



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. 354 , s. 2026

May 14, 2026

**DIVISION EVALUATION ON THE ISSUANCE OF PERMIT IN STRENGTHENED SENIOR
HIGH SCHOOL PROGRAM IN EXISTING PUBLIC SCHOOLS**

To: Assistant Schools Division Superintendent
Chief, CID, SGOD
Education Program Supervisors
Public Secondary School Principals
All Others Concerned

1. With reference to Regional Memorandum No. 389,s.2026 titled, **Documentary Requirements for the Issuance of Permit in Strengthened Senior High School Program(SSHS)** Curriculum scheduled in its full implementation starting School Year 2026-2027, specifically in Grade 11, this Office through the Schools Governance Operations Division (SGOD) hereby disseminates the list of documentary requirements for issuance and migration of permits. Concerned schools are to submit listed documents to the Schools Division Office through the SGOD-SMME Office for Indorsement to the Regional Office **on or before June 5, 2026.**

2. Please see attachment for the checklist of documentary requirements. This can likewise be accessed through this link <https://bit.ly/48Sh2JG>

3. For immediate dissemination of and compliance with this Memorandum are directed.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS

DIVISION EVALUATION CHECKLIST FOR THE ESTABLISHMENT OF SENIOR HIGH SCHOOL PROGRAM IN EXISTING PUBLIC SCHOOLS

Division: _____
 School: _____
 School ID: _____
 Address: _____
 Contact Person: _____ Designation: _____
 Contact No. _____ Email: _____
 DepEd School Identification (ID): _____ Date of Application: _____

DOCUMENTARY REQUIREMENTS (DO 48 s. 2025, DO 9 s. 2026, DO 51, s. 2015, DO 19, s. 2016, DO 27, s. 2016)	REMARKS		
	X or <input type="checkbox"/>	Onsite Document Evaluation	Ocular Inspection
1. Letter-request for implementation of the SSHS program addressed to the Schools Division Superintendent (SDS)			
2. Certification signed by the SDS stating that no public SHS is offering the same SSHS electives within the catchment area			
2.1 Justification signed by the SDS, in case will offer the same SSHS electives			
3. Implementation Plan for SSHS program covering five (5) years to include among others:			
3.1 Current and projected enrolment for five (5) years, by grade level			
3.2 Proposed budgetary requirements for its Personal Services, Maintenance and Other Operating Expenses and Capital Outlay			
3.3 Operational Plan regarding curriculum and instructional supervision of the proposed SSHS			
3.4 School Site Development Plan to include proposed school buildings, as needed			
4. Certification signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs, and other resources to be used in the implementation of SSHS program			
5. Inventory of learning resources prepared by the school's Property Custodian, as validated by the Schools Division Office			
6. Updated Personal Services Itemization and Plantilla of Personnel of the concerned school			
7. Updated Status Report on the school's existing crucial resources			
8. Map, preferably drawn to scale, showing the vacant lot where the proposed SSHS classrooms/ school building are/ will be constructed, duly certified by the City/ Municipal Engineer			
9. Documents Showing Ownership of the School Site (e.g. under the name of DepEd, Usufruct, etc.)			
10. List of prospective enrollees in SSHS for Academic and TechPro electives indicating their names, Learner Reference Numbers (LRNs), where applicable, ages, addresses, school names and DepEd School ID Numbers where they are currently or previously enrolled.			

The only controlled copy of this document is the online version maintained in region7.deped.gov.ph. The user must ensure that this or any other copy of a controlled document is current and complete prior to use. The original copy of this document is with the Knowledge Management Team (KMT). The user should secure the latest revision of this document from the region7.deped.gov.ph. This document is UNCONTROLLED when downloaded and printed. The TUV Nord Mark is for DepEd Regional Office VII use only.



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
 Telephone No.: 09681030212
 Email Address: region7@deped.gov.ph
 Website: region7.deped.gov.ph

Doc. Ref. Code	RO-QAD-F080	Rev	01
Effectivity	02.17.25	Page	1 of 3



Certificate No. PHP QMS
24 93 0185



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS

10.1 Justification signed by the SDS, in case the required minimum enrolment is not satisfied																									
11. List and types of establishments and industries in the community, as attested to by the Department of Trade and Industry, Department of Labor and Employment or the Municipal Planning Officer																									
12. Certification from the SDS that the Academic and TechPro electives to be offered are aligned with the Local Development Plans, as evident in the list provided by the City/ Municipal Mayor, and are decided upon by the Regional Director, SDS, Division Planning Officer and the School Head concerned																									
13. Results of internal assessments or surveys done with the prospective enrollees																									
14. List of Academic and TechPro electives to be offered, duly signed by the SDS/ASDS, Planning Officer and School Head. Please refer to DepEd Memorandum No. 48 s. 2025																									
14.1 Academic Track: Clusters: <input type="checkbox"/> Arts, Social Science, and Humanities Cluster <input type="checkbox"/> Business and Entrepreneurship Cluster <input type="checkbox"/> Science, Technology, Engineering, and Mathematics Cluster <input type="checkbox"/> Sports, Health, and Wellness Cluster																									
14.2 TechPro Track: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">TechPro Clusters</td> <td>Electives must align with selected cluster (total must be 640 hours)</td> </tr> <tr><td>Aesthetic, Wellness, and Human Care</td><td></td></tr> <tr><td>Agri-Fishery Business and Food Innovation</td><td></td></tr> <tr><td>Artisanry and Creative Enterprise</td><td></td></tr> <tr><td>Automotive and Small Engine Technologies</td><td></td></tr> <tr><td>Construction and Building Technology</td><td></td></tr> <tr><td>Creative Arts and Design Technology</td><td></td></tr> <tr><td>Hospitality and Tourism</td><td></td></tr> <tr><td>ICT Support and Computer Programming Technologies</td><td></td></tr> <tr><td>Industrial Technologies</td><td></td></tr> <tr><td>Maritime</td><td></td></tr> </table>	TechPro Clusters	Electives must align with selected cluster (total must be 640 hours)	Aesthetic, Wellness, and Human Care		Agri-Fishery Business and Food Innovation		Artisanry and Creative Enterprise		Automotive and Small Engine Technologies		Construction and Building Technology		Creative Arts and Design Technology		Hospitality and Tourism		ICT Support and Computer Programming Technologies		Industrial Technologies		Maritime				
TechPro Clusters	Electives must align with selected cluster (total must be 640 hours)																								
Aesthetic, Wellness, and Human Care																									
Agri-Fishery Business and Food Innovation																									
Artisanry and Creative Enterprise																									
Automotive and Small Engine Technologies																									
Construction and Building Technology																									
Creative Arts and Design Technology																									
Hospitality and Tourism																									
ICT Support and Computer Programming Technologies																									
Industrial Technologies																									
Maritime																									
15. Proposed School Calendar (Trimester)																									
16. Roster of teaching personnel (with corresponding teaching loads and their respective field of specialization; attach TOR)																									

The only controlled copy of this document is the online version maintained in region7.deped.gov.ph. The user must ensure that this or any other copy of a controlled document is current and complete prior to use. The original copy of this document is with the Knowledge Management Team (KMT). The user should secure the latest revision of this document from the region7.deped.gov.ph. This document is UNCONTROLLED when downloaded and printed. The TUV Nord Mark is for DepEd Regional Office VII use only.



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone No.: 09681030212
Email Address: region7@deped.gov.ph
Website: region7.deped.gov.ph

Doc. Ref. Code	RO-QAD-F080	Rev	01
Effectivity	02.17.25	Page	2 of 3



Certificate No. PHP QMS 24 93 0185



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS

16.1 For teachers handling Academic Electives: Bachelor of Secondary Education with specialization of the subjects handled; or DPE graduate with categorized field of specialization based on LET results			
16.2 For TechPro: Must hold a National Certificate from TESDA (at least NC II or higher) relevant to the subject handled; must be LET passer			
17. Class Program and Syllabus based on DO 9 s. 2026			
18. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties			
19. Immersion deployment plan			
20. Filled Out Evaluation Sheet (Annex D-1) of DepEd Order No. 51, Series 2015, signed by the Division Review and Evaluation Committee (DREC), and recommended by the SDS			

Document Evaluation Findings : _____ Compliant _____ With Deficiency/ies

Recommendation : _____ For On-site Inspection _____ For Return to Applicant

Reviewed and Evaluated by:

 SEPS M&E

Date: _____

Noted by:

 SGOD Chief

The only controlled copy of this document is the online version maintained in region7.deped.gov.ph. The user must ensure that this or any other copy of a controlled document is current and complete prior to use. The original copy of this document is with the Knowledge Management Team (KMT). The user should secure the latest revision of this document from the region7.deped.gov.ph. This document is UNCONTROLLED when downloaded and printed. The TUV Nord Mark is for DepEd Regional Office VII use only.



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone No.: 09681030212
Email Address: region7@deped.gov.ph
Website: region7.deped.gov.ph

Doc. Ref. Code	RO-QAD-F080	Rev	01
Effectivity	02.17.25	Page	3 of 3



Certificate No. PHP QMS 2493 0185