



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

26 May 2026

DIVISION MEMORANDUM  
No. 360 s. 2026

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

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

1. Attached is **DepEd Order No. 012, s. 2026** titled **Full Implementation of the Strengthened Senior High School Curriculum in School Year 2026 - 2027**, and **Regional Memorandum No. 039, s. 2026** known as **Documentary Requirements for the Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program**, for information and guidance.
2. The Documentary requirements for Government Recognition of Senior High School Program is attached in the enclosure.
3. Duly accomplished mandatory requirements to be submitted by the applicant private SHSs, shall be filed **on or before November 30** preceding the intended SY of implementation.
4. Immediate dissemination of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

References: DepEd Order No. 012, s. 2026  
Regional Memorandum No. 039, s. 2026

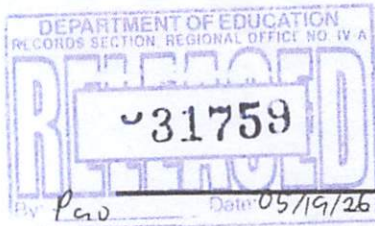
To be indicated in the Perpetual Index  
under the following subjects:

APPLICATION  
SHS  
PROGRAM

SGOD- documentary requirements for the government recognition of private basic education institutions offering the senior high school (shs) program  
SGOND30S-004848/May 26, 2026



Address: Brgy. PotoI, Tayabas City  
Telephone No.: (042) 785-9615  
Email Address: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
Website: <https://www.sdotayabascity.ph>



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

11 May 2026

**Regional Memorandum**  
No. 329, s. 2026

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

To: **Schools Division Superintendents  
Private School Administrators  
All Others Concerned**

1. Pursuant to **DepEd Order No. 012, s. 2026** on the Government Recognition of Private Basic Education Institutions offering the Senior High School (SHS) Program, and **DepEd Order No. 88, s. 2010**, which provides that all private educational institutions shall be subject to reasonable supervision and regulation by the Department, as well as **DepEd Memorandum No. 12, s. 2026** on the Full Implementation of the Strengthened Senior High School Curriculum in School Year 2026-2027, this Office, through the Quality Assurance Division (QAD), hereby issues the processing sheet for the Government Recognition of Private Basic Education Institutions offering the Senior High School Program.
2. The Documentary Requirements for Government Recognition of Senior High School Program in a form of checklist in Enclosure No. 1, shall be used as a guide to ensure that the schools applying for recognition comply with DepEd quality standards to enhance the delivery of basic education. These requirements shall also serve as objective benchmarks in assessing institutional compliance with regulatory standards and in promoting the continuous improvement of systems, competencies, and overall school operations.
3. The duly accomplished mandatory documentary requirements to be submitted by the applicant private SHSs, shall be filed on or before December 31 preceding the intended SY of implementation.
4. Attached is DepEd Order No. 12 s. 2026 titled Government Recognition of Private Basic Education Institutions offering the Senior High School (SHS) Program.
5. For more information and details, please contact Quality Assurance Division through telephone number (02) 8682-2114 or email at [qad.calabarzon@deped.gov.ph](mailto:qad.calabarzon@deped.gov.ph).




Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0085

6. Immediate dissemination of and strict compliance with this Memorandum is desired.



**CARLITO D. ROCAFORT**  
Director IV

05/ROQ6



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

Enclosure No.1 of Regional Memorandum No.\_\_\_\_, s. 2026

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

*(DepEd Order Nos. 012, s. 2026)*

**Name of School:** \_\_\_\_\_  
**School Address:** \_\_\_\_\_  
**School ID:** \_\_\_\_\_  
**Name of School Head:** \_\_\_\_\_  
**Contact No. of School Head:** \_\_\_\_\_  
**Division:** \_\_\_\_\_  
**Date of Evaluation:** \_\_\_\_\_  
**SHSCurriculum:** \_\_\_\_\_  
**Strand(s)/Track(s):** \_\_\_\_\_

<b>Mandatory Documentary Requirements</b>	<b>Status of Submission (To be filled-out by the SDO counterpart; Check if complied)</b>	<b>Status of Submission (To be filled-out by the RO evaluator; Check if complied)</b>	<b>Remarks</b>
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.			

<p>3. Privacy Notice for PBEIs, to be placed at the front of the application, using the prescribed template, pursuant to RA No. 10173, also known as Data Privacy Act of 2012</p>			
<p>4. Declaration of Data Privacy Compliance using the prescribed template, pursuant to RA No. 10173</p>			
<p>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, 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.</p>			
<p>6. Approved SHS Class Programs, duly signed and approved by the School Head</p>			
<p>7. Proposed school calendar, following the provisions of RA No. 7797, RA No. 11480, and DO No. 12, s. 2015 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</p>			

<p>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</p>			
<p>9. Fully Accomplished Personnel Profile: Administrative, Teaching and Non-Teaching Personnel, using the attached form (DO No. 12, s. 2026 - Annex D)</p>			
<p>10. Latest approved Tuition and Other School Fees, duly signed by the Regional Director or Assistant Regional Director</p>			
<p>11. Board Resolution certified by the Corporate Secretary and approved by the Board of Directors/Board of Trustees</p>			
<p>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</p>			
<p>13. Certificate of Occupancy (Educational/Institutional /Commercial);</p>			

<p>14. A Valid Certificate of Title under the name of the school for the school site. If not applicable,</p> <ul style="list-style-type: none"> <li>a. A duly executed Deed of Sale; or</li> <li>b. A duly executed Deed of Donation; or</li> <li>c. A duly executed Deed of Usufruct for a guaranteed period of not less than 15 years; or</li> <li>d. A duly executed Lease with an initial guaranteed period of not less than 15 years.</li> </ul> <p>*Annotated CTC of the title within 1 year</p>			
<p>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</p>			
<p>16. If the private school SHS is located within an Indigenous Cultural Community/Indigenous Peoples' (ICC/IPs), the following documents shall be included:</p> <ul style="list-style-type: none"> <li>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</li> <li>ii. The needed document from National Commission on Indigenous Peoples (NCIP) attesting the validation of the FPIC process undergone by the community.</li> </ul>			

17. For PSOs: PSOs Information Sheet			
18. For PSDS Authenticated and verified copy of 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; and			
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.			

**Findings and Recommendations:**

---



---



---

**Evaluated:**

\_\_\_\_\_  
**Processor / SDO In-Charge of Private Schools**  
 (signature over printed name and designation)

\_\_\_\_\_  
 Date

**Noted:**

\_\_\_\_\_  
**Chief Education Supervisor - SGOD**

\_\_\_\_\_  
 Date

**Reviewed:**

---

**Processor / QAD In-Charge of Division**  
(signature over printed name and designation)

---

Date

**Validated:**

---

**Chief Education Supervisor - QAD**

---

Date