



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

24 June 2026

**DIVISION MEMORANDUM**  
No. 311, s. 2026

**SUBMISSION OF DOCUMENTS FOR THE APPLICATION OF GOVERNMENT  
RECOGNITION OF PRIVATE BASIC EDUCATION INSTITUTIONS OFFERING  
THE SENIOR HIGH SCHOOL PROGRAM**

**TO:** Assistant Schools Division Superintendents  
Chief Education Supervisors, SGOD and CID  
Concerned Education Program Supervisors  
Public Schools District Supervisors  
Private Senior High School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 12, s. 2026, titled *Government Recognition of Private Basic Education Institutions Offering the Senior High School Program*, this Office hereby informs all private basic education institutions intending to offer the Senior High School Program of the schedule and procedures for the submission of applications for Government Recognition. Applications shall be accepted from **June 22, 2026 to November 27, 2026**, and all submissions shall be made online through the SDO's Records Section email address, [sdobatangas.records@deped.gov.ph](mailto:sdobatangas.records@deped.gov.ph), using the subject line **"Private Senior High School Recognition."**
2. This Memorandum aims to:
  - a. Inform private basic education institutions of the schedule for the submission of applications for Government Recognition of the Senior High School Program in accordance with DepEd Order No. 12, s. 2026;
  - b. Provide guidance on the prescribed procedures for the online submission of applications and documentary requirements;
  - c. Ensure the timely evaluation, validation, and processing of applications within the prescribed regional timeline
3. Early submission of applications is highly encouraged to allow sufficient time for evaluation, validation, and compliance with documentary requirements, and to ensure that applications are endorsed and processed within the prescribed timeline. Schools are advised not to wait until the deadline to avoid delays that may affect the issuance of Government Recognition.
4. Private schools are likewise advised to ensure the completeness and accuracy of all documentary requirements prior to submission to facilitate timely evaluation and processing.
5. Enclosed herewith are the Regional Memorandum 329, s. 2026 and the documentary requirements for automatic recognition.





**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City  
**Telephone:** (043) 722-1840 / 722-1796  
**Email Address:** [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)  
**Website:** [www.depedbatangas.com](http://www.depedbatangas.com)



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

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent 

Encl.: as stated

Reference: DO No. 012, s. 2026

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

Issuances-Division Memorandum

MLA/ Submission of Documents for the Application of Government Recognition of Private Basic Education Institutions Offering the Senior High School Program/**R2-153195** /06-24-2026



**Republic of the Philippines**  
**Department of Education**  
 REGION IV-A CALABARZON  
 SCHOOLS DIVISION OF BATANGAS

**DOCUMENTARY REQUIREMENTS FOR AUTOMATIC RECOGNITION**

(Private Senior High Schools)

Name of School: \_\_\_\_\_  
 Address of School: \_\_\_\_\_  
 District: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 School Year: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Date of Online Submission: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

**DOCUMENTARY REQUIREMENTS**

No.	Name of Require Documents	Available	Not Available	Remarks
		(/)	(x)	
1.	Signed Letter of Intent <ul style="list-style-type: none"> <li>• Addressed to RD through SDS, specifying:               <ul style="list-style-type: none"> <li>a) SY of intended Recognition</li> <li>b) Tracks being offered</li> <li>c) No material adverse findings (SHS VP/ESC 2022-2026)</li> <li>d) No pending/unresolved criminal case</li> </ul> </li> </ul>			
2.	Valid SHS Permit <ul style="list-style-type: none"> <li>• Submit a clear copy of the current and valid SHS Permit issued by the DepEd Regional Office.</li> </ul>			
3.	Proof of Eligibility (any of the following) <ul style="list-style-type: none"> <li>• FAAP Certificate if accredited</li> <li>• PEAC Certification Report if certified (Substantial Compliance or Full Compliance)</li> <li>• DepEd Memo: For SHSS Pilot Schools (highlighted name)</li> </ul>			
4.	Pending Renewal (Only if applicable) <ul style="list-style-type: none"> <li>• For SHS with pending FAAP accredited/PEAC Certification renewal only:               <ul style="list-style-type: none"> <li>a) Official proof of pending renewal application.</li> </ul> </li> </ul>			



**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City

**Telephone:** (043)722-1840 / 722-1796

**Email Address:** deped.batangas@deped.gov.ph

**Website:** www.depedbatangas.com



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

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SCHOOLS DIVISION OF BATANGAS

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