



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 January 2025

DIVISION MEMORANDUM

No. **048** s. 2025

DOCUMENTARY REQUIREMENTS FOR THE APPLICATION OF OPEN HIGH SCHOOL PROGRAM (OHSP)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to the **Regional Memorandum No. 899 s.2024**, titled **Documentary Requirements for the Application of Open High School Program (OHSP)**, this Office announces the processing sheet and monitoring tool for the operation of Open High School Program with regards to the regulatory and development services among public and private schools by the Regional Office through the Quality Assurance Division (QAD).
2. Attached is a copy of Regional Memorandum No. 899 s.2024 for your reference.
3. Immediate dissemination of this Memorandum is desired.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Regional Memorandum No. 899 s.2024

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

LEARNERS
OPEN HIGH SCHOOL PROGRAM

SGOD- documentary requirements for the application of open high school program (ohsp)
REC0BC61-003372/January 17, 2025



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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

19 December 2024

Regional Memorandum
No. 899, s. 2024

**DOCUMENTARY REQUIREMENTS FOR THE APPLICATION
OF OPEN HIGH SCHOOL PROGRAM (OHSP)**

To **Schools Division Superintendents**
Assistant Schools Division Superintendent
Chiefs, CID and SGOD
School Heads, Private Schools

1. In consonance with the Education for All (EFA) goal of making every Filipino functionally literate by 2015 which policy is based on the provision Batas Pambansa (BP) 232 or the Education Act of 1982 "The state shall provide the right of every individual to relevant quality education regardless of sex, age, creed, socioeconomic status, physical and mental conditions, racial or ethnic origin, political, and other affiliation." The Open High School Program (OHSP) is one of the Alternative Delivery Modes (ADMs) in formal basic education that aid students in completing their basic education.
2. Relative to this, the Regional Office through the Quality Assurance Division (QAD) hereby issues the processing sheet and monitoring tool for the operation of Open High School Program with regards to the regulatory and development services among Public and Private Schools.
3. The documentary requirements and monitoring tool are anchored on DepEd Order No. 46, s. 2006, re: Guidelines on the Pilot Implementation of the Open High School Program (OHSP); DepEd Order No. 21, s. 2019, re: Policy Guidelines on the K to 12 Basic Education Program.
4. The processing sheet for application of the Open High School Program (OHSP) and checklist of requirements are found in Enclosure No.1 and monitoring tool of Open High School Program (OHSP).
5. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

05/ROQ8



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Certificate No. PHP QMS
22 93 0095

Enclosure No.1 of Regional Memorandum No. ___, s. 2024

PROCESSING SHEET FOR APPLICATION FOR OPEN HIGH SCHOOL PROGRAM (OHSP)

(Pursuant to DepEd Order #046 s. 2006)

Name of School: _____

School Address: _____

School Year: _____ Date of Application: _____

DOCUMENTARY REQUIREMENTS

Pursuant to DepEd Order No. 046, s. 2006

- _____1. Letter of Intent addressed to the Schools Division Superintendent copy furnished the Regional Director
- _____2. Indorsement of the application for the implementation of OHSP from the SDS to the Regional Director
- _____3. Certification from the SDS in the assistance to the school in implementing the program specifically on instructional consultancy services when requested by the school and conduct of progress monitoring of the program on a quarterly basis
- _____4. Designation Order for an OHSP coordinator who will ensure the effective implementation of the Program, duly signed by the SDS
- _____5. List of enrolment with a maximum of twenty (20) learners per class.
- _____6. Certification of the School Head that the school has all learning resources other than modules and textbooks available to the learner
- _____7. Certification of the School Head that the school has library room, workshop room, and gymnasium/playground
- _____8. Certification of the School Head that the learner applicants presented any of the following as an entrance requirement: High School Report Card (in case of drop-out), Elementary report card (for high school entrants), PEPT qualifying certificate
- _____9. Certification of the School Head that the learner underwent two stages of assessment. The Independent Learning Readiness Test (ILRT) given to assess the learner's capacity for self-directed learning. The second stage is the Informal Reading Inventory (IRI) which shall measure the learner's reading level as basis for class grouping
- _____10. Certification of the School Head that the school has available learning resources other than modules and textbook
- _____11. School Calendar of Activities for OHSP learner
- _____12. Class Program (with the teacher for face-to-face sessions or for direct instruction relative to lessons that the learner may find difficult to undertake or those that may need reinforcement/enhancement)
- _____13. Certification of the School Head that close supervision and monitoring of individual learner's progress shall be conducted by the subject area teacher.
- _____14. Memorandum of Agreement between Local Government Unit (LGU) and potential community partners and the school in the provision of support and assistance (e.g. use of community facilities for distance learning)
- _____15. Learning Management Program prepared and established by the School Principal / School Head, teacher adviser, guidance counselor and subject area teacher/s.

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 two (2) sets, placed in separate folders, arranged following the sequence above and labelled appropriately.
- d. To facilitate evaluation, please do not include other documents not listed above.

Findings/Recommendations:

Processed by:

Processor/Reviewer
(Signature over printed name and designation)

Date

Validated by:

Chief Education Supervisor

Date

EVALUATION SHEET FOR OPEN HIGH SCHOOL PROGRAM (OHSP)

MONITORING TOOL OF THE OPEN HIGH SCHOOL PROGRAM**SOURCE: DO. 46, S.2006, DO. 21 S.2019****Name of School:** _____**School Address:** _____**School ID:** _____**Name of School Head:** _____**Division:** _____**Date Monitored: Month** _____ **Day** _____ **Year** _____**Number of Years of Implementation:** _____

CRITERIA	Evident	Not Evident	Documents Presented	Remarks
1.The school has functional library room, workshop room, and playground facilities			Certification	
2.The school should provide classrooms conducive to learning (e.g. sufficient chairs, appropriate ventilation through sufficient number of fans or air conditioners, sufficient lighting)			Certification	
3.The school has specified Open High School Program OHSP meeting room designated and furnished with desks and chairs			Certification	
4.Open High School Program (OHSP) Classes are adequately and efficiently administered and supervised by a qualified School Principal / or a qualified school head teacher, OHSP Coordinator or school teacher who may be designated as officer-in-charge			Transcript of Records /Certificates	
5.Open High School Program (OHSP) Classes has qualified Guidance Counselor who shall perform and administer the Independent Learning Readiness Test (ILRT) and Informal Reading Inventory (IRI) in collaboration with the English teacher; and or Filipino teacher.			Transcript of Records /Certificates	
6.The school should be implemented a flexibility in scheduling class meetings and could be deliberated			Class Program	
7.Enrolment should have a maximum enrolment of twenty (20) learners per class.			List of Enrolment / School Register	
8.The budget should be properly itemized and should include more funds for OHSP (e.g. availability of funds for photocopying)			Proposed Budget Approved by BOT/BOD	
9.Tuition Fees and School Fees shall be approved by the Regional Director			Notarized Proposed Tuition	

			Fee and Other School Fees	
10.The teacher-adviser shall be assigned to a class in order to provide support to the learner.			Class Program	
11.The subject area teacher shall provide academic supervision and guidance to the learner.			Class Schedule	
12.Open High School Program (OHSP) Classes should use of differentiated instruction that matches the different learning styles and abilities of OHSP students			Certification	
13.Open High School Program (OHSP) Classes should submit complete documentary requirements to the Regional Office not later than April 30 before the start of the new school year.			Approved Documentary Requirement	
14.Assigning full-time Open High School Program (OHSP) teachers would be the best arranged for OHSP schools.			School Plantilla / Latest Appointment	
15.The Open High School Program (OHSP) curriculum implemented by the schools followed the regular revised K to 12 Basic Education Curriculum.			Lesson Plan / Syllabus/ course Plan	
16. The Open High School Program (OHSP) should be used differentiated instruction that matches the different learning styles and abilities of OHSP students (e.g. differential modules, workbooks, and worksheets should be prepared especially for independent learners who require more regular monitoring and follow-up)			Differential modules, workbooks, and worksheets	
17. Development of a standard pre-test assessment tool could be pursued. One such tool could be a testing measuring skills. Simple, clear, and complete post-test instruments could be designed to assess improvement of learners to determine the effectiveness of having the study in their own			Standard pre- test assessment tool and complete post- test instruments	

Recommendations:

Conforme:

School Head
(signature over printed name)

Evaluators:

(signature over printed name and designation)

(signature over printed name and designation)

(signature over printed name and designation)

Validated by:

Chief Education Supervisor

Date

Remarks upon validation:

