular inspection	SDO-SGOD
Set the schedule of the ocular inspection and coordinate with the private SHS	SDO-SGOD
B. Evaluation of Applications	
Cooperate during evaluation by providing access to facilities, records, and other relevant data	Private SHS
Pre-evaluate the submitted MOVs before the ocular inspection	MEIT
Conduct ocular inspection	
Prepare evaluation reports and submit it to SGOD	
Endorse the evaluation report to RO QAD	SDO-SGOD
Sign the endorsement to RO QAD	SDS
Review endorsement and supporting documents and recommend decision to the Regional Director	RO-QAD
Issue the corresponding Government Permit or Government Recognition	RO
Render final approval or denial and sign the issuance of Government Permit or Government Recognition	RD
C. Release of Evaluation Results	
Approve and sign official communications releasing evaluation results to respective SDOs	RD
Consolidate findings and formally release evaluation results to applicant private SHS	RO
Consolidate data and submit reports to the Central Office to verify and confirm the recognition status of private SHSs	
Release evaluation results to private SHSs	SDO
Collect and monitor data on the number of schools with Government Permit or Recognition through the Basic Education Information System (BEIS)	DepEd Central Office – PEO and Educational Management Information System Division (EMISD)
Receive and acknowledge the official results of evaluation and comply with any conditions or	Private SHS

recommendations stated in the approval or denial	
D. Monitoring and Compliance	
Provide policy guidance, national standards, and overall quality assurance	DepEd Central Office – PEO
Evaluate monitoring reports and, when warranted, recommend or impose sanctions, including suspension or revocation of recognition	RO with concurrence of DepEd Central Office – PEO
Oversee monitoring and enforcement of compliance with DepEd standards and regulations	RO
Regular monitoring to ensure continued compliance with DepEd standards and the requirements of relevant laws, rules, regulations.	MEIT
Chair or represent the regional decision-making body in the recommendation or imposition of sanctions (e.g., suspension or revocation of recognition)	RD
Coordinate with DepEd Central Office – Private Education Office (PEO) for concurrence when sanctions or policy actions are required	
Provide oversight and concurrence for transfer options and continuity of voucher entitlements.	
Conduct regular monitoring of private SHSs under sanction or deficiencies and submit reports to the RO for appropriate action and documentation.	SDO
Implement appropriate measures to safeguard learners, including coordination of transfer options and continuity of voucher entitlements (portability).	
Implement timely corrective actions when deficiencies are identified during monitoring	Private SHS
Submit regular compliance reports or required documentation, as directed	
Cooperate fully with SDO by releasing learner records, certifications, and other necessary documents without delay.	
E. Re-application Processes	
Prepare and submit complete documentation for reapplication when previous applications were disapproved or when recognition/permit was revoked	Private SHS
Implement improvements or corrective actions based on previous evaluation findings before re-application	
Provide technical assistance and receive re-application documents	SDO
Evaluate and endorse re-application to the RO	

Take action on re-application endorsements and issue appropriate approval or denial	RO
Oversee the evaluation of re-application documents endorsed by SDOs	
Decide on the approval or denial of re-application and sign the corresponding permit or recognition	RD
F. Reinstatement Process	
Comply with all conditions set for reinstatement after suspension or revocation, including the submission of documentary evidence of corrective actions	Private SHS
Cooperate with any validation, site visit, or verification activities	
Assess compliance and readiness of private SHSs applying for reinstatement	RO
Decide on the approval or denial of reinstatement and sign the corresponding permit or recognition	
G. Continuous Maintenance of Standards	
Sustain adherence to DepEd standards for all areas prescribed in the evaluation tool	Private SHS
Implement internal quality assurance measures and promptly address deficiencies identified through internal or external assessments	
Maintain accurate records and make them available for periodic audits or reviews	

XV. FUNDING REQUIREMENTS

Expenses related to the implementation of this Order shall be charged against authorized available funding sources, subject to existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.

XVI. MONITORING AND EVALUATION

The PEO, in coordination with the Monitoring and Evaluation Office and with counterpart offices in the ROs and SDOs, shall lead the conduct of monitoring and evaluation of the private SHS's compliance and the effectiveness of the policy on improving the quality of senior high school curriculum in private basic education. Feedback from all concerned, internal and external stakeholders, shall be continuously gathered, and periodic review of this Order shall be conducted to further enhance the provisions stipulated herein for the effectiveness and alignment with the priorities and thrusts of DepEd.

Moreover, the PEO shall periodically assess the effectiveness of the annexed templates based on implementation experience, feedback from ROs and SDOs, and monitoring and evaluation results.

To ensure the effectiveness, continuous improvement, and relevance of all templates, evaluation tools, forms, and annexes prescribed in this Order, the PEO shall periodically assess, review, and update the aforementioned documents based on feedback received from the ROs and SDOs, among others.

XVII. EFFECTIVITY/ TRANSITORY PROVISIONS

This Order shall serve as guidelines for the recognition of the SHS program in PBEIs. A one-year transition period, covering SY 2026-2027, shall be granted to all private SHSs within which to comply with the requirements for Government Recognition prescribed in this Order.

This Order expressly repeals DM No. 04, s. 2014, titled *Guidelines on the Preparation for the National Implementation of the Senior High School (SHS) Program in Non-DepEd Schools for the School Year (SY) 2016-2017 and Onwards*. DO No. 88, s. 2010, titled *2010 Revised Manual of Regulation for Private Schools in Basic Education*, as amended, shall apply suppletorily to this Order, as far as practicable. All other Orders and related issuances inconsistent with this Order are hereby repealed, rescinded, or amended accordingly.

The provisional permits of private SHSs that have been terminated from participation in the SHS Voucher Program (SHS VP) are hereby revoked, and all private SHSs with valid provisional SHS permits shall be required to secure Government Recognition within the same SY in accordance with this Order.

For SY 2026–2027 only, the following private SHSs shall be automatically granted Government Recognition, provided that such private SHSs have no unresolved material adverse findings in either the SHS VP or ESC Program from SY 2022–2023 to SY 2025–2026, and have no pending or unresolved criminal case filed before any court involving the institution, its owners, officers, or administrators:

- a. FAAP-accredited SHS,
- b. SHSs with FAAP-accredited JHS,
- c. SHSs attached to JHS that have undergone Certification (Substantial Compliance and Above),
- d. SHSs that have undergone PEAC Certification through the SHS Voucher Certification (SHS VC) with Substantial Compliance and Above, and
- e. Strengthened SHS Program Pilot Schools.

Private SHSs granted automatic Government Recognition shall remain subject to monitoring and evaluation by DepEd.

All private SHSs that do not meet the foregoing criteria shall be given a transition period covering SY 2026–2027 to comply with the requirements for Government Recognition prescribed in this Order. Only private SHSs that secure Government Recognition within SY 2026-2027 shall be eligible to accept Grade 11 SHS VP beneficiaries in SY 2027-2028.

Beginning SY 2027–2028, PBEIs with a valid Government Permit may apply for Government Recognition, subject to the requirements of this

Order, and only private SHSs with Government Recognition may apply for FAAP Accreditation or PEAC Certification.

This Order shall take effect upon its approval, issuance, and 15 days after its publication in the Official Gazette or in a newspaper of general circulation. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center, UP Diliman, Quezon City.

XVIII. ACCOUNTABILITY

All DepEd officials and personnel shall be responsible for the proper implementation of this Order. Any DepEd official or employee found to have committed acts not in accordance with any of the provisions herein shall be held administratively accountable pursuant to applicable DepEd Issuances/Orders and the 2025 Rules on Administrative Cases in the Civil Service, without prejudice to the filing of civil and criminal cases.

Any private SHS found to have violated any provision of this Order shall be subject to administrative or criminal liability, without prejudice to the imposition of other applicable sanctions and remedies provided under applicable laws, rules, and regulations.

XIX. SEPARABILITY

If any portion or provision of this Order is declared unconstitutional or invalid by a competent authority, the other provisions not otherwise affected shall remain in full force and effect.

XX. REFERENCES

This Order is formulated based on the provisions stipulated in the following issuances:

Commission on Audit. (2021, September 6). *Guidelines on the use of Electronic Documents, Electronic Signatures, and Digital Signatures in Government Transactions* (COA Circular No. 006, s. 2021). https://www.coa.gov.ph/wpfd_file/coa-circular-no-2021-006-september-6-2021/

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Revised Manual of Regulations for Private Schools in Basic Education (DepEd Order No. 11, s. 2011). <https://www.deped.gov.ph/wp-content/uploads/2011/02/DO-No.-11-s.-2011.pdf>

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Department of Education. (2022, June 27). *Child Rights Policy: Adopting the Rights-Based Education Framework in the Philippine Basic Education* (DepEd Order (DO) No. 031, s. 2022). https://www.deped.gov.ph/wp-content/uploads/2022/06/DO_s2022_031.pdf

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List of Annexes:

- i. Annex A: Privacy Notice for Private Basic Education Institutions
- ii. Annex B: Declaration of Data Privacy Compliance

- iii. Annex C: Checklist of Requirements, Disclosure on Pending Criminal Cases of Key School Officials, and Sworn Statement
- iv. Annex D: Personnel Profile
- v. Annex E: Cover Letter for Submission of Annotated Title
- vi. Annex F: Coding Conventions
- vii. Annex G: Completion Slip
- viii. Annex H: Return Slip
- ix. Annex I: Evaluation Tool
- x. Annex J: Personnel Consent Form for MOVs
- xi. Annex K: Certificate of Inspection
- xii. Annex L: Evaluation Report
- xiii. Annex M: Certificate of Recognition
- xiv. Annex N: Certificate of Government Permit



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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)(f) 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 Unit)	
		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 <i>Annex A</i> , pursuant to RA No. 10173, also known as <i>Data Privacy Act of 2012</i>			
4. Declaration of Data Privacy Compliance using the prescribed template provided in <i>Annex B</i> , 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 <i>Annex C</i> , 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 <i>Administrative Code of 1987</i> .			
	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, <i>Multi-Year Implementing Guidelines on the School Calendar and Activities</i> or DO No. 09, s. 2026 titled, <i>Guidelines on the Implementation of the Three-Term School Calendar in Basic Education</i> , 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 (<i>see Annex D</i>)			
	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. <i>*Annotated CTC of the title within 1 year</i>			
	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 <i>If the document is not in English, it shall be accompanied by an official English translation, duly certified or authenticated; and</i>			
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.			

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.

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 non-teaching 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: ____

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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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Republic of the Philippines
Department of Education
[Regional Office]

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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]

Encl: *Certificate of Government Recognition/Permit*



[Address]
[Email Address]
[Website]

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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
1	Ilocos Region	ILN	Ilocos Norte
		ILS	Ilocos Sur
		LAU	La Union
		PG1	Pangasinan I
		PG2	Pangasinan II
		ALM	Alaminos City
		BTC	Batac City
		CAN	Candon City
		DAG	Dagupan City
		LAO	Laoag City
		SCA	San Carlos City
		SFE	San Fernando City
		URD	Urdaneta City
		VIG	Vigan City

ROCODE	Region Name	SDOCODE	Division Name
2	Cagayan Valley	BTN	Batanes
		CAG	Cagayan Province
		ISA	Isabela
		NVZ	Nueva Vizcaya
		QUI	Quirino
		CAU	Cauayan City
		ILA	Ilagan City
		SAN	Santiago City
		TUG	Tuguegarao City

ROCODE	Region Name	SDOCODE	Division Name
3	Central Luzon	AUR	Aurora
		BAN	Bataan
		BLW	Baliwag City
		BUL	Bulacan
		NEC	Nueva Ecija
		PAM	Pampanga
		TAR	Tarlac
		ZAM	Zambales
		ANG	Angeles City

Cyr

		BLG	Balanga City
		CAB	Cabanatuan City
		GAP	Gapan City
		MBL	Mabalacat City
		MAL	Malolos City
		MEY	Meycauayan City
		OLG	Olongapo City
		SFX	San Fernando City
		SJO	San Jose City
		SJM	San Jose del Monte
		SCM	Science City of Muñoz
		TRC	Tarlac City

ROCODE	Region Name	SDOCODE	Division Name
4A	CALABARZON	BTG	Batangas
		CAV	Cavite
		LAG	Laguna
		QZN	Quezon
		RIZ	Rizal
		APC	Antipolo City
		BCR	Bacoor City
		BT1	Batangas City
		BIN	Biñan City
		CLC	Calaca City
		CBY	Cabuyao City
		CLM	Calamba City
		CVT	Cavite City
		DAS	Dasmariñas City
		IMU	Imus City
		LIP	Lipa City
		LUC	Lucena City
		SPB	San Pablo City
		SRS	Sta. Rosa City
		TAN	Tanauan City
		TYB	Tayabas City
		GTR	General Trias City
		SPD	San Pedro City
		STM	Sto. Tomas City

ROCODE	Region Name	SDOCODE	Division Name
4B	MIMAROPA	MRN	Marinduque
		MDO	Occidental Mindoro
		MDE	Oriental Mindoro
		PAL	Palawan
		ROM	Romblon

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		CLP	Calapan City
		PPC	Puerto Princesa City

ROCODE	Region Name	SDOCODE	Division Name
5	Bicol Region	ALB	Albay Province
		CMN	Camarines Norte
		CMS	Camarines Sur
		CAT	Catanduanes
		MSB	Masbate Province
		SOR	Sorsogon Province
		IRG	Iriga City
		LGZ	Legazpi City
		LIG	Ligao City
		MS1	Masbate City
		NAG	Naga City
		SR1	Sorsogon City
		TAB	Tabaco City

ROCODE	Region Name	SDOCODE	Division Name
6	Western Visayas	AKL	Aklan
		ATQ	Antique
		CAP	Capiz
		GUI	Guimaras
		ILO	Iloilo
		IL1	Iloilo City
		PAS	Passi City
		ROX	Roxas City

ROCODE	Region Name	SDOCODE	Division Name
NIR	Negros Island Region	NGO	Negros Occidental
		NGE	Negros Oriental
		SIQ	Siquijor
		BAC	Bacolod City
		BG1	Bago City
		BAI	Bais City
		BAY	Bayawan City
		CDZ	Cadiz City
		CNL	Canlaon City
		DUM	Dumaguete City
		ESC	Escalante City
		GU1	Guihulngan City
		HIM	Himamaylan City
		KAB	Kabankalan City
		LCR	La Carlota City
		SAG	Sagay City

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		SCC	San Carlos City
		SIL	Silay City
		SIP	Sipalay City
		TNJ	Tanjay City
		VIC	Victorias City

ROCODE	Region Name	SDOCODE	Division Name
7	Central Visayas	BOH	Bohol
		CEB	Cebu
		BOG	Bogo City
		CAR	Carcar City
		CE1	Cebu City
		DAN	Danao City
		LAP	Lapu-Lapu City
		MAN	Mandaue City
		NGC	Naga City
		TAG	Tagbilaran City
		TAL	Talisay City
		TOL	Toledo City

ROCODE	Region Name	SDOCODE	Division Name
8	Eastern Visayas	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

ROCODE	Region Name	SDOCODE	Division Name
9	Zamboanga Peninsula	ZAN	Zamboanga del Norte
		ZAS	Zamboanga del Sur
		ZAG	Zamboanga Sibugay
		DAP	Dapitan City
		DIP	Dipolog City
		ISC	Isabela City
		PAG	Pagadian City
		ZBC	Zamboanga City

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ROCODE	Region Name	SDOCODE	Division Name
10	Northern Mindanao	BUK	Bukidnon
		CAM	Camiguin
		LAN	Lanao del Norte
		MSO	Misamis Occidental
		MSE	Misamis Oriental
		CGO	Cagayan de Oro City
		ELS	El Salvador City
		GIN	Gingoog City
		ILG	Iligan City
		MLY	Malaybalay City
		ORQ	Oroquieta City
		OZA	Ozamis City
		TNG	Tangub City
		VAL	Valencia City

ROCODE	Region Name	SDOCODE	Division Name
11	Davao Region	DDO	Davao de Oro
		DDN	Davao del Norte
		DDS	Davao del Sur
		DDC	Davao Occidental
		DDE	Davao Oriental
		DAV	Davao City
		DIG	Digos City
		MAT	Mati City
		PAN	Panabo City
		SAM	Samal City
		TMC	Tagum City

ROCODE	Region Name	SDOCODE	Division Name
12	SOCCSKSARGEN	COT	Cotabato
		SAR	Sarangani
		SCT	South Cotabato
		SLT	Sultan Kudarat
		GEN	General Santos City
		KID	Kidapawan City
		KOR	Koronadal City
		TRC	Tacurong City

ROCODE	Region Name	SDOCODE	Division Name
13	Caraga Region	AGN	Agusan del Norte
		AGS	Agusan del Sur
		DIN	Dinagat Islands
		SGN	Surigao del Norte
		SGS	Surigao del Sur

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		BYC	Bayugan City
		BIS	Bislig City
		BUT	Butuan City
		CBD	Cabadbaran City
		SIA	Siargao
		SUR	Surigao City
		TDC	Tandag City

ROCODE	Region Name	SDOCODE	Division Name
CAR	Cordillera Administrative Region	ABR	Abra
		APY	Apayao
		BEN	Benguet
		IFU	Ifugao
		KAL	Kalinga
		MTP	Mountain Province
		BAG	Baguio City
		TAB	Tabuk City

ROCODE	Region Name	SDOCODE	Division Name
NCR	National Capital Region	CAL	Caloocan City
		LSP	Las Piñas City
		MAK	Makati City
		MLB	Malabon City
		MDY	Mandaluyong City
		MNL	Manila
		MRK	Marikina City
		MNT	Muntinlupa City
		NAV	Navotas City
		PAR	Parañaque City
		PSY	Pasay City
		PSG	Pasig City
		QZC	Quezon City
		SJN	San Juan City
		TGP	Taguig City-Pateros
		VZC	Valenzuela City

ROCODE	Region Name	SDOCODE	Division Name
BARMM	Bangsamoro Autonomous Region	LNS1	Lanao del Sur I
		LNS2	Lanao del Sur II
		MAG1	Maguindanao I
		MAG2	Maguindanao II
		SUL	Sulu
		TWT	Tawi-Tawi
		BAS	Basilan

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		MRW	Marawi City (City Division)
		LAM	Lamitan City (City Division)
		CTC	Cotabato City (City Division)



Republic of the Philippines
Department of Education

[Schools Division Office]

REGION
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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]



Republic of the Philippines
Department of Education

[Schools Division Office]

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ANNEX H: RETURN SLIP

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 refiling, provided further that the refiling 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]

ANNEX I: EVALUATION TOOL

EVALUATION TOOL FOR THE GOVERNMENT RECOGNITION OF PRIVATE BASIC EDUCATION INSTITUTIONS 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
<i>The private SHS has submitted complete, current, and compliant...</i>		
	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 <i>Annex A</i> , pursuant to RA No. 10173, also known as <i>Data Privacy Act of 2012</i>	
	4. Declaration of Data Privacy Compliance using the prescribed template provided in <i>Annex B</i> , 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 <i>Annex C</i> , 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 <i>Administrative Code of 1987</i> .	
	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, <i>Multi-Year Implementing Guidelines on the School Calendar and Activities</i> or DO No. 09, s. 2026 titled, <i>Guidelines on the Implementation of the Three-Term School Calendar in Basic Education</i> , 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 (<i>see Annex D</i>)	
	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. <i>*Annotated CTC of the title within 1 year</i>	
	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	

	<i>If the document is not in English, it shall be accompanied by an official English translation, duly certified or authenticated; and</i>	
	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			
		1	2	3	4
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 • Guidance and counseling records career • 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	• Activity schedules • Program descriptions • Participation records				

complement the academic curriculum and promote holistic learner development.	• 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)				
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 - Technology 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	
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	2	3	4
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	Certified True Copy of MOAs with relevant institutions for the Work Immersion/Field Experience venues and other resources				

outcomes of the 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	• Certified True Copy of evidence on the Insurance Policy/Fee for learners				

the subject/electives.					
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 • NBI/Police 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/Workshop 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 (IMC), 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	• Certified True Copy of the Occupancy Permit issued by the Local Government Unit (LGU), with Institutional/				

toilets, and proper hygiene facilities 4.2 Nutritious food with food safety measures in the canteen/nutrition center; 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				

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 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.	classroom/instructional room - Size of Medical and Dental Clinic, Laboratories and Specialized/Workshop Rooms (Computer, Science, and/or TVL), Library/Instructional Media Center (IMC), Athletic, and other facilities - Facilities are identifiable, - Signages 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:				
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	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 TVL)					
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			
		1	2	3	4
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;	- School Plan (3-Year School Improvement, Annual Implementation, and/or Communication and Advocacy) - Minutes/Highlights of Meetings (Planning, Consultation, and				

1.2 Identifying responsive courses of action; 1.3 Managing resources effectively; 1.4 Expanding community networks; 1.5 1.5 Introducing innovations;	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 non-teaching 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 PTA 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			
		1	2	3	4
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	• Document on class sizes				

teacher-learner ratio of 1:40 to effectively meet learners' academic needs.					
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			
		1	2	3	4
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:

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

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

$$\text{Partial Product} = \text{Average per Evaluation Area} \times \text{Allocated \% per evaluation area}$$

$$\text{Example: Partial Product} = 3.58 \times 0.15 = 0.54$$

$$\text{Overall Compliance Status} = \text{Summation of Partial Products}$$

$$\text{Example: } 0.54+0.86+0.89+0.37+0.37+0.38+0.25+0.31 \\ = 3.6 \text{ (FULLY COMPLIANT)}$$

SUMMARY OF RESULTS:

Evaluation Area	Average per Evaluation Area	Partial Product
A. Curriculum and Teaching (0.20)		
B. Work Immersion and Field Experience (0.10)		
C. Leadership and Management (0.10)		
D. School Site and Facilities (0.15)		
E. Learner Support (0.20)		
F. Planning and Development (0.10)		
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

Date: _____

MEIT Member/Evaluator

Date: _____

MEIT Member/Evaluator

Date: _____

MEIT Member/Evaluator

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.

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].

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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]

GR



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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]



[Address]
[Email Address]
[Website]

Chf



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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 :
Strand(s)/Track(s) :

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			
G. Faculty			
H. Budget and Finance			

Chyfr



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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 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.)

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 Member/Evaluator

MEIT Member/Evaluator

Date: _____

Date: _____

Chf



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MEIT Member/Evaluator

Date: _____

MEIT Member/Evaluator

Date: _____

Reviewed by:

SDS

Date: _____

Recommending Approval:

RO QAD Chief

Date: _____

Chf



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ANNEX M: CERTIFICATE OF RECOGNITION

[Code]

CERTIFICATE OF GOVERNMENT RECOGNITION

This is to certify that

[Name of School]

with a school ID **[School ID No.]**, located at **[Complete School Address]**,
is hereby granted **Government Recognition** to operate the **Senior High School**
Program offering the following track(s):

- [List of track(s) being offered]

Pursuant to Republic Act No. 9155, the Governance of Basic Education Act of 2001 and Republic Act No. 10533, the Enhanced Basic Education Act of 2013, and in accordance with pertinent laws, policies, and standards set forth by the Department of Education.

This Government Recognition is granted based on the recommendation of Quality Assurance Division (QAD) and is effective starting **School Year [Start Year]**. It shall remain valid unless formally revoked by the Department of Education (DepEd).

Given this [Day] day of [Month], [Year], at [Venue/City], Philippines.

For the Secretary,

[Name of the Regional Director]
Regional Director

(Not valid without DepEd Regional Office
Dry Seal and/or with ERASURE or
ALTERATION)



[Address]
[Email Address]
[Website]

Cyfr



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ANNEX N: CERTIFICATE OF GOVERNMENT PERMIT

SHS GOVERNMENT PERMIT

[Code]

CERTIFICATE OF GOVERNMENT PERMIT

This is to certify that

[Name of School]

with a school ID **[School ID No.]**, located at **[Complete School Address]**,
is hereby granted **Government Permit** to operate the **Senior High School**
Program offering the following strand(s)/track(s):

- [List of strand(s)/track(s) recognized]

Pursuant to Republic Act No. 9155, otherwise known as the *Governance of Basic Education Act of 2001* and Republic Act No. 10533, otherwise known as the *Enhanced Basic Education Act of 2013*, and in accordance with pertinent laws, policies and standards set forth by the Department of Education.

This Government Permit is granted based on the recommendation of the Quality Assurance Division (QAD) and is effective starting School Year [Start Year] until School Year [End Year]. It shall remain valid for **two (2) years** to allow the institution to address identified deficiencies unless formally revoked by the Department of Education (DepEd).

Given this [Day] day of [Month], [Year], at [Venue/City], Philippines.

For the Secretary,

[Name of the Regional Director]
Regional Director

(Not valid without DepEd Regional Office
Dry Seal and/or with ERASURE or
ALTERATION)



[Address]
[Email Address]
[Website]

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