



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 324 , s. 2026

May 6, 2026

**DOCUMENTARY REQUIREMENTS FOR THE ISSUANCE OF PERMIT IN  
STRENGTHENED SENIOR HIGH SCHOOL PROGRAM**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors  
Public and Private School Heads  
All Others Concerned

1. With reference to Regional Memorandum No.389, s. 2026 and DepEd Memorandum No. 12,s. 2026, this Office through the Schools Governance Operations Division(SGOD) hereby disseminates the information to all concerned that the **Strengthened Senior High School (SSHS)** shall be fully implemented starting School Year 2026-2027, specifically in Grade 11.

2. To facilitate the **issuance and migration of permits**, all concerned schools shall submit the following documentary requirements through the SGOD-SMME Office for Indorsement to the Regional Office:

- 2.1 **Administrative “Letter of Transition”** addressed to,  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director  
Through:  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

Indicating the intent to transition to the SSHS Curriculum, including the current SHS Permit Number (for private schools), and whether the school will maintain or change its strands;

- 2.2 **Feasibility Study** (specifically looking at the “Social Demand” in the community);  
2.3 **Proposed Track/Strand Profile** (including the specific TechPro or Academic Electives to be offered);  
2.4 **Inventory of Facilities** (Classrooms, laboratories and specialized equipment);  
2.5 **Faculty Roster** with Transcript of records(TOR) and /or specialization certificates;  
2.6 **Updated Class Program** ( showing the new SSHS time allotment in adherence to DepEd Memorandum No. 48, s. 2025 and Deped Order No. 9,s. 2026)  
2.7 **Syllabus** ( showing the program offering with corresponding subjects respectively for each track(Technical Professional(TechPro/Academic)

3. **Deadline for the Submission of requirements for public schools is May 8,2026.** Site Evaluation shall be conducted by the SDO Composite Team to be designated by the Schools Division Superintendent.

4. Private Schools shall adhere to the subsequent

Option	Opening Date	Deadline for submission	Site Evaluation Schedule
Option A: Full Alignment	June 8, 2026	May 8, 2026	May 11-29, 2026
Option B: Mid-Window	July 2026	May 28,2026	June 8-26, 2026
Option C: Late Window	August 2026	June 30,2026	July 1-24, 2026

5. Pilot Schools are likewise required to submit the above-mention documents.

6. Newly-established public and private schools offering SSSHS shall comply with a separate set of requirements accessible through this link: [https://bit.ly/SSHS\\_Checlist](https://bit.ly/SSHS_Checlist) . The deadline for the submission of application for issuance of permit is **May 10, 2026.**

7. The checklist of requirements of Public Schools can be accessed through: <https://bit.ly/48Sh2JG> .

8. Expenses incurred during the site evaluation shall be charged against **RO/SDO local funds** subject to the usual accounting and auditing rules and regulations.

9. Immediate dissemination of and compliance with this Memorandum are hereby directed.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent