Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

November 24, 2026

DIVISION MEMORANDUM
No. 494 s. 2026

SUBMISSION OF APPLICATION AND DOCUMENTARY REQUIREMENTS FOR GOVERNMENT RECOGNITION AND GOVERNMENT PERMIT FOR PRIVATE BASIC EDUCATION INSTITUTION OFFERING THE SENIOR HIGH SCHOOL (SHS) PROGRAM

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
EPSs/PSDSs/PICs
School Heads/Administrators of Private Schools
All Others Concerned

1. In reference to Regional Memorandum No. 1228, s. 2026, this office, through the Schools Governance and Operations Division (SGOD) and Schools Management Monitoring and Evaluation (SMME), inform the field on the submission of applications and documentary requirements for the grant of Government Recognition and Government Permit to Private Basic Education Institutions Offering Senior High School (SHS) Program.

2. Attached are the prescribed documentary requirements for the application for Government Recognition. *(see Enclosure 1)*

4. The deadline for submission of complete applications and supporting documentary requirements to the **Division Office—Records Section** will be on **December 1, 2026**.

5. Immediate dissemination of and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE, JR., PhD, DHum CESO V
Schools Division Superintendent

DepEd Northern Samar
RELEASED
By:
Date: 24 NOV 2026

Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telefax: (055) 500 9450 Email: northernsamar@deped.gov.ph
Website: https://northernsamar.deped.gov.ph

Enclosure No. 1 of Division Memorandum No. 499 s. 2026

LIST OF DOCUMENTARY REQUIREMENTS FOR APPLICATION FOR GOVERNMENT RECOGNITION OF THE SENIOR HIGH SCHOOL (SHS) PROGRAM

Description of Document/Requirement
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. 1017
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 notarize 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. 1 1480, 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 than15 years.
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:

a. 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 b. The needed document from National Commission on Indigenous Peoples (NCIP) attesting to validation of the FPIC process undergone by the community.
17. The following additional documentary requirements shall be submitted exclusively by PSOs, as applicable: 17.1PSO's Information Sheet
18. The following additional documentary requirements shall be submitted exclusively by PSOs, as applicable Authenticated and verified copy of the permit, authority or 18.1 license to operate issued by the appropriate agency of the host government.
19. If the document is not in English, it shall be accompanied by an official 19. l. English translation, duly certified or authenticated Endorsement from the Philippine Embassy or Consulate exercising jurisdiction over the host country, with corresponding comments/ or recommendations as may be deemed necessary, endorsed to DepEd through the Inter-Agency Committee on Philippine Schools Overseas (IACPSO) Secretariat.

NOTE: All private SHSs applying for Government Recognition shall submit the duly signed and certified true copies of the documentary requirements.