



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


22 May 2026

**UNNUMBERED MEMORANDUM**

**GOVERNMENT RECOGNITION OF PRIVATE BASIC EDUCATION  
INSTITUTION OFFERING THE SENIOR HIGH SCHOOL PROGRAM.**

To: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisor in-charge of Private Schools  
Public Schools District Supervisors  
Private Elementary and Secondary School Heads  
All others concerned

1. Attached herewith is DepEd Order No. 012 s. 2026 re: *Government Recognition of Private Basic Education Institution Offering the Senior High School Program.*
2. Immediate and widest dissemination of this Memorandum is earnestly desired.

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

RVR / Government Recognition of Private Basic Education Institution Offering the Senior High School Program /  
S6-114425/ 05/22/2026



Republic of the Philippines  
**Department of Education**

DepEd-Division  
of Batangas

ICT SECTION

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DepEd ORDER  
No. **012**, s. 2026


MAY 06 2026

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

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Private Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd) hereby issues the enclosed **Guidelines on the Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program**. These guidelines establish the standard processes for the recognition of SHS programs, including eligibility criteria, mandatory documentary requirements, and validation procedures. It further details the evaluation framework, implementation timelines, monitoring mechanisms, sanctions, and protocols for reapplication and reinstatement to ensure the consistent fulfillment of minimum DepEd quality standards.
2. The procedures and mechanisms provided in this Order shall guide DepEd offices and stakeholders in the efficient processing of applications for SHS Government Recognition. The evaluation tool included in this Order serves as an objective benchmark for assessing institutional compliance. These guidelines also support private SHSs in the continuous improvement of their systems, competencies, and overall operations.
3. This Order expressly repeals DM No. 4, s. 2014, titled *Guidelines on the Preparation for the National Implementation of the Senior High School (SHS) Program in Non-DepEd Schools for the School Year (SY) 2016-2017 and Onwards*. All other orders, memoranda, rules and regulations, and related issuances or portions thereof which are contrary to or inconsistent with any provisions of this Order are hereby repealed, amended, or modified accordingly. DO No. 88, s. 2010, titled *2010 Revised Manual of Regulation for Private Schools in Basic Education*, as amended, shall apply suppletorily to this Order, as far as practicable.
4. This Order shall take effect immediately upon its approval, issuance, and publication in the Official Gazette or a newspaper of general circulation. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

5. Immediate dissemination of and strict compliance with this Order is hereby directed.
6. For more information, please contact the **Private Education Office**, 22nd Floor, TechZone Building, Malugay/Gil Puyat Street, Barangay San Antonio, Makati City through email address **private.education@deped.gov.ph**.

  
**SONNY ANGARA**  
Secretary

Encls: As stated

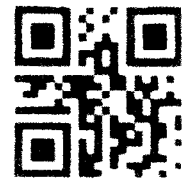
References: As stated

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

PRIVATE SCHOOL  
PERMIT  
RECOGNITION  
SENIOR HIGH SCHOOL  
VOUCHER PROGRAM  
EVALUATION



PEO, 11Q 2026 SHS Recognition Guidelines



Enclosure to DepEd Order No. 012, s. 2026)

## **GUIDELINES ON THE GOVERNMENT RECOGNITION OF PRIVATE BASIC EDUCATION INSTITUTIONS OFFERING THE SENIOR HIGH SCHOOL PROGRAM**

### **I. RATIONALE**

Pursuant to Republic Act (RA) No. 10533, otherwise known as the *Enhanced Basic Education Act of 2013*, the Department of Education (DepEd) implemented the Senior High School (SHS) Program, relying heavily on Private Basic Education Institutions (PBEIs) to meet the national demand. This prompted DepEd to issue DepEd Memorandum (DM) No. 4, s. 2014, titled *Guidelines on the Preparation for the National Implementation of the Senior High School Program in Non-DepEd Schools for School Year (SY) 2016-2017 and Onwards*. This issuance prescribed the application requirements and processes for schools, individuals, corporations, foundations, and organizations intending to offer the SHS program. As of SY 2024-2025, PBEIs offering SHS program account for 38% of all schools nationwide and serve approximately 1.46 million Grade 11 and 12 learners, making them indispensable partners in SHS implementation.

However, for over a decade, these institutions have operated primarily under provisional permits due to the absence of a clear, comprehensive, and updated policy on Government Recognition. DepEd Order (DO) No. 88, s. 2010, as amended, titled *2010 Revised Manual of Regulations for Private Schools in Basic Education*, the existing regulatory basis for recognition, predates the K to 12 reform and does not contain provisions applicable to the SHS program. While DM No. 04, s. 2014 acknowledges the possibility of issuing a Certificate of Recognition through the Senior High School National Task Force (SHS-NTF), it lacks explicit guidelines, standards, and evaluation procedures necessary to operationalize the granting of full authority to operate. Moreover, the realignment of the SHS-NTF's functions under DM No. 28, s. 2023, titled *Creation of the Senior High School National Task Force*, toward curriculum review and labor market alignment further widens the policy gap surrounding the Government Recognition of private SHSS.

Given these challenges, this Order seeks to address the identified policy gaps and respond to concerns raised in national assessments and stakeholder consultations to ensure a more credible, accountable, and sustainable SHS program. Through this Order, the PBEIs shall be able to broaden access and help ensure the sustainability of the principles of public-private complementarity in producing empowered and employable Filipino learners.

### **II. POLICY STATEMENT**

In line with DepEd's continuing commitment to ensure equitable access to and quality of education, all private SHSs holding a valid Government Permit shall be required to secure Government Recognition of their SHS programs.

Government Recognition affirms that a PBEI consistently complies with DepEd standards. Further, securing Government Recognition provides private SHSs with permanent legal authority to operate and serves as proof of their credibility, reflecting their contribution to DepEd's 5-Point Agenda and the Quality of Basic Education Plan (QBEDP) 2025–2035.

By strengthening the roles of concerned offices and establishing clear timelines for meeting the minimum DepEd requirements and standards, this Order ensures that all PBEIs offering SHS program operating under provisional permits transition to full recognition. This sustains minimum compliance mechanisms, reinforces accountability beginning SY 2027–2028 and in subsequent school years, and ensures long-term institutional credibility and stability.

### **III. SCOPE**

This Order shall apply to all PBEIs, including Philippine Schools Overseas (PSOs), that offer SHS program. Specifically, it shall cover the processes and requirements for securing and maintaining Government Recognition, in accordance with prescribed DepEd standards.

This Order shall also apply to all tracks under the curriculum for PBEIs offering SHS program prescribed by DepEd and shall govern the following:

- A. The application, evaluation, issuance, and validity of Government Recognition or retention of Government Permit of private SHSs;
- B. The identification of violations, corresponding sanctions, protection for learners and the processes for re-application and reinstatement ensuring accountability and continuous fulfillment with minimum requirements and standards; and
- C. The roles and responsibilities of the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs), PBEIs offering SHS programs, and other concerned offices and personnel in the application, evaluation, approval, monitoring, and enforcement of compliance with DepEd standards.

All PSOs offering the SHS program shall comply with all applicable provisions herein, to the extent practicable and consistent with the Manual of Policies, Standards, and Regulations for Philippine Schools Overseas (MPSR).

For matters relating to institutional governance and administrative processes, including but not limited to the flow of application, evaluation, approval, and the delineation of roles and responsibilities of concerned offices, the provisions of the MPSR shall apply.

For all other matters, particularly those pertaining to SHS specific standards, requirements, quality assurance, and program implementation, the provisions of this Order shall govern. In cases where the MPSR is silent on SHS specific matters, this Order shall apply in a suppletory manner.

#### IV. DEFINITION OF TERMS

For the purposes of this Order, the following terms, words, or phrases are defined and interpreted as follows:

- A. **Accreditation** refers to the process leading to the issuance of a certificate of accredited status by an organized body of educational institutions attesting to the quality or standards of a PBEI or to any of its educational programs or courses, and to the effectiveness of the management and operations of the institution's offering the program as exceeding the minimum standards or criteria for Government Recognition as provided for in this Order. Accreditation shall be voluntary in nature.
- B. **DepEd Authority** refers to either a Government Permit or Recognition issued by DepEd to a PBEI for the operation of a particular educational course or program.
- C. **Educational Service Contracting (ESC)** refers to the contractual arrangement between DepEd and a PBEI to accommodate learners who cannot be admitted to public schools due to congestion. Subject to the availability of funds, full compliance with all prescribed requirements, and the express grant of approval by the Regional Director (RD), this scheme may also be implemented in communities where no public schools are available, and the only educational service available is through PBEI.
- D. **Geographically Isolated, Disadvantaged, and Conflict-Affected Areas (GIDCA)** refer to areas that are isolated due to distance or geographical conditions, adverse weather, and limited or a lack of modes of transportation, resulting in access or service delivery challenges. These include unserved and underserved communities characterized by a high incidence of poverty and the presence of vulnerable sectors. These also cover areas experiencing or recovering from situations of crisis or armed conflict, including communities where there are actual armed encounters between government forces and armed groups or where armed groups exert influence over community affairs, as well as areas formally recognized as such by a government body.
- E. **Government Permit** refers to the authority granted by DepEd RO to a private SHS, allowing the temporary operation of a specific educational program. This permit serves as a prerequisite for an institution to commence operations and must remain valid at the time of application for Government Recognition.
- F. **Government Recognition** refers to the authority granted by DepEd RO officially approving the program(s) of private SHSs, signifying that the private SHS has fully complied with the prescribed requirements and is thereby authorized to operate its SHS program on a permanent basis.
- G. **Federation of Accrediting Agencies of the Philippines (FAAP)** refers to an umbrella organization authorized by DepEd to certify the accreditation status of private basic education institutions through its member agencies, such as but not limited to:

1. Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU)
  2. Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA)
  3. Association of Christian Schools, Colleges and Universities-Accrediting Council, Inc (ACSCU-ACI)
- H. **Floor Plan** refers to a scaled diagram that shows the arrangement of rooms, spaces, and physical features within a building. It includes dimensions, furniture layout, and the relationship between different areas, helping visualize how the space shall be used.
- I. **Location Plan** illustrates the position of the private SHS in relation to its surrounding area. It typically shows boundaries, access roads, nearby landmarks, and the overall site layout, ensuring compliance with zoning and accessibility requirements.
- J. **Philippine Schools Overseas (PSOs)** are duly-registered educational institutions operating outside the Philippines and implementing the basic education curriculum of DepEd.
- K. **Private Education Assistance Committee (PEAC)** is a five-member committee constituted to serve as the trustee of the Fund for Assistance to Private Education (FAPE), a permanent and irrevocable trust fund. It is created by the government through Executive Order (EO) No. 156 s. 1968, as amended by EO No. 150 s. 1994, with the express authority to manage and administer contributions, donations, grants, bequests, gifts, and/or loans from the Government of the Republic of the Philippines for programs of assistance to private education.
- L. **Private Basic Education Institution (PBEI)** refers to a privately owned (individual, family, group) and managed institution for teaching and learning, authorized by DepEd to operate certain educational programs in accordance with pertinent laws and prescribed policies, standards and rules of DepEd.
- M. **Private SHS** refers to a PBEI with a Government Permit to operate and that offers the SHS Program under the K to 12 Basic Education Curriculum, Strengthened SHS Curriculum, or any other curriculum prescribed by DepEd.
- N. **Provisional Permit** refers to the government authority issued by DepEd pursuant to DM No. 04, s. 2014, allowing a private SHS to operate a program prior to the grant of Government Recognition.
- O. **SHS Voucher Program (SHS VP)** refers to the government subsidy given to the qualified SHS learners enrolled in private SHSs with DepEd Authority.

## **V. ELIGIBILITY**

The following private SHSs offering SHS Program under the curriculum prescribed by DepEd, and holding a Government Permit to operate for at least one period (consisting of two SYs) may apply for Government Recognition, provided that they have demonstrated satisfactory operation, without deficiencies in instruction, administration, and/or management, and have fully complied with all the prescribed requirements of the program. These private SHS may operate under any of the following arrangements:

- A. Authorized to implement other DepEd curricular offerings e.g. JHS,
- B. Attached to/within a private Higher Education Institution (HEIs),
- C. Attached to/within a Technical Education and Skills Development Authority (TESDA)-accredited institution, and
- D. Stand-alone institutions.

For brevity, these PBEIs offering SHS programs shall be referred to as **private SHSs**.

For purposes of facilitating the transition during the first SY of the implementation of this Order, the following private SHSs shall be automatically granted Government Recognition, effective SY 2026–2027 only, provided that such private SHSs have no unresolved material adverse findings in either the SHS VP or ESC Program from SY 2022–2023 to SY 2025–2026, and have no pending or unresolved criminal case filed before any court involving the institution, its owners, officers, or administrators:

- A. FAAP-accredited SHS,
- B. SHSs with FAAP-accredited JHS,
- C. SHSs attached to JHS that have undergone Certification (Substantial Compliance and Above),
- D. SHSs that have undergone PEAC Certification through the SHS Voucher Certification (SHS VC) with Substantial Compliance and Above, and
- E. Strengthened SHS Program Pilot Schools.

Minor or administrative findings that have been fully addressed through documented corrective actions and validated by the concerned office shall not disqualify a private SHS from eligibility for automatic grant of Government Recognition.

## **VI. DOCUMENTARY REQUIREMENTS**

Private SHSs that are eligible for the Automatic Grant of Government Recognition during the transition period shall comply with the requirements prescribed under *Section VIII* of this Order.

All other applicant private SHSs shall submit the following mandatory documentary requirements for purposes of application for Government Recognition, and no fees shall be imposed or collected for the processing thereof:

1. Valid SHS Government Permit;

2. Signed Letter of Intent addressed to the RD, through the Schools Division Superintendent (SDS), 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.
3. Privacy Notice for PBEIs, to be placed at the front of the application, using the prescribed template provided in *Annex A*, pursuant to RA No. 10173, also known as *Data Privacy Act of 2012*
4. Declaration of Data Privacy Compliance using the prescribed template provided in *Annex B*, pursuant to RA No. 10173
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 provided in *Annex C*, 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*.
6. Approved SHS Class Programs, duly signed and approved by the School Head;
7. Proposed school calendar, following the provisions of RA No. 7797, RA No. 11480, and DO No. 12, s. 2025 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;
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;
9. Fully Accomplished Personnel Profile: Administrative, Teaching and Non-Teaching Personnel, using the attached form (*see Annex D*);
10. Latest approved Tuition and Other School Fees, duly signed by the RD or Assistant RD;
11. Board Resolution certified by the Corporate Secretary and approved by the Board of Directors/Board of Trustees;
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;

13. Certificate of Occupancy (Educational/Institutional/ Commercial);

14. A Valid Certificate of Title under the name of the school for the school site. If not applicable,
- a. A duly executed Deed of Sale; or
  - b. A duly executed Deed of Donation; or
  - c. A duly executed Deed of Usufruct for a guaranteed period of not less than 15 years; or
  - d. A duly executed Lease with an initial guaranteed period of not less than 15 years.

*(A period of one year shall be allowed, reckoned from the submission of any of these documents, for the submission of a Certified True Copy of the Title that reflects the annotation of the Contract.)*

*During this one year allowable period, the application may proceed and shall not be withheld solely on the basis of the pending annotated Title. In such cases, the RO may issue the Certificate of Government Recognition, with a formal Cover Letter (see Annex E) requiring the private SHS to submit the annotated Certified True Copy of the Title within the one-year period.*

*Failure to comply within the one-year period shall constitute grounds for the imposition of appropriate sanctions under this Order, including possible suspension or revocation of the Government Recognition.)*

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.

16. If the private SHS is located within an Indigenous Cultural Community/Indigenous Peoples' (ICC/IPs), the following documents shall be included:

- 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
- ii. The needed document from National Commission on Indigenous Peoples (NCIP) attesting to the validation of the FPIC process undergone by the community.

The following additional documentary requirements shall be submitted exclusively by PSOs, as applicable:

17. PSO's Information Sheet;

18. Authenticated and verified copy of the 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*

19. 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.

The private SHS assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as attested to in the **Omnibus Sworn Statement (Item 5)**, duly signed by at least the School Head of the applicant private SHS and sworn before a public officer authorized to administer oaths. The submission of any false and fraudulent document shall constitute a *prima facie*, ground for disqualification from the grant or revocation of Government Recognition and may result in the filing of administrative or criminal case/s against the person and/or institution concerned.

## **VII. PROCEDURES**

### **A. Submission of Documentary Requirements for Application for Government Recognition**

All mandatory documentary requirements to be submitted by the applicant private SHSs, unless otherwise specified, shall be filed on or before December 31 of the year preceding the intended SY of implementation. Submissions shall be made electronically/online, in accordance with the specific instructions issued through an SDO Memorandum by the SDS, with the concurrence of the RD. Online submission of electronic copies of the documentary requirements shall comply with the requisites of Commission on Audit (COA) Circular No. 06, s. 2021 or the *Guidelines on the use of Electronic Documents, Electronic Signatures, and Digital Signatures in Government Transactions*, whenever applicable. All online submissions shall be subject to the submission of hard copies upon request for purposes of verification. Only documents that are clear, readable, complete, and properly certified shall be accepted for validation.

All private SHSs applying for Government Recognition shall submit the duly signed and certified true copies of the documentary requirements enumerated under *Section VI* to the respective Records Section or designated sub-committee/s of the SDO. **The RO shall not accept applications from private SHSs in any manner.**

The Records Officer shall assign an **application code** to the applicant private SHS, which shall serve as the identifying number for all subsequent transactions related to the application. The standard format of the code shall be expressed as **GRS-[ROCODE]-[SDOCODE]-[####]**, and shall follow the format indicated below:

<b>Component</b>	<b>Description</b>
GP	Government Permit
GR	Government Recognition

S	SHS
ROCODE	Official Regional Office code
SDOCODE	Official Schools Division Office code
####	Four-digit sequential number
Examples: <b>GRS-NCR-MNL-0123, GRS-4A-BTG-0456</b>	

The official RO and SDO codes prescribed in *Annex F* shall be strictly observed. This coding convention shall be uniformly adopted in all official correspondence, records, and databases related to the processing of applications for Government Recognition, and shall be used solely for application processing and tracking purposes.

After which, the Records Officer shall immediately forward the application documents to the SDO-School Governance and Operations Division (SGOD) for the initial assessment of the contents of the application documents. This process shall be completed within four hours (equivalent to one-half day) from receipt of the documents.

To manage operational capacity, ROs and SDOs may regulate the intake of applications prior to December 31, provided that all applications submitted on or before said date are duly accepted and processed.

Applications submitted after December 31 shall still be processed; however, any Government Recognition granted therefrom shall be applicable only to the succeeding SY, regardless of the date of release of evaluation results.

In cases where there are private SHSs located in remote or underserved areas with limited or unreliable internet connectivity, the RO may, upon due justification and on a case-to-case basis, prescribe supplemental guidelines on the manner of submission of applications, taking into account the specific local conditions and operational realities in the Region. These supplemental guidelines shall be subject to existing laws, rules, and regulations, and shall be consistent with the provisions of this Order and RA No. 11032, otherwise known as the "*Anti-Red Tape Act of 2007*" and its *Implementing Rules and Regulations (IRR)*.

#### **B. Validation of the application documents by the SGOD**

The SGOD of the SDO shall assess the completeness of the documentary requirements and conduct a thorough validation of the submitted documents within ten working days from receipt of the application documents from the Records Section.

If the application is found to be complete and duly validated, the SGOD shall issue a Completion Slip (*see Annex G*) and notify the applicant private SHS of the status of its application, including confirmation of completeness or any noted documentary deficiencies. An application shall only be considered official upon issuance of a completion slip with application code.

If the application is found to be incomplete or with deficiencies, the SGOD shall issue a Return Slip (*see Annex H*) to the applicant private SHS, clearly

indicating the specific documentary deficiencies. The applicant may submit the required documents to address the deficiencies within 10 working days from receipt of the Return Slip.

Failure to comply with the requirements indicated in the Return Slip within the prescribed period or as indicated under *Section IX* (Submission Deadlines) shall result in the automatic denial of the application for Government Recognition, without prejudice to refile, provided that such refile is made within the deadline set by the SDO, subject to the same conditions on late submission provided therein.

Upon confirmation of the completeness and validation of documentary requirements, the SGOD shall coordinate with the Monitoring, Evaluation, and Inspection Team (MEIT) on the schedule for the submission of Means of Verification (MOVs), as well as the conduct of the evaluation and ocular inspection of applicant private SHSs. The SGOD shall immediately notify the concerned applicant private SHSs of the schedule upon issuance of the Completion Slip, without prejudice to the filing of a request for rescheduling for valid and justifiable reasons, subject to the approval of the SGOD.

**C. Evaluation and Ocular Inspection**

**1. Creation of the Monitoring, Evaluation and Inspection Team (MEIT)**

The RD shall establish a MEIT to conduct inspections for validating applications. The MEIT shall consist of representatives from both the RO and the SDO that have jurisdiction over the applicant private SHSs. For each inspection, the MEIT shall consist of three to seven members, including at least one authorized representative from the RO and at least two authorized representatives from the SDO. The participation of the RO Quality Assurance Division (QAD) and the SDO-SGOD shall be mandatory. Members of the MEIT may include representatives from the following:

<b>Regional Office</b>	<b>Schools Division Office</b>
Quality Assurance Division (QAD)	School Governance and Operations Division (SGOD)
Curriculum and Learning Management Division (CLMD)	Curriculum Implementation Division (CID)
DepEd RO Private Schools Focal Person	DepEd SDO Private Schools Focal Person

All members of MEIT shall complete the capacity building and/or training program prescribed by DepEd RO. This requirement ensures that all members operate with a unified perspective and maintain consistency in the interpretation and application during evaluations. The list of official members of the MEIT, including their specific duties and functions, shall be formalized through a Regional Memorandum. Such designation shall serve as the official record of MEIT membership and provide clear guidance on the duties and functions of each member within the team.

Upon signing and approval of the Regional Memorandum, the RD shall furnish the PEO with its issuance.

## 2. Pre-Evaluation of the Means of Verifications (MOVs)

The MEIT shall conduct a review and pre-evaluation of all submitted MOVs listed in the prescribed Evaluation Tool (*see Annex I*) before the scheduled ocular inspection. Such pre-evaluation shall form part of the overall 15 working days allotted for the conduct of evaluation and inspection.

The applicant private SHS shall prepare, organize, and submit all required MOVs for pre-evaluation purposes at least 10 working days prior to the scheduled inspection visit. Submission of the MOVs within the prescribed period shall be a prerequisite to the conduct of the on-site inspection.

All MOVs requiring personal data of personnel must be accompanied by a duly signed Data Privacy Consent Form, as prescribed in *Annex J*, to ensure compliance with applicable data protection regulations.

Failure to submit the required MOVs within the prescribed timeframe may result in the deferment or rescheduling of the inspection visit, without prejudice to other actions as may be determined by the SDO in accordance with existing policies.

## 3. Official Inspection and Evaluation

The MEIT shall conduct an Ocular Inspection to verify the private SHS's compliance with the requirements and DepEd prescribed standards. The evaluation process, inclusive of the pre-evaluation of MOVs and the ocular inspection, shall be completed within 15 working days from receipt of the recommendation from the SDO SGOD. They shall assess the private SHSs' prepared documentation and evaluate their compliance using the prescribed Evaluation Tool (*see Annex I*).

The evaluation tool follows a strict rating system for each element that needs to be evaluated based on a set of predetermined criteria. This ensures fairness and objectivity in the assessment process. The evaluation tool uses a four-point Likert Scale to measure performance for each specific component.

- a. **Mandatory documentary requirements** - no application shall proceed to evaluation or ocular inspection if the mandatory documentary requirements under **Section VI** are incomplete, inaccurate, invalid, or legally deficient. Applications with incomplete mandatory requirements shall be returned to the applicant for completion.
- b. **Minimum standards and documentary requirements** - these areas signify the private SHS's capacity and organizational structure to provide quality education to SHS learners. These requirements are divided into eight evaluation areas, namely:
  - i. Curriculum and Teaching;
  - ii. Work Immersion and Field Experience;
  - iii. Leadership Management;
  - iv. School Site and Facilities;

- v. Learner Support;
- vi. Planning and Development;
- vii. Faculty; and
- viii. Budget and Finance.

Each indicator under each evaluation area shall be rated, indicating its compliance with the standards, supported by the MOVs set forth by DepEd's Evaluation Tool for Government Recognition.

**Rating Scale for Each Indicator**

Point	Descriptive Equivalent	Interpretation
4	Meeting the standards	The prescribed criteria are fully met. There are sustainable efforts to level up conditions and practices. Documentary requirements are complete, current, and compliant with relevant laws, regulations, and DepEd policies.
3	Nearly meeting the standards	The prescribed criteria are nearly met. Documentary requirements have a few missing parts and/or errors.
2	Partially meeting the standards	The prescribed criteria are partially met. The documentary requirements have several missing parts and/or errors.
1	Not meeting the standards	No evidence of compliance with the criteria, laws, regulations, and DepEd policies has been noted.

**Rating Scale Range for Each Evaluation Area**

Point	Scale Range	Difference	Descriptive Equivalent
4	3.25 - 4.00	0.75	Meeting the Standards
3	2.50 - 3.24	0.74	Nearly Meeting the Standards
2	1.75 - 2.49	0.74	Partially Meeting the Standards
1	1.00 - 1.74	0.74	Not Meeting the Standards

Each evaluation area has varying weights, depending on its strategic importance in providing quality basic education service delivery to learners and determining the compliance of the private SHSs.

Evaluation Areas	Allocated Percentage in the Overall Results
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A. Curriculum and Teaching	20%
B. Work Immersion and Field Experience	10%
C. Leadership and Management	10%
D. School Site and Facilities	15%
E. Learner Support	20%
F. Planning and Development	10%
G. Faculty	10%
H. Budget and Finance	5%
<b>Total</b>	<b>100%</b>

The overall compliance status of the private SHS is being evaluated, based on the mean scores of all the evaluation areas. To provide a clear and immediate understanding of the evaluation results, the following descriptive equivalent shall be used as reference:

<b>Scale Range</b>	<b>Difference</b>	<b>Descriptive Equivalent and Interpretation</b>
3.25 - 4.00	0.75	<b>FULLY COMPLIANT</b> Indicates that the private SHS has submitted complete, current, and compliant documentary requirements, as well as fully meets the standards in terms of the facilities, as prescribed by laws, regulations, and DepEd policies. Thus, a <b>Government Recognition</b> for the Senior High School Track/s being applied shall be issued.
2.50 - 3.24	0.74	<b>SUBSTANTIALLY COMPLIANT</b> Indicates general adherence to most established standards of compliance, but with minor non-compliance or areas for improvement identified. These gaps shall not prevent the granting of recognition. Therefore, <b>Government Recognition</b> shall be issued, subject to the private SHS's obligation to address the identified areas for improvement within the prescribed timeframe.
1.75 - 2.49	0.74	<b>PARTIALLY COMPLIANT</b> Indicates weaknesses/non-compliances in some evaluation areas. While some standards of compliance are met, critical gaps exist that affect the learning environment and overall readiness for the SHS program. Therefore, the application for Government Recognition is <b>disapproved</b> , and the private SHS shall retain its Government Permit.
1.00 - 1.74	0.74	<b>NOT COMPLIANT</b> Indicates significant deficiencies and major non-compliances in numerous

		evaluation areas. The application for Government Recognition is disapproved, and the private SHS shall retain its Government Permit. Depending on the severity of findings, the school may be subject to further investigation.
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The overall compliance status of the evaluated private SHSs shall be calculated by first determining the central tendency, or mean score, for each evaluation area. Each mean score shall then be multiplied by its corresponding percentage allocation, expressed in decimal form. The result of this multiplication shall be entered into the **Partial Product** column. The summation of these partial products across all evaluation areas shall constitute the private SHS's overall compliance status.

**Formulas:**

$$\text{Average per Evaluation Area} = \frac{\text{Summation of Rating Scales}}{\text{Total Number of Indicators}}$$

Example: D. School Sites and Facilities =  $4+3+4+4+4+3+3/7 = 3.58$

$$\text{Partial Product} = \text{Average per Evaluation Area} \times \text{Allocated \% per evaluation area}$$

Example: Partial Product =  $3.58 \times 0.15 = 0.54$

$$\text{Overall Compliance Status} = \text{Summation of Partial Products}$$

Example:  $0.54+0.86+0.89+0.37+0.37+0.38+0.25+0.31 = 3.60$  (FULLY COMPLIANT)

The following activities shall be carried out by the MEIT during the Ocular Inspection:

**i. Opening Meeting or Briefing**

The MEIT conducts an initial meeting with the school administration to clarify the objectives, scope, and procedures of the ocular inspection. This includes discussing evaluation areas, required cooperation from school personnel, and the flow of activities for the day.

**ii. On-Site Validation Proper**

The MEIT verifies the accuracy and authenticity of the previously submitted MOVs by examining actual conditions, implementation practices, and compliance with standards. This includes:

**(1) Physical Verification**

The MEIT inspects physical structures, resources, instructional materials, and documents to confirm alignment with previously submitted evidence. This covers equipment, learning spaces, and safety requirements as reflected in the evaluation tool's indicators.

**(2) Classroom Observation**

The MEIT observes ongoing classroom instruction to assess teaching practices, learner engagement, use of pedagogical approaches, and alignment with curriculum and lesson plans. This supports validation of curriculum and instructional indicators.

**(3) Functional Validation**

The MEIT checks whether processes, systems, and procedures described in the MOVs (e.g., assessment practices, guidance services, record management, safety protocols) are actually implemented and operational on site, confirming alignment with submitted MOVs.

**(4) Inspection of Facilities**

The MEIT verifies the functionality, sufficiency, and compliance of school facilities—such as classrooms, laboratories, workshops, library/IMC, clinics, athletic areas, and offices—according to standards enumerated in the evaluation tool.

**(5) Interviews / Clarifications**

The MEIT conducts short interviews with school personnel, teachers, or learners to clarify inconsistencies, confirm implementation details, and gather additional context that supports or disputes submitted MOVs.

**(6) Other Verification Activities**

The MEIT may undertake additional validation steps based on issues identified during the pre-evaluation of MOVs, such as but not limited to rechecking specific documents or confirming compliance with track-specific or context-specific requirements.

**iii. Wrap-Up Session**

The MEIT conducts a closing meeting to present initial observations, highlight areas requiring clarification or improvement, and explain the next steps in the evaluation and reporting process.

**4. Submission of Evaluation Report and Endorsement to RO QAD**

After inspection and evaluation, the MEIT shall issue a Certification of Inspection (*see Annex K*) to the private SHS and shall consolidate the findings and observations from the inspection and evaluation into an Evaluation Report (*see Annex L*) within five working days after the conduct of the inspection and evaluation. The MEIT shall immediately transmit the Evaluation Report to the SDS for endorsement to the RO-QAD. The SDO shall ensure that, within three working days from receipt of the evaluation report, the application is formally endorsed to the RO QAD and that all required supporting documents are duly transmitted.

#### **E. Alternative Compliance and MOVs**

All private SHSs operating in Geographically Isolated, Disadvantaged, and Conflict-Affected Areas (GIDCA) may be allowed to demonstrate compliance with prescribed minimum standards through alternative compliance arrangements, provided that these arrangements adequately ensure the delivery of quality education, learner safety, and the effective implementation of the curriculum.

The applicant private SHSs shall submit with their application a letter stating that the private SHS is operating in a GIDCA and formally requesting approval for the use of Alternative Compliance arrangements.

Acceptable alternative compliance arrangements may include, but are not limited to, the use of shared or community-based facilities, inter-school resource-sharing arrangements, and partnerships supported by the Local Government Unit (LGU) or other recognized public or private institutions.

To validate these alternative compliance arrangements, the applicant private SHS shall submit appropriate MOVs. The following MOVs may be required, as applicable:

1. Formal MOA, contracts, or similar legal instruments executed with partner institutions or LGUs, clearly indicating the scope, duration, and terms of shared use or support;
2. Certifications, endorsements, or resolutions issued by the LGU or relevant government agencies attesting to the existence, functionality, and accessibility of the facilities or services being utilized;
3. Photographic or video documentation showing the actual facilities, equipment, or resources in use; and
4. Reports, utilization logs, or sworn attestations confirming the availability, accessibility, frequency of use, and regularity of the shared facilities, services, or partnerships.

Approval of alternative compliance shall be granted on a case-to-case basis and shall not exempt the private SHS from the continuous obligation to meet and maintain the quality, safety, and instructional standards prescribed by DepEd.

#### **F. Shared Institutional Facilities**

Private SHSs operating within integrated K to 12 schools or within HEIs with Basic Education Departments shall not be required to maintain facilities exclusively dedicated to SHS operations, provided that such shared institutional facilities comply with, or exceed, the minimum standards prescribed by DepEd.

Shared facilities shall be demonstrably accessible to SHS learners during instructional hours and for all required curricular and co-curricular activities. These facilities may include, but are not limited to, laboratories, libraries and research centers, classrooms, information and communications technology (ICT) facilities, medical and dental clinics, auditoriums, gymnasiums, and specialized workshops or studios.

The absence of exclusive-use facilities shall not, in itself, constitute grounds for disapproval of an application for Government Recognition, provided that compliance with prescribed standards and assured access are duly supported by appropriate documentary evidence and verified during ocular inspection.

For private SHSs that utilize shared institutional facilities, additional MOVs, as specified under the applicable indicators in the prescribed Evaluation Tool (*see Annex I*), shall be required to substantiate compliance with standards and to demonstrate guaranteed access and availability for SHS learners.

#### **G. Validation and Review of the RO QAD**

The RO-QAD shall conduct further validation and a thorough review of the endorsement submitted by the SDO, including all supporting documents and issue its result within 10 working days from receipt of the documents.

If an application is returned due to non-compliance with requirements, the applicant private SHS shall be required to correct and resubmit the deficient documents, provided that it is done before the deadline set by the RO-QAD.

A repeated ocular inspection or re-evaluation of previously completed steps shall not be required, unless:

1. The deficiency directly relates to items verified during the ocular inspection;
2. The submitted corrective documents materially affect previously validated information; and
3. The SDO/RO determines that re-inspection is necessary to confirm compliance.

Upon determination of compliance of the application, the RO-QAD shall recommend to the RD the issuance of the Government Recognition to the applicant private SHS. The RD shall, within three working days from receipt thereof, render a decision by signing the approval or denial of the Government Recognition.

### **VIII. AUTOMATIC GRANT OF GOVERNMENT RECOGNITION**

This section shall apply during the transition period of SY 2026-2027 only.

#### **A. Documentary Requirements for Automatic Recognition**

All private SHSs qualifying for automatic Government Recognition under this Order shall submit the applicable certification, with validity that covers SY 2026-2027, as documentary proof of eligibility:

1. A copy of the FAAP Accreditation Certificate for private SHSs with FAAP-accredited JHS; or
2. A copy of the PEAC Certification Report for private SHSs with PEAC-certified JHS; or

3. A copy of the PEAC Certification Report issued under the SHS Voluntary Certification (SHS VC) for private SHSs certified through the SHS VC.
4. For Private SHSs that are Strengthened SHS Pilot Schools:
  - a. The official list of Strengthened SHS Pilot Schools shall serve as basis for the automatic grant of Government Recognition; and
  - b. The SDO shall assign the application code to these private SHSs in accordance with the standard format prescribed in this Order, and the RO shall thereafter issue the Certificate of Government Recognition.

#### **B. Pending Renewal of Accreditation or Certification**

In cases where a private SHS qualifies for Automatic Government Recognition but its FAAP accreditation or PEAC certification is pending renewal, such private SHS shall remain eligible, subject to the submission of documents sufficient to establish continuing compliance, as follows:

1. A copy of the most recent FAAP Accreditation Certificate or PEAC Certification, indicating the period of validity; and
2. Proof of application or reapplication for renewal, such as but not limited to:
  - a. An acknowledgment receipt issued by the accrediting or certifying body; or
  - b. Official written confirmation that the renewal process is ongoing.

#### **C. Validation and Approval Process**

Upon confirmation of completeness by the SDO, issuance of the Completion Slip and application code, the application documents shall be immediately forwarded to the RO QAD for validation. The RO QAD shall thereafter recommend to the RD the approval of Government Recognition in accordance with the evaluation and decision-making process prescribed in this Order.

Private SHSs with unresolved material adverse findings in either the SHS VP or ESC Program from SY 2022–2023 to SY 2025–2026 at any DepEd governance level shall not qualify for the grant of Automatic Government Recognition. This restriction applies where such findings materially affect any of the following:

1. Compliance with SHS program standards;
2. The integrity, authenticity, or accuracy of submitted documents;
3. Institutional capacity to ensure learner safety, curriculum delivery, or administrative soundness; or
4. Any act that, if validated, may constitute a ground for denial, suspension, or revocation of a Government Permit or Government Recognition under this Order.

Such findings must first be resolved with finality, and the private SHS must be cleared of material liability before it becomes eligible for Automatic Government Recognition.

Private SHSs with pending or unresolved criminal cases filed before any court involving the institution, its owners, officers, or administrators, shall likewise not qualify for Automatic Government Recognition unless and until resolved with finality.

All private SHSs that are not eligible for Automatic Government Recognition shall instead be required to apply for Government Recognition and undergo application and evaluation process, subject to the procedures and requirements prescribed under this Order.

This safeguard ensures that automatic recognition is granted only to private SHSs with fully verified compliance, free from unresolved issues that may compromise learner welfare, program quality, or regulatory integrity.

During the validation process, the RO QAD with the concurrence of the DepEd Central Office-Government Assistance and Subsidies Service (GASS) and Private Education Assistance Committee (PEAC) shall undertake internal verification of any adverse findings or pending cases involving the applicant private SHS under the SHS VP or the ESC Program, based on existing compliance, monitoring, and audit records. No separate documentary submission shall be required from the applicant private SHS for this purpose.

In cases where such verification results in the determination that the applicant private SHS has a pending case that affects its eligibility for automatic Government Recognition, the RO shall issue a formal written notice informing the school of the findings and the consequent ineligibility for automatic recognition.

#### **D. Post-Grant Compliance and Monitoring**

Upon the grant of automatic Government Recognition, all private SHSs shall be subject to monitoring by the RO and SDO, and shall submit the mandatory documentary requirements for Government Recognition prescribed under *Section VI* of this Order.

All private SHSs that do not meet the foregoing criteria shall be required to undergo the whole application process for Government Recognition in accordance with this Order.

### **IX. SUBMISSION DEADLINES**

All application requirements, including the submission of any deficiencies, shall be completed within the prescribed deadline. Submissions received beyond the deadline shall not be accepted.

However, under **exceptional circumstances**, late submissions may be entertained provided that the following conditions are met:

1. The applicant shall submit a notarized **written explanation** detailing the reason for the delay, accompanied by supporting documentation.

Acceptable justifications include, but are not limited to:

- a. Medical emergencies (with medical certificate),

- b. Natural disasters or calamities (with official report recognized by the Local Disaster Risk Reduction Management Office (LDRRMO), and
  - c. Other unforeseen events beyond the applicant's control.
2. Late submissions shall only be considered if filed within **10 working days** from the original deadline. Applications submitted beyond this period shall not be entertained under any circumstances.
  3. Approval of late submissions is not guaranteed and shall depend on the merit of the justification and compliance with all other documentary requirements.

**X. RESULTS, APPEAL, AND REAPPLICATION**

**A. Results of the Application**

The result of the evaluation of all applications shall indicate any of the following:

1. Private SHSs that passed the evaluation and have been deemed Fully or Substantially Compliant upon the ocular inspection of the MEIT shall be granted Government Recognition be issued a **Certificate of Government Recognition** (see Annex M), duly signed by the RD.
2. Private SHSs that have been deemed Partially Compliant or Not Compliant based on the ocular inspection of the MEIT shall retain its permit and be issued a **Certificate of Government Permit** (see Annex N), subject to monitoring by the members of the MEIT.subject to monitoring by the members of the MEIT.

The official results of the evaluation and issuance of appropriate DepEd Authority shall be formally documented through a signed evaluation report and recommendation issued by the RO-QAD. The results shall be officially communicated to both the SDO and the applicant private SHS through a formal letter or memorandum, and may also be transmitted electronically (e.g., official email) for timely acknowledgment.

Upon approval, the corresponding Certificate of Government Permit or Certificate of Government Recognition shall be issued with a **certificate number** distinct from the application code, following the format: **GRS-[ROCODE] No. [####], s. [YYYY]**, and using the official RO code prescribed in Annex F.

<b>Component</b>	<b>Description</b>
GP	Government Permit
GR	Government Recognition
S	SHS
ROCODE	Official Regional Office code
####	Four-digit sequential number
s. YYYY	Year of issuance
Examples: GRS-NCR No. 0069, s. 2026, GPS-4A No. 0567, s. 2027	

## **B. Appeal and Request for Reconsideration**

In cases where an application for Government Recognition is denied, the applicant private SHS may file a written request for reconsideration or an appeal with the Office of the Regional Director within 15 calendar days from receipt of the notice of denial. The request shall clearly state the grounds relied upon and be supported by relevant documents.

DepEd RO shall have the authority to review and resolve requests for reconsideration or appeal, including the conduct of further validation, if necessary, and shall render a decision thereon. The decision of the RD shall be served either personally, by registered mail, private courier, or electronic mail. If the decision or denial is upheld, it shall be subject to confirmation by the Secretary of Education through the Private Education Office (PEO). The decision, once confirmed by the Secretary, shall be final and executory.

In all instances, the applicant private SHS may file only one appeal or motion for reconsideration, and no second or subsequent motions or appeals shall be entertained at any governance level.

## **C. Reapplication**

Applicants continuing to operate under a Government Permit, whose applications for Government Recognition were denied, and were rated either Partially Compliant or Not Compliant, may reapply for Government Recognition subject to the following conditions:

1. **Partially Compliant:** May reapply for recognition at any time, provided that all findings and grounds for denial have been fully addressed and duly supported by appropriate documentation.
2. **Not Compliant:** May also reapply after the same period, subject to further investigation by the RO and SDO to determine whether the Government Permit may be retained or revoked.

Pending reapplication and subsequent approval, the private SHS shall not be eligible to participate in the SHS Voucher Program.

The private SHS shall resubmit all updated mandatory documents along with a detailed report on the remedial measures taken to address deficiencies from the previous application. The reapplication shall be treated as a new application and subject to the same evaluation and ocular inspection procedures as first-time applicants.

## **XI. VALIDITY OF RECOGNITION AND MONITORING**

To ensure accountability and minimum compliance in the delivery of SHS program, the validity of DepEd Authority shall be governed by the following provisions:

- A. The **Certificate of Government Recognition** shall remain valid unless formally revoked by the RD or the Secretary of Education or his duly authorized representative. This shall apply to the institution, regardless

of whether new tracks have been added or existing tracks have been modified, provided that the tracks hold valid Government Permits.

Private SHS evaluated as substantially compliant shall be subject to regular monitoring and compliance evaluation by the MEIT once every three years, while private SHS evaluated as fully compliant shall be subject to regular monitoring and compliance evaluation by the MEIT once every five years, except in the case of FAAP-accredited schools.

The scope and focus of the monitoring activities shall be guided by the established indicators and evaluation areas prescribed in this Order. The private SHS that has demonstrated sustained compliance in at least two consecutive cycles of monitoring may undergo desk review in lieu of a full ocular inspection, unless deficiencies or risks are identified. In the event that a private SHS voluntarily closes or offers the SHS program for a period not exceeding one SY, its Government Recognition shall be revoked.

- B. The **Certificate of Government Permit** shall be valid for two SYs. A private SHS shall only remain in Government Permit status for a maximum of six SYs. Upon the expiration of the last renewal, the private SHS shall be required to secure a Certificate of Government Recognition. Failure to obtain Government Recognition within the prescribed period may result in the closure of the SHS program. In the event of such closure, the RO shall issue an official notice of the SHS program closure, which shall be reflected in the Learner Information System (LIS).

## **XII. SANCTIONS AND VIOLATIONS**

### **A. Procedural Due Process Requirements**

The imposition of sanctions shall be progressive and proportionate, taking into consideration the gravity, frequency, and impact of the non-compliance. In all cases, no sanction shall be enforced unless the following requirements are met:

1. **Formal Written Notice** – The SDO shall issue an official written notice to the private SHS, detailing the specific violations or deficiencies and the corresponding regulatory basis. Notices shall also be sent via official email and/or courier to ensure timely receipt.
2. **Opportunity to Respond and Address** – The private SHS shall be given 15 working days to submit a written explanation and to take corrective action. The SDO shall acknowledge receipt thereof.
3. **Initial Evaluation by the SDO** – The SDO shall conduct the initial evaluation of the private SHS's response within 10 working days from receipt of the written explanation. The SDO shall submit a copy of its evaluation to the RO for validation.
4. **Validation by the RO and Issuance of Resolution** – The RO shall validate the SDO's evaluation and issue the appropriate resolution, including the imposition or non-imposition of sanctions, within 15 working days from receipt of the SDO's evaluation.

Only after the completion and proper documentation of these steps may the appropriate sanction be recommended or imposed. All recommendations for sanctions shall be reviewed and cleared by the Regional Legal Unit prior to issuance to ensure compliance with due process, applicable laws, and the provisions of this Order.

Upon legal clearance, the RD shall issue the appropriate order, which shall be transmitted to the concerned private SHS through the SDO. Copies shall be furnished to the Regional Legal Unit and the RO QAD for documentation and monitoring.

The private SHS may appeal with the DepEd Secretary within 15 days from the receipt of notice of such sanction. The decision of the Secretary is final and executory.

### **B. Sanctions**

Subject to observance of due process and applicable regulations, the RD or the Secretary of Education may impose or recommend appropriate sanctions, depending on the nature and seriousness of the non-compliance. These sanctions may include:

1. Issuance of Written Warning;
2. Suspension of the Government Recognition or Government Permit of the private SHS;
3. Downgrading of the status of Government Recognition to Government Permit
4. Revocation of Government Permit or Government Recognition;
5. Initiation or referral of administrative and/or legal proceedings against responsible officials or personnel in accordance with applicable laws
6. Disqualification or blacklisting from applying for new permits or Government Recognition for additional programs or schools; and
7. Closure of the SHS Program,

All private SHSs whose Government Recognition has been suspended or revoked shall be ineligible to participate in the Senior High School Voucher Program (SHSVP), subject to applicable program guidelines.

In cases involving serious or repeated non-compliance, misrepresentation, or violations that may affect learner welfare, the RD or the Secretary of Education may impose heightened sanctions, including closure of the SHS Program, as applicable.

A private SHS may be considered to have engaged in systemic non-compliance when any of the following circumstances are observed:

1. Repeated violation of the same requirement for three consecutive SYs despite prior notices or directives for correction; and
2. A pattern of misrepresentation or submission of inaccurate or falsified documents on more than one occasion.

In cases where the revocation or suspension of Government Recognition or Government Permit results in learner transfers, the RD may impose a monetary penalty on the originating private SHS to defray transfer-related processing costs, commensurate with the number of affected learners and the gravity of the violation, without prejudice to other applicable sanctions under this Order.

### **C. Violations**

Private SHSs serve as vital partners of DepEd in delivering accessible and quality education. To uphold the integrity of this Order, any private SHS with Government Recognition or Permit found to have violated its policies or guidelines shall be subject to appropriate sanctions in accordance with established rules and due process.

#### **1. Offenses Related to Non-Compliance with DepEd Standards**

Violations under this category include failure to comply with minimum standards directly required for the Government Recognition or Government Permit. Offenses already governed by a separate DepEd issuance shall not be subject to duplicate penalties.

<b>Violations</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Non-compliance with prescribed curriculum standards, including but not limited to the non-delivery of mandated learning competencies or unauthorized curriculum modifications.	Issuance of Written Warning and directive to submit a Corrective Action Plan within 30 days from receipt thereof	Downgrading of the status of Government Recognition to Government Permit and close monitoring for one school year	Suspension of Government Recognition until full compliance is verified
Failure to provide and maintain adequate school facilities or to address safety risks, such as but not limited to deficiencies in classrooms, laboratories, sanitation systems, or fire-safety provisions.	Issuance of Written Warning with 30-day deadline to correct deficiencies from receipt thereof	Downgrading of the status of Government Recognition to Government Permit with semestral SDO inspection	Revocation of Recognition or Permit
Non-submission of mandatory reports or requirements, including but not limited to LIS/EBEIS data, financial statements, and official school forms, as required by DepEd.	Issuance of Written Warning and directive to submit the lacking mandatory reports or requirements	Downgrading of the status of Government Recognition to Government Permit	Revocation of Government Recognition or Permit

	within 30-day from receipt thereof		
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**2. Offense Involving Misrepresentation or Fraud**

Violations under this category apply to willful, intentional, and/or material acts of falsification or misrepresentation directly related to SHS compliance.

<b>Violations</b>	<b>First Offense</b>	<b>Second Offense</b>
Submission of documents containing falsified, inaccurate, or misleading information, including but not limited to learner records, compliance reports, financial claims, or institutional representations.	Referral to the appropriate authorities for possible administrative, civil, or criminal proceedings in accordance with applicable laws and/or revocation of recognition/permit	Closure of the SHS Program
Falsely claiming or implying endorsements, partnerships, or accreditations from DepEd or other legitimate organizations without proper authorization	Referral to the appropriate authorities for possible administrative, civil, or criminal proceedings in accordance with applicable laws and/or revocation of recognition/permit	Closure of the SHS Program
Unauthorized collection of fees or charges	Disqualification from SHS Voucher Program and other government subsidies for one school year	Revocation of Government Recognition or Permit
Any change in school name, ownership structure, or legal entity intended to avoid sanctions, disqualification, or ongoing investigations.	Issuance of a Show Cause Order and Demand Letter requiring the school to submit a written explanation within 30 days from receipt thereof and/or referral to the appropriate authorities for possible administrative, civil, or criminal proceedings in	Blacklisting from applying for the opening of new schools or for permits and Government Recognition.

	accordance with applicable laws and/or revocation of recognition/permit	
Involvement in administrative or legal cases that led to the termination of the institution's participation in the Senior High School Voucher Program (SHS VP)	Revocation of Government Recognition or Permit	Closure of the SHS Program

### 3. Offenses Affecting Learner Welfare

Violations under this category shall be limited to systemic, repeated, or gross institutional failures to address concerns involving learners' welfare.

Violations	First Offense	Second Offense	Third Offense
Engaging in or allowing practices that endanger the safety, health, or welfare of learners, including but not limited to an unsafe school environment, unresolved or unaddressed bullying incidents, and failure to maintain proper sanitation and hygiene standards.	Issuance of Written Warning, immediate Action Plan for Compliance and 15-day deadline from receipt thereof	Downgrading of the status of Government Recognition to Government Permit and mandatory semestral inspections	Suspension or Revocation of Recognition depending on severity
Failure to implement or enforce policies on child protection, including prevention and response mechanisms in protecting learners from abuse, exploitation, or discrimination	Issuance of Written Warning, immediate Action Plan for Compliance and 15-day deadline from receipt thereof	Downgrading of the status of Government Recognition to Government Permit and mandatory semestral inspections	Suspension or Revocation of Recognition depending on severity
Allowing or engaging in academic dishonesty or unfair treatment that undermines learner rights and academic integrity such as but not limited	Downgrading of the status of Government Recognition to Government Permit and referral to the	Suspension or Revocation of Recognition depending on severity and referral to the appropriate	Closure of the SHS Program and referral to the appropriate authorities for possible administrative,

to plagiarizing learner's paper	appropriate authorities for possible administrative, civil, or criminal proceedings in accordance with applicable laws.	authorities for possible administrative, civil, or criminal proceedings in accordance with applicable laws.	civil, or criminal proceedings in accordance with applicable laws.
Failure to comply or establish protocols for emergency preparedness and response, such as fire drills and disaster risk reduction (DRR) measures.	Issuance of Written Warning, immediate Action Plan for Compliance and 15-day deadline from receipt thereof	Downgrading of the status of Government Recognition to Government Permit and mandatory semestral inspections	Suspension or Revocation of Recognition depending on severity

Sanctions imposed under this Order shall observe the principle of proportionality, ensuring that the severity of the penalty corresponds to the nature, frequency, and material impact of the violation on SHS program compliance.

They shall not duplicate or overlap with penalties already imposed under other applicable DepEd issuances or laws, and shall be applied only to violations that materially affect the private SHS's compliance with standards, curriculum delivery, learner welfare, or eligibility for Government Permit or Recognition.

Administrative cases filed against individual school personnel under separate laws shall not, by themselves, justify institutional sanctions under this Order unless a direct and material connection to SHS program compliance is established.

### **XIII. REVOCATION AND REINSTATEMENT**

#### **A. Reinstatement**

In the case of revocation, the private SHS may file an appeal/request for reconsideration within 15 days after the receipt of the notice of revocation from the RO, indicating its responses to the specific adverse findings which led to the revocation.

A private SHS whose Government Recognition has been officially reverted to Government Permit, or revoked may apply for reinstatement, subject to the following conditions:

1. **Elapsed Period** – At least two SYs have lapsed in cases of revocation, or the period specified in the suspension or reversion

order has fully expired, provided corrective actions have been documented, and validated by the SDO; and

2. **Full Compliance** – The private SHS has demonstrated full compliance with all applicable DepEd standards, requirements, and corrective measures.

The private SHS shall submit a formal petition for reinstatement addressed to the RD, through the SDS, with documentary evidence of corrective actions and compliance. The petition shall be filed together with an application for recognition, in accordance with this Order.

#### **B. Protection of Learners Affected by Sanctions or Denial of Government Recognition**

In cases where such sanctions or disapproved applications for Government Recognition affect the private SHS's eligibility to participate in the SHS VP or other government subsidies, the SDO, with concurrence in RO shall ensure that the welfare, safety, and continuity of education of all affected learners is the primary consideration. No sanction shall unduly disrupt learners' right to uninterrupted education or impede their ability to complete SHS requirements in a timely manner.

##### **1. General Safeguards and Transfers**

- a. The SDO, in coordination with the private SHS, shall immediately notify the parents and learners upon revocation, with clear guidance on the next steps and available options;
- b. Affected learners shall be given priority placement in other private SHS participating in Voucher Program schools in the same locality or nearby areas, subject to availability;
- c. The SDO shall coordinate with receiving schools to facilitate the transfer of learner records and enrollment without delay or additional fees. The processing fees of documents for transferring shall not be shouldered by the affected learners. The originating school, in coordination with SDO, shall shoulder the transfer-related fees to ensure the orderly and uninterrupted transfer of learners, without prejudice to the imposition of sanctions under this Order;
- d. Learners shall continue to receive their voucher subsidy without interruption during the transfer period; and
- e. The SDO, in coordination with the accepting private SHS, shall provide basic academic advising and counseling services to support learners during the transition.

Transfers shall, as far as practicable, be scheduled at the end of the SY. Mid-year transfers shall only be allowed when necessary to safeguard learner welfare, particularly in cases involving safety risks. In such instances, the SDO and the receiving private SHS shall ensure that the transfer is orderly, minimizes disruption to the receiving private SHS's operations, and protects the interests of the learners.

## **2. Safeguards in Extreme Sanctions**

Prior to the execution of extreme sanctions, such as closure of a SHS program, DepEd shall ensure that:

- a. Advance written notice is provided to the private SHS, and separately, to all affected learners and their parents or guardians;
- b. A transition plan shall be developed immediately by the SDO to guarantee the continuity of learning during the adjustment period;
- c. Coordination with nearby private and public SHSs is undertaken to ascertain available slots for displaced learners; and
- d. Mechanisms for a smooth transfer are in place, including, but not limited to:
  - Timely release of learner records and other school documents;
  - Portability and uninterrupted processing of SHS Voucher Program benefits; and
  - Guidance, orientation, and counseling support for affected learners and their families.

Whenever feasible, the DepEd RO may impose phased, conditional, or partial sanctions that address institutional deficiencies without immediately interrupting learners' access to education. No learner shall bear the consequences of institutional violations, including acts of fraud, willful misrepresentation, or negligence by school personnel. Severe sanctions shall only be implemented with appropriate mitigation measures, ensuring minimal disruption and supporting a smooth and dignified transition for all affected learners.

No SHS program closure shall be executed unless DepEd has formally certified that:

- a. All affected learners have secured guaranteed placement in another DepEd-authorized SHS;
- b. All necessary arrangements for their continuous, uninterrupted education have been fully completed; and
- c. Other analogous circumstances that similarly ensure continuity of learning.

## **XIV. ROLES AND RESPONSIBILITIES**

The matrix of accountability presented below defines the specific roles and responsibilities of the concerned personnel, units, and offices involved in the implementation of this Order. It is organized into the following key areas of responsibility:

- a. Submission of Requirements and Processing of Applications
- b. Evaluation of Applications
- c. Release of Evaluation Results
- d. Monitoring and Compliance
- e. Re-application Processes
- f. Reinstatement Processes
- g. Continuous Maintenance of Standards

Process / Area	Accountable Office/ Personnel
<b>A. Submission of Requirements and Processing of Applications</b>	
Prepare and submit complete and accurate documentary requirements and application forms for Government Permit/Recognition within the prescribed timelines	Private SHS
Ensure the authenticity of all supporting documents and promptly address any clarifications or deficiencies	
Receive the documentary requirements and forward it to SGOD	SDO-Records Office
Issue application code to applicant private SHSs	SDO-SGOD
Check completeness, validate the application documents and recommend ocular inspection	SDO-SGOD
Set the schedule of the ocular inspection and coordinate with the private SHS	SDO-SGOD
<b>B. Evaluation of Applications</b>	
Cooperate during evaluation by providing access to facilities, records, and other relevant data	Private SHS
Pre-evaluate the submitted MOVs before the ocular inspection	MEIT
Conduct ocular inspection	
Prepare evaluation reports and submit it to SGOD	
Endorse the evaluation report to RO QAD	SDO-SGOD
Sign the endorsement to RO QAD	SDS
Review endorsement and supporting documents and recommend decision to the Regional Director	RO-QAD
Issue the corresponding Government Permit or Government Recognition	RO
Render final approval or denial and sign the issuance of Government Permit or Government Recognition	RD
<b>C. Release of Evaluation Results</b>	
Approve and sign official communications releasing evaluation results to respective SDOs	RD
Consolidate findings and formally release evaluation results to applicant private SHS	RO
Consolidate data and submit reports to the Central Office to verify and confirm the recognition status of private SHSs	
Release evaluation results to private SHSs	SDO
Collect and monitor data on the number of schools with Government Permit or Recognition through the Basic Education Information System (BEIS)	DepEd Central Office – PEO and Educational Management Information System Division (EMISD)
Receive and acknowledge the official results of evaluation and comply with any conditions or	Private SHS

recommendations stated in the approval or denial	
<b>D. Monitoring and Compliance</b>	
Provide policy guidance, national standards, and overall quality assurance	DepEd Central Office - PEO
Evaluate monitoring reports and, when warranted, recommend or impose sanctions, including suspension or revocation of recognition	RO with concurrence of DepEd Central Office - PEO
Oversee monitoring and enforcement of compliance with DepEd standards and regulations	RO
Regular monitoring to ensure continued compliance with DepEd standards and the requirements of relevant laws, rules, regulations.	MEIT
Chair or represent the regional decision-making body in the recommendation or imposition of sanctions (e.g., suspension or revocation of recognition)	RD
Coordinate with DepEd Central Office - Private Education Office (PEO) for concurrence when sanctions or policy actions are required	
Provide oversight and concurrence for transfer options and continuity of voucher entitlements.	
Conduct regular monitoring of private SHSs under sanction or deficiencies and submit reports to the RO for appropriate action and documentation.	SDO
Implement appropriate measures to safeguard learners, including coordination of transfer options and continuity of voucher entitlements (portability).	
Implement timely corrective actions when deficiencies are identified during monitoring	Private SHS
Submit regular compliance reports or required documentation, as directed	
Cooperate fully with SDO by releasing learner records, certifications, and other necessary documents without delay.	
<b>E. Re-application Processes</b>	
Prepare and submit complete documentation for reapplication when previous applications were disapproved or when recognition/permit was revoked	Private SHS
Implement improvements or corrective actions based on previous evaluation findings before re-application	
Provide technical assistance and receive re-application documents	SDO
Evaluate and endorse re-application to the RO	

Take action on re-application endorsements and issue appropriate approval or denial	RO
Oversee the evaluation of re-application documents endorsed by SDOs	
Decide on the approval or denial of re-application and sign the corresponding permit or recognition	RD
<b>F. Reinstatement Process</b>	
Comply with all conditions set for reinstatement after suspension or revocation, including the submission of documentary evidence of corrective actions	Private SHS
Cooperate with any validation, site visit, or verification activities	
Assess compliance and readiness of private SHSs applying for reinstatement	RO
Decide on the approval or denial of reinstatement and sign the corresponding permit or recognition	
<b>G. Continuous Maintenance of Standards</b>	
Sustain adherence to DepEd standards for all areas prescribed in the evaluation tool	Private SHS
Implement internal quality assurance measures and promptly address deficiencies identified through internal or external assessments	
Maintain accurate records and make them available for periodic audits or reviews	

#### **XV. FUNDING REQUIREMENTS**

Expenses related to the implementation of this Order shall be charged against authorized available funding sources, subject to existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.

#### **XVI. MONITORING AND EVALUATION**

The PEO, in coordination with the Monitoring and Evaluation Office and with counterpart offices in the ROs and SDOs, shall lead the conduct of monitoring and evaluation of the private SHS's compliance and the effectiveness of the policy on improving the quality of senior high school curriculum in private basic education. Feedback from all concerned, internal and external stakeholders, shall be continuously gathered, and periodic review of this Order shall be conducted to further enhance the provisions stipulated herein for the effectiveness and alignment with the priorities and thrusts of DepEd.

Moreover, the PEO shall periodically assess the effectiveness of the annexed templates based on implementation experience, feedback from ROs and SDOs, and monitoring and evaluation results.

To ensure the effectiveness, continuous improvement, and relevance of all templates, evaluation tools, forms, and annexes prescribed in this Order, the PEO shall periodically assess, review, and update the aforementioned documents based on feedback received from the ROs and SDOs, among others.

## **XVII. EFFECTIVITY/ TRANSITORY PROVISIONS**

This Order shall serve as guidelines for the recognition of the SHS program in PBEIs. A one-year transition period, covering SY 2026-2027, shall be granted to all private SHSs within which to comply with the requirements for Government Recognition prescribed in this Order.

This Order expressly repeals DM No. 04, s. 2014, titled *Guidelines on the Preparation for the National Implementation of the Senior High School (SHS) Program in Non-DepEd Schools for the School Year (SY) 2016-2017 and Onwards*. DO No. 88, s. 2010, titled *2010 Revised Manual of Regulation for Private Schools in Basic Education*, as amended, shall apply suppletorily to this Order, as far as practicable. All other Orders and related issuances inconsistent with this Order are hereby repealed, rescinded, or amended accordingly.

The provisional permits of private SHSs that have been terminated from participation in the SHS Voucher Program (SHS VP) are hereby revoked, and all private SHSs with valid provisional SHS permits shall be required to secure Government Recognition within the same SY in accordance with this Order.

For SY 2026–2027 only, the following private SHSs shall be automatically granted Government Recognition, provided that such private SHSs have no unresolved material adverse findings in either the SHS VP or ESC Program from SY 2022–2023 to SY 2025–2026, and have no pending or unresolved criminal case filed before any court involving the institution, its owners, officers, or administrators:

- a. FAAP-accredited SHS,
- b. SHSs with FAAP-accredited JHS,
- c. SHSs attached to JHS that have undergone Certification (Substantial Compliance and Above),
- d. SHSs that have undergone PEAC Certification through the SHS Voucher Certification (SHS VC) with Substantial Compliance and Above, and
- e. Strengthened SHS Program Pilot Schools.

Private SHSs granted automatic Government Recognition shall remain subject to monitoring and evaluation by DepEd.

All private SHSs that do not meet the foregoing criteria shall be given a transition period covering SY 2026–2027 to comply with the requirements for Government Recognition prescribed in this Order. Only private SHSs that secure Government Recognition within SY 2026-2027 shall be eligible to accept Grade 11 SHS VP beneficiaries in SY 2027-2028.

Beginning SY 2027–2028, PBEIs with a valid Government Permit may apply for Government Recognition, subject to the requirements of this

Order, and only private SHSs with Government Recognition may apply for FAAP Accreditation or PEAC Certification.

This Order shall take effect upon its approval, issuance, and 15 days after its publication in the Official Gazette or in a newspaper of general circulation. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center, UP Diliman, Quezon City.

#### **XVIII. ACCOUNTABILITY**

All DepEd officials and personnel shall be responsible for the proper implementation of this Order. Any DepEd official or employee found to have committed acts not in accordance with any of the provisions herein shall be held administratively accountable pursuant to applicable DepEd Issuances/Orders and the 2025 Rules on Administrative Cases in the Civil Service, without prejudice to the filing of civil and criminal cases.

Any private SHS found to have violated any provision of this Order shall be subject to administrative or criminal liability, without prejudice to the imposition of other applicable sanctions and remedies provided under applicable laws, rules, and regulations.

#### **XIX. SEPARABILITY**

If any portion or provision of this Order is declared unconstitutional or invalid by a competent authority, the other provisions not otherwise affected shall remain in full force and effect.

#### **XX. REFERENCES**

This Order is formulated based on the provisions stipulated in the following issuances:

Commission on Audit. (2021, September 6). *Guidelines on the use of Electronic Documents, Electronic Signatures, and Digital Signatures in Government Transactions* (COA Circular No. 006, s. 2021). [https://www.coa.gov.ph/wpfd\\_file/coa-circular-no-2021-006-september-6-2021/](https://www.coa.gov.ph/wpfd_file/coa-circular-no-2021-006-september-6-2021/)

Department of Education. (2023, July 26). *Guidelines on the Implementation of the Senior High School Voucher Program (SHS VP)* (DepEd Order No. 20, s. 2023). [https://www.deped.gov.ph/wp-content/uploads/DO\\_s2023\\_020.pdf](https://www.deped.gov.ph/wp-content/uploads/DO_s2023_020.pdf)

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*Revised Manual of Regulations for Private Schools in Basic Education* (DepEd Order No. 11, s. 2011). <https://www.deped.gov.ph/wp-content/uploads/2011/02/DO-No.-11-s.-2011.pdf>

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Department of Education. (2017, April 20). *Guidelines on the implementation of the Educational Service Contracting and Teachers' Salary Subsidy programs in junior high school effective School Year 2017-2018* (DepEd Order No. 20, s. 2017). <https://www.deped.gov.ph/2017/04/20/do-20-s-2017-guidelines-on-the-implementation-of-the-educational-service-contracting-and-teachers-salary-subsidy-programs-in-junior-high-school-effective-school-year-2017-2018/>

Department of Education. (2019, August 22). *Policy Guidelines on the K to 12 Basic Education Program* (DepEd Order (DO) No. 21, s. 2019). [https://www.deped.gov.ph/wp-content/uploads/2019/08/DO\\_s2019\\_021.pdf](https://www.deped.gov.ph/wp-content/uploads/2019/08/DO_s2019_021.pdf)

Department of Education. (2022, September 19). *Amendment to DepEd Order No. 088, s. 2010 (2010 Revised Manual of Private Schools for Basic Education)* (DepEd Order (DO) No. 41, s. 2022). [https://www.deped.gov.ph/wp-content/uploads/2022/09/DO\\_s2022\\_041.pdf](https://www.deped.gov.ph/wp-content/uploads/2022/09/DO_s2022_041.pdf)

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Republic of the Philippines. (2020, July 17). *An act to lengthen the school calendar from two hundred (200) days to not more than two hundred twenty (220) class days* (Republic Act No. 11480). <https://elibrary.judiciary.gov.ph/thebookshelf/showdocs/2/92127>

#### **List of Annexes:**

- i. Annex A: Privacy Notice for Private Basic Education Institutions
- ii. Annex B: Declaration of Data Privacy Compliance

- iii. Annex C: Checklist of Requirements, Disclosure on Pending Criminal Cases of Key School Officials, and Sworn Statement
- iv. Annex D: Personnel Profile
- v. Annex E: Cover Letter for Submission of Annotated Title
- vi. Annex F: Coding Conventions
- vii. Annex G: Completion Slip
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- ix. Annex I: Evaluation Tool
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**ANNEX A:**

**PRIVACY NOTICE FOR PRIVATE BASIC EDUCATION INSTITUTIONS**

**1. Identity of the Personal Information Controller**

The Department of Education (DepEd) serves as the Personal Information Controller for all data submitted for Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program.

**2. What we Collect and Why**

To evaluate and process your school's application for government recognition of its SHS program, we collect institutional data as well as the personal data of your teaching and non-teaching personnel. This includes, but is not limited to, names, contact details, educational background, government-issued IDs, and professional licenses. The sole purpose of processing this data is to verify your institution's compliance with DepEd standards for recognition.

**3. Lawful Basis for Processing**

The processing of this personal data is necessary for the fulfillment of DepEd's statutory mandate to regulate private educational institutions in fulfillment of its mandates under the law, among others, pursuant to Section 12(b)(c)(e)(f) and Section 13(b)(d)(f) of the Republic Act No. 10173, otherwise known as *Data Privacy Act of 2012*.

**4. Who will have Access to the Data**

Access to the submitted information is strictly limited to authorized DepEd personnel evaluating the accreditation application. The data will not be shared with third parties unless expressly authorized by law.

**5. How we Store and Dispose of the Data**

The information provided will be kept strictly confidential and protected using reasonable and appropriate organizational, physical, and technical security measures. Records will be retained only for the duration of the school's active recognition status and any retention period required by the National Archives of the Philippines, after which they will be securely disposed of.

**6. Your Rights as a Data Subject**

Under the Data Privacy Act of 2012, data subjects have the right to be informed, to access, to object, to rectify errors, to suspend or withdraw their data, and to lodge a complaint. For inquiries or concerns regarding data privacy, please contact the DepEd Data Privacy Office at [dataprivacy.dpo@deped.gov.ph](mailto:dataprivacy.dpo@deped.gov.ph) or the Private Education Office at [private.education@deped.gov.ph](mailto:private.education@deped.gov.ph).