



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

09 June 2026


DIVISION MEMORANDUM

No. 235 , s. 2026

**PROCESS FLOW AND TIMELINE FOR SENIOR HIGH SCHOOL (SHS)
 GOVERNMENT RECOGNITION**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Administrators/School Heads of Private Secondary Schools
 Administrators/School Heads of Private Senior High Schools

1. Pursuant to DepEd Order No. 012, s. 2026, and other existing policies governing the issuance of Government Recognition to Private Basic Education Institutions (PBEIs) offering Senior High School (SHS) programs, the Schools Division Office, through the School Governance and Operations Division (SGOD), hereby issues this Process Flow and Timeline for SHS Government Recognition to serve as a guide in the application, evaluation, and processing of recognition requests.

Step-by-Step Procedure	Responsible Office	Timeline	Documentary Requirements	Required Action/ Output
1. Accomplish the Online School Profiling Link	School Applicant (SHS) and Schools Division Office (SDO)	On or before June 30, 2026	Accomplished Online School Profiling Form through the official link provided by the SDO  https://forms.office.com/r/OMXU09sDyM	The applicant school completes and submits the online profiling form to establish the institution's baseline information, readiness status, and intent to apply for Government Recognition. The SDO acknowledges



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				receipt and records the application for monitoring and processing.
2. Submission of Documentary Requirements	School Applicant (SHS) and SDO	On or before July 31, 2026	<p>The applicant school shall electronically submit the following required documents through the official submission link provided via its registered email address:</p> <ol style="list-style-type: none">1. Valid SHS Government Permit;2. Signed Letter of Intent addressed to the Regional Director through the SDS indicating: (a) intended School Year for Government Recognition; (b) tracks offered; and (c) additional curricular requirements for Philippine Schools	<p>Complete documentary requirements are submitted to the SDO in electronic format.</p> <p>Hard copies shall be made available upon request for validation and records verification.</p>





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			<p>Overseas (PSOs), if applicable; 3. Privacy Notice (for PBEIs) pursuant to RA No. 10173; 4. Declaration of Data Privacy Compliance; 5. Notarized Checklist of Requirements, Disclosure on Pending Criminal Cases of Key School Officials, and Sworn Statement on the Certification of Authenticity and Veracity (CAV) of submitted documents; 6. Approved SHS Class Programs; 7. Proposed School Calendar duly signed by the School Administrator; 8. Notarized MOA/MOU for SHS implementation partnerships or Manual of Capstone for non-immersion tracks, if applicable;</p>	
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			<p>9. Fully accomplished Personnel Profile for Administrative, Teaching, and Non-Teaching Personnel;</p> <p>10. Latest approved Tuition and Other School Fees;</p> <p>11. Board Resolution approved by the Board of Directors/Trustees;</p> <p>12. SEC Registration Documents, Articles of Incorporation, By-Laws, and updated GIS;</p> <p>13. Certificate of Occupancy; and</p> <p>14. Proof of ownership or legal right to use the school site (Title, Deed of Sale, Deed of Donation, Deed of Usufruct, or Lease Contract with a guaranteed period of at least fifteen [15] years).</p>	
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3. Initial Assessment and Documentary Validation	Schools Governance and Operations Division (SGOD)	Within ten (10) working days from receipt of complete documents	Submitted documentary requirements	SGOD evaluates the completeness, authenticity, and compliance of submitted documents. A Completion Slip shall be issued when all requirements are satisfactorily met. If deficiencies are identified, a Return Slip shall be issued, and the applicant school shall be given ten (10) working days to comply with the lacking requirements.
4. Evaluation and Ocular Inspection	Monitoring, Evaluation, and Inspection Team (MEIT) composed of Regional Office (RO) and SDO Representatives	Immediately after issuance of the Completion Slip	Completion Slip and validated documentary requirements	The MEIT conducts an on-site evaluation and ocular inspection to verify the school's compliance with standards on governance, curriculum implementation, facilities, personnel qualifications, instructional





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				resources, and operational readiness. An inspection report with corresponding findings and recommendations shall be prepared and submitted to the Regional Office.
5. Issuance of Government Recognition	Regional Office (RO)	After successful validation and inspection	Favorable MEIT Evaluation and Inspection Report and complete supporting documents	The Regional Office evaluates the recommendation of the MEIT and issues the corresponding Certificate of Government Recognition . In cases involving annotated land titles or similar legal encumbrances, Government Recognition may be granted subject to compliance with conditions stipulated in a cover letter, which must be satisfied within



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				one (1) year from issuance.
6. Processing of Late Submissions	SDO and RO	Applications received after December 31	Complete documentary requirements submitted beyond the prescribed deadline	Applications submitted after the prescribed deadline shall continue to undergo the standard evaluation and inspection process. However, any Government Recognition granted shall be effective only for the succeeding school year, subject to full compliance with all applicable requirements and standards.

2. All applicant schools seeking Government Recognition for their Senior High School programs are directed to adhere to the prescribed step-by-step procedures, timelines, and documentary requirements outlined herein to facilitate the efficient and timely processing of their applications.

3. Immediate dissemination of and strict compliance with the provisions of this Memorandum are hereby enjoined.

for
ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent *Ed*





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Reference: DepEd Order No. 012, s. 2026

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

PRIVATE SCHOOL	PERMIT
RECOGNITION	SENIOR HIGH SCHOOL
VOUCHER PROGRAM	EVALUATION

ECD/SMM&E/June 9, 2026