



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

04 July 2022

Division MEMORANDUM

No. 461, s. 2022

SUBMISSION OF DOCUMENTARY REQUIREMENTS AND SCHEDULE OF OCULAR INSPECTION FOR SCHOOLS INTENDING TO APPLY FOR ESTABLISHMENT AND ADDITIONAL SENIOR HIGH SCHOOL PROGRAM OFFERINGS FOR DEP-ED AND NON-DEPED SCHOOLS

To: Public Schools District Supervisor
School Heads of Public/Private Schools
All Others Concerned
This Division

1. This office reiterates the submission of documentary requirements prescribed in DepEd Order No. 51 s. 2015 and RM no. 257 s. 2019 for schools intending to apply for establishment and additional senior high school program offering.
2. Attached are the documentary requirements for both DepEd and Non-DepEd Schools. (See enclosures)
3. The deadline of submission of the said documents in 3 copies will be on **July 4-8, 2022**, whereas the schedule of ocular inspection will happen on **August 1-5, 2022**.
4. The members of the Division Review and Evaluation Committee who shall evaluate the documents are as follows:

Chair: JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Co-Chair: GILBERT L. GAYARAMA, PhD
Asst. Schools Division Superintendent

Members:


ELVIRA S. URBIZTONDO, PhD- SGOD Chief
IRENE G. AJOC- SHS Division Coordinator
UCILLE P. GALVEZ- Division Planning Officer
BETHANY E. CLIMACO - Division Accountant
RICKY A. MAGNAYE- Division Education Facilities
ELNIE ANTHONY P. BARCENA- Division SHS TVL Coordinator
BRYAN L. ARREO- Private Schools Div. Coordinator

5. The DREC team shall also:
 - a. conduct on site validation as to whether the existing school buildings/classrooms or plans for classrooms to be constructed are in accordance with the technical specifications stipulated in DepEd Educational Facilities Manual.



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SCHOOLS DIVISION OF SURIGAO DEL SUR

- b. evaluate the staffing complement/ position requirement analysis and other documentary requirements.
 - c. submit recommendation through the SDS, to the office of the RD, through the Assistant Regional Director (ARD) on each proposal upon the completion of requirements and shall disapprove all applications/ proposal that fail to comply with the requirements.
6. For additional inquiries, you may contact the SHS focal person, Irene G. Ajoc, PhD through her mobile number 09150780194 or email at irene.ajoc003@deped.gov.ph.
 7. Immediate and wide dissemination of this memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent
F.C. ✓

Encl.: As stated
Reference: None

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

SENIOR HIGH SCHOOL APPLICATION PROGRAM OFFERING

IGA/DM/Submission of Documentary Requirements and Schedule of Ocular Inspection for Schools Intending to apply for Establishment and Additional SHS Program Offering for Dep-Ed and Non-Dep-Ed Schools

441 / July 4, 2022



Republic of the Philippines
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SCHOOLS DIVISION OF SURIGAO DEL SUR

Enclosure 1

SULAT PASALIG

Ako si _____ ginikanan ni _____
Grade 10 section _____ magpasalig sa akong anak nga mu enroll sa _____
(track/strand/specialization) sa Senior High School Program niining tulunghaan
karong SY 2023-24.

Pangalan og Pirma sa Estudyante

Pangalan og Pirma sa Ginikanan



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Date: 4/22/2021

Version: V5



ISO Cert. No. AW/PH909100102

DC No: I-OSDS--002

SUMMARY ANALYSIS OF SENIOR HIGH SCHOOL OFFERINGS SY: 2019-2020

Learners	Total	CURRENT OFFERING			ADDITIONAL PROGRAM			Total	Percentage	Opted to Enroll in Other School	Percentage
		STEM		HUMSS	ABM		HUMSS				
		GAS	STEM		ABM	HUMSS					
Grade 10 (SY: 2018-2019)	150	20	30	50	20	120	80.00				
Balik Aral	10	2	2	3	3	10	100.00		30	20.00	
TOTAL	160	22	32	53	23	130	81.25				

Note: Make a narrative discussion out of the table presented above to show that 80%-90% of the students will enroll in the school. The given data is based on the commitment survey form (Sulat Pasalig).

The Balik-Aral are results of community mapping and early registration conducted by the school.

The documents shall be signed by the:

1. SHS/Coordinator or Guidance Counselor
2. GPTA President
3. School Head



Republic of the Philippines
Department of Education
 CARAGA REGION

EVALUATION SHEET FOR THE APPLICATION ON THE IMPLEMENTATION OF SENIOR HIGH SCHOOL (SHS) PROGRAM IN EXISTING JUNIOR HIGH SCHOOLS (JHSs) and INTEGRATED SCHOOLS (ISs)

School Name		School ID	
Address		Email Address	
Division		Date Applied	
School Head		Cellphone Number	

CHECKLIST OF REQUIREMENTS

No.	/ or X	REQUIRED DOCUMENTS	REMARKS	
			DOCUMENT EVALUATION	OCULAR INSPECTION
1.		DepEd School Identification ID		
2.		Letter-request for implementation of the SHS program addressed to the Schools Division Superintendent (SDS)		
3.		Certification signed by the SDS stating that no public SHS is offering the same SHS Track within the catchment area		
		a. Justification signed by the SDS, in case will offer the same SHS Track		
4.		Implementation Plan for SHS Program covering five (5) years to include among others:		
		a. Current and projected enrolment for five (5) school years, by grade level		
		b. Proposed budgetary requirements for its Personal Services, Maintenance and Other Operating Expenses and Capital Outlay		
		c. Operational Plan regarding curriculum and instructional supervision of the proposed SHS		
		d. School Site Development Plan to include proposed school buildings, as needed		
5.		Certification signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs and other resources to be used in the implementation of SHS Program		
6.		Inventory of learning resources prepared by school's property Custodian, as validated by the Schools Division Office		
7.		Updated Personal Services Itemization and Plantilla of Personnel of the concerned school		
8.		Updated Status Report with regard to the school's existing crucial resources		
9.		Geographical Location		
		a. Map, preferably drawn to scale, showing the vacant lot where the proposed SHS classrooms/ school building are/will be constructed, duly certified by the City/Municipal Engineer.		



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DepEdRO13-F-QAD-001/R2/9-16-2020

		b. Clearance or permit from the provincial Mines and Geosciences Bureau (MGB). Regional Office of the Department of Environment and Natural Resources (DENR), or other relevant authority(ies) stating that the proposed school site is not a high risk area and/or declared as a no-build zone.		
10.		List of prospective enrolees in SHS per track and strand, indicating their names, Learners Reference Numbers (LRNs), where applicable, ages, addresses, school names and DepEd School ID Numbers where they are currently or previously enrolled		
		a. Justification signed by the SDS, in case the required minimum enrolment and/or number of tracks are not satisfied		
11.		List and types of establishments and industries in the community, as attested to by the Department of Trade and Industry (DTI), Department of Labor and Employment (DOLE) or the Municipal Planning Officer		
12.		Certification from the SDS that the track(s) and strand(s) to be offered are aligned with the Local Development Plans, as evident in the list provided by the City/Municipal Mayor, and are decided by the Regional Director, SDS, Division Planning Officer and the School Head concerned		
13.		Internal assessments or surveys done with the prospective enrolees		
		a. Results and analysis of internal assessments or surveys done with the prospective enrolees		
		b. Commitment Form or Sulat Pasalig		
14.		List of tracks and strands to be offered, duly signed by the RD and SDS, Planning Officer and School Head		
15.		MOA executed between the SDS and the partner entity enumerating the respective roles of both parties		
16.		Immersion deployment plan		
17.		Proposed School Calendar/Program		
		e. School Calendar		
		f. Class Program: Per Semester for 2 years		
		g. Class program: Daily for 2 years		
18.		Minimum Program requirements for the SHS tracks/strands		
		a. Instructional Rooms		
		b. Laboratories		
		1. Computer		
		2. Science (for STEM minimum of 3 labs)		
		3. Workshop Rooms/Studios		
		c. Athletic Facilities		
		d. Learner's Resource Center or Library		
		e. Internet Facilities		
		f. Ancillary Services		
		1. School Health Clinic		
		2. Guidance and Counselling		
		3. School Canteen		
		4. SSG/SPG Office		
		5. Guard House		
		g. Sanitary Facilities		
		1. Toilet		

		2. Hand washing		
		3. Drinking		
		4. Water System		
		h. Playground Facilities		
		i. Administrative Facilities		
		j. Flagpole		

Notes:

- a. Please indicate N/A if not applicable.
- b. Kindly submit all the lacking documents on or before: _____.
- c. Documents to be submitted must be in two (2) sets, placed in separate folders.
- d. To facilitate evaluation, please do not include other documents not listed above.

EVALUATION:

- COMPLETE WITH ALL THE REQUIREMENTS
- NOT COMPLETED WITH ALL REQUIREMENTS

Curriculum Offering	SHS Program Offering
1. Academic Track Strand:	
2. Tech-Voc Track Strand: AFA	
IA	
HE	
ICT	
3. Arts and Design Track Strand: Performing Arts	
Arts Production	
4. Sports Track	

SUMMARY OF FINDINGS:

RECOMMENDATIONS:

Evaluated by:

(Signature over Printed Name and Designation)

Noted:

(Signature over Printed Name and Designation)



Republic of the Philippines
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 CARAGA REGION

EVALUATION SHEET FOR THE ADDITIONAL PROGRAM OF DEPED SCHOOLS SENIOR HIGH SCHOOL (SHS) PROGRAM IMPLEMENTATION

School Name		School ID	
Address		Email Address	
Division		Date Applied	
School Head		Cellphone Number	

CHECKLIST OF REQUIREMENTS

No.	/ or X	REQUIRED DOCUMENTS	REMARKS	
			DOCUMENT EVALUATION	OCULAR INSPECTION
1.		DepEd School Identification ID		
2.		Letter-request for additional program (track/strand) of the SHS program addressed to the Schools Division Superintendent (SDS)		
3.		Certification signed by the SDS stating that no public SHS is offering the same SHS Track within the catchment area		
		a. Justification signed by the SDS, in case will offer the same SHS Track		
4.		Implementation Plan for SHS Program covering five (5) years to include among others:		
		a. Current and projected enrolment for five (5) school years, by grade level		
		b. Proposed budgetary requirements for its Personal Services, Maintenance and Other Operating Expenses and Capital Outlay		
		c. Operational Plan regarding curriculum and instructional supervision of the proposed SHS additional program		
5.		Certiifcation signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs and other resources to be used in the implementation of SHS Program		
6.		Inventory of learning resources prepared by school's property custodian, as validated by the Schools Division Office		
7.		Updated Personal Services Itemization and Plantilla of Personnel of the concerned school		
8.		List and types of establishments and industries in the community, as attested to by the Department of Trade and Industry (DTI), Department of Labor and Employment (DOLE) or the Municipal Planning Officer		
9.		Certification from the SDS that the track(s) and strand(s) to be offered are aligned with the Local Development Plans, as evident in the list provided by the City/Municipal Mayor, and are decided by the Regional Director, SDS, Division Planning Officer and the School Head concerned		



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10.	SHS Intervention Plan		
	a. Copy of the SHS Intervention Plan		
	b. Results and analysis of internal assessments or surveys done with the prospective enrollees		
	c. Commitment Form or Sulat Pasalig		
11.	List of existing and additional tracks and strands to be offered, duly signed by the RD and SDS, Planning Officer and School Head		
12.	MOA executed between the SDS and the partner entity enumerating the respective roles of both parties		
13.	Immersion deployment plan		
14.	Proposed list of Academic Personnel		
	a. Qualification		
	b. Job Descriptions		
	c. Teaching Load		
	d. Number of working hours per week		
	e. Certificate of Trainings/Seminars attended from recognized national/international agencies		
15.	Proposed School Calendar/Program		
	a. School Calendar		
	b. Class Program: Per Semester for 2 years		
	c. Class program: Daily for 2 years		
16.	Minimum Program requirements for the SHS tracks/strands		
	a. Instructional Rooms		
	b. Laboratories		
	1. Computer		
	2. Science (for STEM minimum of 3 labs)		
	3. Workshop Rooms/Studios		
	c. Athletic Facilities		
	d. Learner's Resource Center or Library		
	e. Internet Facilities		
	f. Ancillary Services		
	1. School Health Clinic		
	2. Guidance and Counselling		
	3. School Canteen		
	4. SSG/SPG Office		
	5. Guard House		
	g. Sanitary Facilities		
	1. Toilet		
	2. Hand washing		
	3. Drinking		
	4. Water System		
	h. Playground Facilities		
	i. Administrative Facilities		
	j. Flagpole		

Curriculum Offering	Current SHS Program Offering	Additional Program
1. Academic Track Strand:		
2. Tech-Voc Track Strand: AFA		
IA		
HE		

ICT		
3. Arts and Design Track Strand: Performing Arts		
Arts Production		
4. Sports Track		

Notes:

- a. Kindly submit all the lacking documents on or before: _____.
- b. Documents to be submitted must be in two (2) sets, placed in separate folders.
- c. To facilitate evaluation, please do not include other documents not listed above.

EVALUATION:

- COMPLETE WITH ALL THE REQUIREMENTS
- NOT COMPLETED WITH ALL REQUIREMENTS

SUMMARY OF FINDINGS:

RECOMMENDATIONS:

Evaluated by:

(Signature over Printed Name and Designation)

Noted:

(Signature over Printed Name and Designation)



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 CARAGA REGION

EVALUATION SHEET FOR THE ESTABLISHMENT/ADDITIONAL PROGRAM AND CHANGES OF TVL COMBINATIONS TO NON-DEPED SCHOOLS IMPLEMENTATION OF THE SENIOR HIGH SCHOOL (SHS) PROGRAM

School Name			
Address			
Division		Date Applied	
School Head		Cellphone Number	
Email Address		Category	

CHECKLIST OF REQUIREMENTS

Remarks:

- Category A Private schools, which have been granted at least Level II accreditation by any of the accrediting Agencies in the Philippines (FAAP)
- Category B Non-DepEd Schools, which have been issued a permit or government recognition by Commission on Higher Education (CHED) to offer any higher education program
- Category C Private schools, which have been granted recognition by the DepEd to offer secondary education (Years I-IV/Grades 7 to 10)
- Category D Non-DepEd Schools, which have been issued a permit or recognition by Technical Education and Skills Development Authority (TESDA) to offer any training course, and other individuals, corporations, foundations or organizations duly recognized by the Securities and Exchange Commission (SEC)
- Category E Stand-alone schools (any individuals, corporations, foundations, or organizations duly recognized by SEC)

No.	/ or X	REQUIRED DOCUMENTS	REMARKS	
			DOCUMENT EVALUATION	OCULAR INSPECTION
1.		Letter of Intent a. Additional Program b. Combination for the Additional Program for TVL Track		
2.		Board Resolution certified by the secretary and approved by the Board of Directors/Board of Trustees a. Purpose b. School Year of intended operation c. SHS Curriculum for the additional/changes of track/s, strand/s and specialization to offer		
3.		Proposed Tuition and other Fees		
4.		Proposed School Calendar a. School Calendar b. Class Program: Per Semester for 2 Years c. Class Program: Daily for 2 Years		
5.		Proposed list of Academic and Non-Academic Personnel a. Qualification b. Job Descriptions c. Teaching Load d. Number of working hours per week		



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		a. Certificate of Trainings/Seminars attended from recognized national/international agencies (TESDA/CHED/ABA and others)		
6.		Minimum Program requirements for the SHS tracks/strands		
		a. Instructional Rooms		
		b. Laboratories		
		1. Computer		
		2. Science (for STEM minimum of 3 labs)		
		3. Workshop Rooms/Studios		
		c. Athletic Facilities		
		d. Learner's Resource Center or Library		
		e. Internet Facilities		
		f. Ancillary Services		
		1. School Health Clinic		
		2. Guidance and Counselling		
		3. School Canteen		
		4. SSG/SPG Office		
		5. Guard House		
		g. Sanitary Facilities		
		1. Toilet		
		2. Hand washing		
		3. Drinking		
		4. Water System		
		h. Playground Facilities		
		i. Administrative Facilities		
		j. Flagpole		
7.		A copy of Memorandum/Memoranda of Agreement/Memorandum of Understanding for partnership arrangements relative to the SHS Program Implementation. These arrangements may include:		
		a. Engagement of stakeholders in the localization of the curriculum		
		b. Work Immersion		
		c. Apprenticeship		
		d. Research		
		e. Provision of Equipment and Laboratories, Workshops, and other facilities		
		f. Organization of Career Guidance and Youth Formation Activities		
		g. Others		
8.		Photocopy of the Government Recognition in JHS		
9.		Certificate of Incorporation of the school from the Securities and Exchange Commission (SEC)		
		a. Updated SEC Registration		
		b. Updated Tax Identification Number		
		c. Articles of Incorporation		

Curriculum Offering	Current SHS Program Offering	Additional Program/Changes in TVL Combinations
1. Academic Track Strand:		
2. Tech-Voc Track		

Strand: AFA		
IA		
HE		
ICT		
3. Arts and Design Track Strand: Performing Arts		
Arts Production		
4. Sports Track		

Notes:

- a. Please indicate N/A if not applicable.
- b. Kindly submit all the lacking documents on or before: _____.
- c. Documents to be submitted must be in two (2) sets, placed in separate folders.
- d. To facilitate evaluation, please do not include other documents not listed above.

EVALUATION:

- COMPLETE WITH ALL THE REQUIREMENTS
- NOT COMPLETED WITH ALL REQUIREMENTS

SUMMARY OF FINDINGS:

RECOMMENDATIONS:

Evaluated by:

(Signature over Printed Name and Designation)

Date: _____

Noted:

(Signature over Printed Name and Designation)

Date: _____