



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



29 June 2026

Regional Memorandum
No. 428, s. 2026

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

To: **Assistant Regional Director**
Chiefs, Functional Division
Schools Division Superintendents
SHS Private School Administrators
All Others Concerned

1. Pursuant to **DepEd Order No. 012, s. 2026**, titled *Government Recognition of Private Basic Education Institutions offering the Senior High School (SHS) Program*, this Office, through the Quality Assurance Division (QAD), hereby announces the **Submission of Application for the Government Recognition of Private Basic Education Institutions (PBEIs) Offering the Senior High School (SHS) Program from July 10, 2026 to December 31, 2026.**
2. For SY 2027-2028, all mandatory documentary requirements (see *Enclosure No. 1*) to be submitted by the applicant private SHSs shall be filed **on or before December 31, 2026 through online submission. However, all online submissions shall be subject to the submission of hard copies for verification purpose of SDO.**(see *Enclosure No. 2: Schedule of Submission of Application for the Government Recognition of PBEI offering SHS program per SDO*). All private SHSs applying for Government Recognition shall submit duly signed and certified true copies of the documentary requirements to their respective SDO Record Section.
3. All private SHSs, Record Section of SDOs and Regional Office personnel shall strictly follow the procedures stated in the said DepEd Order (see *Enclosure No. 3: Process Flow*). **The RO shall not accept applications directly from private SHSs unless duly endorsed by the Schools Division Superintendent (SDS) in adherence with the evaluation and validation processes in the SDO level.** Applications submitted after December 31, 2026 shall still be processed; however, any Government Recognition granted therefrom shall be applicable only to the succeeding School Year, regardless of the date release of evaluation results.

4. All application requirements, including the submission of any deficiencies, shall be completed within the prescribed deadline. Submission received beyond the deadline shall be accepted. However, under **exceptional circumstances**, late submissions may be entertained provided that the following conditions are met:
 - A. 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:
 - Medical emergencies (with medical certificate),
 - Natural disasters or calamities (with official report recognized by the Local Disaster Risk Reduction Management Office (LDRRMO), and
 - Other unforeseen events beyond the applicant's control.
 - B. 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.
 - C. Approval of late submission is not guaranteed and shall depend on the merit of the justification and compliance with all other documentary requirements
5. This office reiterates that all 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 School Years)** may apply for Government Recognition provided that they have demonstrated satisfactory operation, without deficiencies in instruction, administration, and/ or management, and fully complied with all prescribed requirements of the program. These private SHS may operate under any of the following:
 - 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
6. During the transition period of **SY 2026-2027 only**, all private SHSs qualifying for **Automatic Grant of Government Recognition with eligibility criteria listed below** shall submit the applicable certification, with validity that covers SY 2026-2027, as documentary proof of eligibility, 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.

Eligibility criteria for Automatic Grant of Government Recognition

 - A. FAAP- accredited SHS,
 - B. SHS 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.

Please see *Enclosure No. 4: Process Flow for the Automatic Grant of Government Recognition for SHS.*

- 7. All annexes/ forms in editable format, as prescribed in DepEd Order No. 12, s. 2026, may be accessed and downloaded through this link:
https://bit.ly/Forms_Annexes_SHSGovernmentRecognition
- 8. For more information and details, please contact Quality Assurance Division through telephone number (02) 8682-2114 or email at qad.calabarzon@deped.gov.ph.
- 9. For immediate dissemination to all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure No. 1 of Regional Memorandum No. 428, s. 2026

Mandatory Documentary Requirements for the Government Recognition of PBEIs offering SHS program

1. Valid SHS Government Permit
2. Signed Letter of Intent addressed to the RD, through the Schools Division Superintendent, 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.

**Annotated CTC of the title within 1 year*
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.
17. For PSOs: PSOs 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; and
19. For PSOs: 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.

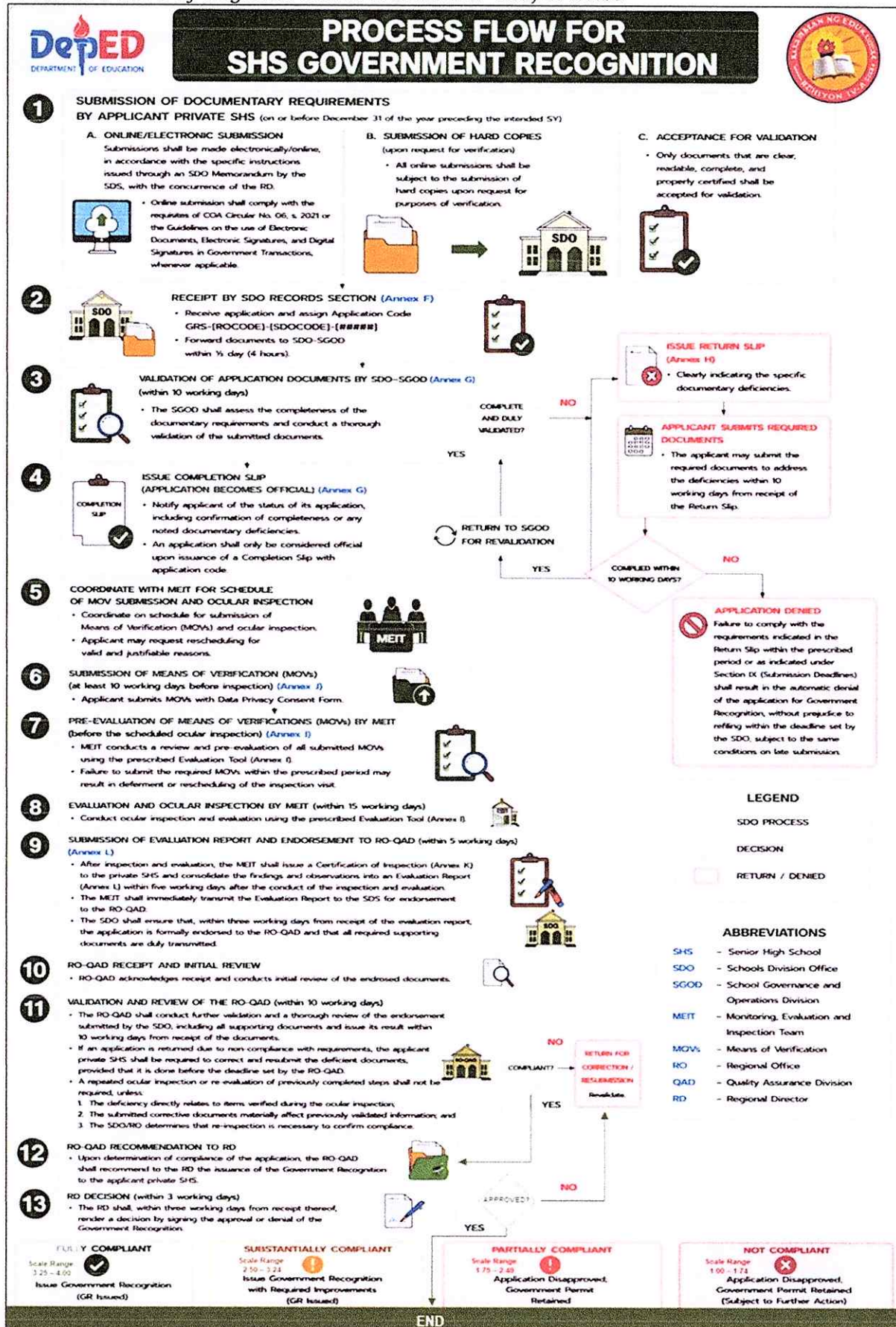
Enclosure No. 2 of Regional Memorandum No. 428, s. 2026

**Schedule of Submission of Application for the Government Recognition of
PBEIs offering SHS program per SDO**

(Source: Submitted by SDOs)

SDO	Possible/ Target Acceptance Date for the Submission of Documentary Requirements for SHS Recognition from Private Schools to SDO SY 2027-2028	
	FROM	TO
Cavite Province	July 1, 2026	November 30, 2026
Lucena City	July 1, 2026	December 1, 2026
Carmona City	July 1, 2026	December 1, 2026
Laguna Province	July 1, 2026	December 4, 2026
Tanauan City	July 1, 2026	December 1, 2026
Cabuyao City	July 1, 2026	December 1, 2026
San Pablo City	July 1, 2026	December 4, 2026
Batangas Province	July 1, 2026	December 4, 2026
Sto. Tomas City	July 3, 2026	November 27, 2026
Cavite City	July 1, 2026	November 30, 2026
Sta. Rosa City	July 1, 2026	December 1, 2026
Calaca City	July 1, 2026	December 1, 2026
Quezon Province	July 1, 2026	December 11, 2026
Binan City	July 3, 2026	November 27, 2026
Tayabas City	July 1, 2026	November 30, 2026
General Trias City	July 1, 2026	December 11, 2026
Imus City	July 1, 2026	December 1, 2026
Bacoor City	July 1, 2026	November 30, 2026
Batangas City	July 1, 2026	November 30, 2026
Calamba City	July 1, 2026	December 1, 2026
Antipolo City	July 13, 2026	November 27, 2026
Lipa City	June 1, 2026	December 1, 2026
Rizal Province	July 1, 2026	December 4, 2026
San Pedro City	July 6, 2026	December 4, 2026
Dasmarinas City	July 6, 2026	December 4, 2026

Enclosure No. 3 of Regional Memorandum No. 428, s. 2026



Enclosure No. 4 of Regional Memorandum No. 428, s. 2026

