



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 22 2024

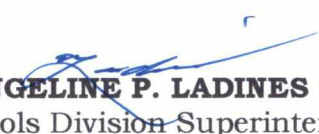
MEMORANDUM

No. 084, s. 2024

**CORRIGENDUM TO DIVISION MEMORANDUM No. 029, s. 2024
"DIVISION TIMELINE FOR SENIOR HIGH SCHOOL (SHS) STRAND
OFFERING PERMIT APPLICATION, CY 2024"**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Elementary and Secondary School Heads/OICs
Others Concerned

1. The field is hereby informed of the amendments to the division timeline for the SHS strand offering permit application for CY 2024 issued through the above-captioned Division Memorandum. Please refer to attachment 1.
2. Moreover, the list of requirements for implementing/removing/changing SHS offerings is provided in attachment 2.
3. For your information, guidance, and strict compliance.


EVANGELINE P. LADINES CESOSA
Schools Division Superintendent

Encl: As stated
To be indicated in the **Perpetual Index**
Under the following subjects

SENIOR HIGH SCHOOL

PERMIT APPLICATION

JBE/Memo — Corrigendum to Division Memorandum No. 029, s. 2024 "Division Timeline For Senior High School (SHS) Strand Offering Permit Application, CY 2024"
084 / March 19, 2024

NUM-2024-084
Attachment 1



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
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REVISED DIVISION TIMELINE FOR APPLICATION PROCESSING
RE: IMPLEMENTATION /REMOVAL /CHANGE OF SHS PROGRAMS
(Reference: Annex II of DepEd Order No. 45, s. 2017)

CLIENT STEPS	AGENCY ACTION	TIMELINE	PERSON RESPONSIBLE
1. Submit the complete application documents	1. Receive and Forward Documentary Requirements to the SGOD – Planning and Research Unit	March 20-April 12, 2024	Record Officer
2. Comply with Section Recommendations of SDO-P & R, if any, and Resubmit the Documentary Requirements	1.1 Review the Documentary Requirements as to Completeness 1.2 If 100% Complete 1.2.1 Yes – Refer to DREC for Evaluation 1.2.2 No – Return Documentary Requirements to School	April 15-17, 2024	SEPS – Planning and Research
	2. Conduct Evaluation/ Validation of Documents	April 22-May 10, 2024	DREC
3. Comply with Recommendations SDO-DREC, if any, and Resubmit the Documentary Requirements	2.1 If 100 % Compliant 2.1.1 Yes – Prepare Endorsement to RO 2.1.2 No – Return Documentary Requirements to School	May14-May 24, 2024	SEPS – Planning and Research
	3. Endorse Application with Documentary Requirements to RO-QAD	June 3-7, 2024	OSDS through SEPS – Planning and Research



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Attachment 2

REQUIREMENTS FOR SHS PROGRAM IMPLEMENTATION/REMOVAL/CHANGE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	REQUIREMENT/S
1. Annex C – 1 of DO No. 51, s. 2015 (Checklist of Documents)	SGOD Office- P and R Unit	
2. Annex D – 1 of DO No. 51, s.2015 (Evaluation Sheet)	SGOD Office- P and R Unit	
3. DepEd School Identification	School	
4. Resolution of Support from SPTA and Barangay Council (If available)	School	
5. Resolution of Support from the City Council	SDO through the SHS Focal Person	Letter Request
6. Letter-request for implementation of SHS program addressed to the SDS	School	
7. Certification signed by the SDS stating that no public SHS is offering the same SHS Track within the catchment area	OSDS through the SGOD-P and R Unit	
8. Implementation plan for the SHS program to include among others the following: 8.1 Current and projected enrollment for five school years by grade level 8.2 Proposed budgetary requirements for its Personal Services, Maintenance and other Operating Expenses, and Capital Outlay 8.3 Operational Plan regarding curriculum and the instructional supervision of the proposed SHS 8.4 School Site Development Plan to include proposed school buildings, as needed.	School to be validated by: Planning Officer Division Budget Officer SHS Co-Focal Person Division Engineer	
9. Certification signed by the School Head, duly attested by the SDS on the excess classrooms, tables, chairs, and other resources to be used for the implementation of SHS	School (to be signed by the SDS through the Planning Officer)	
10. Inventory of Learning Resources prepared by the School Property Custodian, as validated by the Schools Division Office	School (to be signed by the Division Supply Officer)	

(Reference: Annex C-1 of DepEd Order No.51, s. 2015)



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11. Updated Personal Services Itemization and Plantilla of Position of the Concerned School	School (to be validated by the Division Human Resource Management Officer)	
12. Updated Status Report with regard to the school's existing crucial resources	School	
13. Map, preferably drawn to scale showing the vacant lot where the proposed SHS classroom/school building will be constructed, duly certified by the City Engineer	City Engineering Office	
14. List of prospective enrollees in SHS per Track and Strand indicating their names, Learner Reference Number (LRN), where applicable, ages, addresses, school names and DepEd School ID where they are currently or previously enrolled. 14.1 Justification signed by the SDS, in case the required minimum enrollment and/or number of tracks are not satisfied	School OSDS through the SGOD-P and R Unit	
15. List and types of establishments and industries in the community, as attested by the DTI, DOLE or City Planning Officer	City Planning Office	
16. Certification from the SDS that the track(s) and strand(s) to be offered are aligned with the Local Development Plan, as evident in the list provided by the City Mayor and decided upon by the Regional Director, SDS, and Division Planning Officer and the School Head concerned	OSDS through the SGOD-Planning and Research Unit	
17. Result of internal survey done with the prospective enrollees	School	
18. List of Tracks and Strands to be offered, duly signed by the RD, SDS, Division Planning Officer and School Head		Implementation Plan for the Proposed Program Validated by the PSDS In-Charge
19. MOA executed between the SDS and the and able partners to provide sufficient venues for immersion for all SHS learners	School	
20. Immersion Deployment Plan	School	