



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



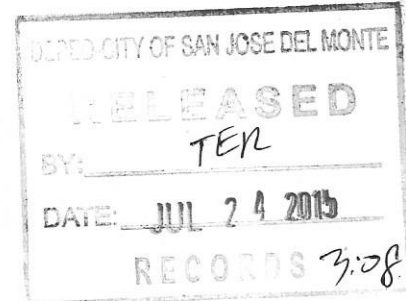
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July 24, 2015

DIVISION MEMORANDUM


No. 126 S, 2015

To: Division Chiefs
Education Program Supervisors
District Supervisors
SEPS & EPS for Monitoring & Evaluation



**EVALUATION OF DOCUMENTARY REQUIREMENTS OF PRIVATE
SECONDARY SCHOOLS, HEIs, TVIs and SUCs APPLYING TO OFFER SENIOR
HIGH SCHOOL**

1. This is to announce the conduct of the Evaluation of Documentary Requirements of the Private Secondary Schools, Higher Education Institutions (HEIs), Technical-Vocational Institutions (TVIs) and State Universities and Colleges (SUCs), applying for permit to offer senior high school on August 3-4, 2015 at the Division Library Hub.
2. The Objective of the activity is to ensure that the application of the said schools to operate senior high school will be approved by the Regional Office through the assistance and guidance of this Office.
3. Attached is the Senior High School-Qualitative Evaluation Processing Sheet for the information and guidance of all concerned.
4. For immediate dissemination.


GERMELINA H. PASCUAL
School Division Superintendent

SENIOR HIGH SCHOOL - QUALITATIVE EVALUATION PROCESSING SHEET

Division: _____
 Contact Person: _____
 Designation: _____
 Date of Application: _____

School/Organization: _____
 Address: _____
 Contact No./E-mail Address: _____
 SY of Intended Operation: _____ Category: **A** **B** **C** **D**

Remarks:

- Category A – Private schools, which have been granted at least Level II accreditation by any of the accrediting agencies under the Federation of 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 organization duly recognized by the Securities and Exchange Commission (SEC).*

REQUIREMENTS

ITEM	✓ or ×	REMARKS	
		Document Evaluation	Ocular Inspection
Letter of Intent			
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 track/s and strand/s to be offered			

Revalidated on: _____

Remarks:

Recommended for Issuance of Provisional Permit

Recommended for Deferment

QAD Evaluator
(Signature over Printed Name)

Reg'l/Division QAD Evaluator
(Signature over Printed Name)

Date of Review: _____

Action Taken:

- Issuance of Provisional Permit (*Indicate track/strand and specializations for tech voc track*)
- Recommend to applicant to defer operation upon completion of K to 12 SHS Program requirements
- Others (please specify) _____

Chief, QAD

Noted By:

Regional Director

Reviewed by: _____

Remarks: _____ Complete
_____ Incomplete

QAD Evaluator

Date: _____

Remarks:

Recommended for Ocular Inspection

Tracks/Strands/Specializations: _____

With Deficiencies

Processed by:

QAD Evaluator

(Signature over Printed Name)

Date of Ocular Inspection: _____

Recommended Action:

_____ Issuance of SHS Provisional Permit (*Indicate track/strand and specializations for tech voc track*)
(specify) _____

_____ Defer Issuance of Provisional Permit upon completion of K to 12 SHS Program requirements

For revalidation on: _____

QAD Evaluator

(Signature over Printed Name)

Reg'l/Division QAD Evaluator

(Signature over Printed Name)

ITEM	✓ or ✗	REMARKS	
		Document Evaluation	Ocular Inspection
e. Internet facilities			
f. Ancillary services			
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			
Additional requirements for Category D:			
Articles of Incorporation and by-laws for private schools only			
Documents of ownership of school sites under the name of the school, or deed of usufruct			
Proposed annual budget and annual expenditures			

ITEM	✓ or ×	REMARKS	
		Document	Evaluation
Curriculum Offering			
<input type="checkbox"/> Academic Track	Strand: _____		
<input type="checkbox"/> Tech-Voc Track	Strand: <input type="checkbox"/> AFA _____		
	<input type="checkbox"/> IA _____		
	<input type="checkbox"/> HE _____		
	<input type="checkbox"/> ICT _____		
<input type="checkbox"/> Arts and Design Track	Strand: <input type="checkbox"/> Performing Arts _____		
	<input type="checkbox"/> Arts Production _____		
<input type="checkbox"/> Sports Track			
Minimum program requirements for the SHS tracks/strands:			
a. Instructional rooms			
b. Laboratories			
b.1 Computer			
b.2 Science (for STEM minimum of 3 labs)			
b.3 Workshop Room/studios			
c. Athletic facilities			
d. Learners' resource center or library			

ITEM	✓ or x	REMARKS	
		Docum at Evaluation	Ocular Inspection
Certificate of Recognition of any of the following:			
a. Secondary Education Program - DepED			
b. Training Program - TESDA			
c. Higher Education Program - CHED			
d. Others: <ul style="list-style-type: none"> • FAAP recognized accrediting agencies • Asia Pacific Accreditation and Certification Commission (APACC) 			
Proposed tuition and other fees			
Proposed School Calendar			
Proposed list of academic and non-academic personnel			
a. qualifications			
b. job descriptions			
c. teaching load			
d. number of working hours per week			
e. certification from recognized national/international agencies (TESDA, ABA, and others)			