



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 07 2025

MEMORANDUM
No. 114, s. 2025

**DIVISION REVIEW AND EVALUATION COMMITTEE (DREC) ONSITE VALIDATION OF
SCHOOLS WITH PROPOSED ADDITIONAL SENIOR HIGH SCHOOL
STRAND OFFERINGS FOR SY 2025-2026**

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

1. In compliance with Item B.1.C. of DepEd Order or *Guidelines on the Implementation of the Senior High School (SHS) Program in Existing Public Junior High School (JHSs) and Integrated Schools (ISs), Establishment of Stand-Alone Public SHSs, and Conversion of Existing Public Elementary and JHSs into Stand-Alone SHSs*, the field is hereby informed of the above captioned activity on March 10, 2025 (Monday), following the schedule below.

School	Proposed Strand Offering	Time
Poblacion NHS	Accountancy, Business, Management (ABM)	8:30AM-9:30AM
Muntinlupa NHS	Humanities and Social Sciences (HUMSS)	10:00AM-11:00 AM
Lakeview IS	Science, Technology and Mathematics (STEM) TVL- ICT (Contact Center Services and Medical Transcription)	11:30 AM-12:30 PM

2. Please refer to the enclosed evaluation sheet for guidance.
3. Aside from the classrooms and other crucial resources, the documentary requirements indicated therein will be subjected to validation for purposes of technical assistance provision.
4. For wide dissemination and compliance.

VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

NUM-2025-114

114



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
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Encl: As stated

To be indicated in the **Perpetual Index**
Under the following subjects

SENIOR HIGH SCHOOL

CONSULTATION

**JBE/Memo — Division Review and Evaluation Committee (DREC) Onsite Validation
of Schools with Proposed Additional Senior High School Strand Offerings for SY
2025-2026**

114 / March 7, 2025

NUM-2025-114



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Attachment

Department of Education
DIVISION OF _____, REGION _____

ANNEX D-1

APPLICATION FOR IMPLEMENTATION OF SENIOR HIGH SCHOOL (SHS) PROGRAM IN EXISTING JUNIOR HIGH SCHOOLS (JHSs) AND INTEGRATED SCHOOLS (ISs)

EVALUATION SHEET

CRITERIA	REQUIRED DOCUMENTS	PER EVALUATION	REMARKS <small>PASSED OR FAILED <i>(Ifs, state reasons, if Failed)</i></small>																																	
1. The school is listed in the Enhanced Basic Education Information System (EBEIS)	DepED School Identification (ID)	Name of School _____ DepED School ID No. as presented : _____ DepED School ID No. as verified with Planning and Research Unit : _____																																		
2. There is a need for the JHS or IS to implement SHS because: a. no other school in the division will offer the same Track/Strand the school will offer; or b. there is sufficient number of learners to warrant the implementation of SHS in the school, there being no other school to accommodate said learners. However, this limitation may be waived where learners seeking admission, as the case may be, can no longer be accommodated by the existing public SHS due to congestion, as justified by the SDS.	a. Letter-request for implementation of SHS program addressed to the Schools Division Superintendent (SDS) b. Certification signed by the SDS stating that no public SHS is offering the same SHS Track within the catchment area c. Implementation Plan for the SHS Program covering five (5) years to include among others, the following: c. 1. Current and projected enrolment for five (5) school years, by grade level;	a. Request signed by _____ Position/Designation : _____ Office/School : _____ Date : _____ b. SHS Track to be Offered : _____ Certification signed by _____ Position/Designation : _____ Contents of Certification verified as correct YES _____ NO _____ Justification on the Need for Implementation of SHS : _____ (in case, SHS will offer the same track) _____ SHS Implementation Plan c.1. No. of Prospective Enrollees : <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th rowspan="2">Grade Level</th> <th rowspan="2">CURRENT (SY ____ to ____)</th> <th colspan="5">PROJECTED</th> </tr> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> </tr> </thead> <tbody> <tr> <td>11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Grade Level	CURRENT (SY ____ to ____)	PROJECTED					Year 1	Year 2	Year 3	Year 4	Year 5	11							12							TOTAL							
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3. The school has adequate facilities, equipment and other resources to support the operation of a SHS.	c.2. Proposed budgetary requirements for its Personal Services, Maintenance and other Operating Expenses, and Capital Outlay; c.3. Operational Plan regarding curriculum and the instructional supervision of the proposed SHS; and c.4. School Site Development Plan (SSDP) to include proposed school buildings, as needed. d. Justification signed by the SDS, in case will offer the same SHS Track	c.2. Proposed Budgetary Requirements <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th rowspan="2">Particulars</th> <th rowspan="2">Year 1</th> <th rowspan="2">Year 2</th> <th rowspan="2">Year 3</th> <th rowspan="2">Year 4</th> <th rowspan="2">Year 5</th> <th colspan="2">Supported w/ Breakdown?</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Personal Services</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOOE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Capital Outlay</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> c.3. Operational Plan Prepared By _____ Position/Designation : _____ Office : _____ Date : _____ c.4. SSDP Prepared by _____ Position/Designation : _____ Office : _____ Date : _____ d. Justification signed by: _____ Position/Designation : _____ Office : _____ Date : _____	Particulars	Year 1	Year 2	Year 3	Year 4	Year 5	Supported w/ Breakdown?		Yes	No	Personal Services								MOOE								Capital Outlay								Total								
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	a. 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 b. Inventory of Learning Resources (LRs) prepared by the School's Property Custodian, as validated by the Schools Division Office	a. Certification Signed By _____ Position/Designation : _____ Date : _____ Supported with Inventory YES _____ NO _____ b. Inventory of LRs prepared by _____ Position/Designation : _____ Date : _____ Validated by _____ Position/Designation/Office : _____ Date : _____																																											





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	<p>c. Updated Personal Services Itemization and Plantilla of Position of the concerned school</p> <p>d. Updated Status Report with regard to the school's existing crucial resources</p>	<p>c. Per FSIPOP for FY</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>No. of Positions</th> </tr> </thead> <tbody> <tr> <td>School Head Item</td> <td></td> </tr> <tr> <td>No. of Teaching Items</td> <td></td> </tr> <tr> <td>No. of Support Staff</td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> </tr> </tbody> </table> <p>d. Updated Status Report Prepared By : _____ Position/Designation : _____ Date : _____</p> <p>Resources Needed</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Personal Services</td> <td></td> </tr> <tr> <td>MOOE</td> <td></td> </tr> <tr> <td>Capital Outlay</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </tbody> </table>	Particulars	No. of Positions	School Head Item		No. of Teaching Items		No. of Support Staff		TOTAL		Particulars	Amount	Personal Services		MOOE		Capital Outlay		Total				
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<p>4. The school has available space/site for at least four (4) classrooms, whether with existing classrooms considered as excess or the classrooms are still for construction. The classrooms built or to be built must be based on the standards as stipulated in DepED Educational Facilities Manual (i.e. 7m x 9m classroom dimension).</p>	<p>Map, preferably drawn to scale, showing the vacant lot where the proposed SHS classroom/schoolbuilding will be constructed, duly certified by the City/Municipal Engineer</p>	<p>Map Certified By : _____ Position Designat : _____ Office : _____ Date : _____</p> <p>No. of Excess/Available classrooms : _____ Existing classrooms compliant to standards? : _____ Available school site (in sq. m.) : _____</p>																							
<p>5. The proposed SHS must have the following prospective minimum enrolment for the first two years of operation.</p> <table border="1"> <thead> <tr> <th>School Classification</th> <th>Minimum Enrolment (2 cohorts)</th> <th>Minimum No. of Tracks</th> </tr> </thead> <tbody> <tr> <td>Urban</td> <td>240</td> <td>2</td> </tr> <tr> <td>Rural</td> <td>160</td> <td>1</td> </tr> <tr> <td>Remote</td> <td>80</td> <td>1*</td> </tr> </tbody> </table> <p><i>*preferably General Academic Strand</i></p>	School Classification	Minimum Enrolment (2 cohorts)	Minimum No. of Tracks	Urban	240	2	Rural	160	1	Remote	80	1*	<p>a. List of prospective enrollees in SHS per track and strand, indicating their names, Learner Reference Numbers (LRNs), where applicable, ages, addresses, school names and DepED School Identification Numbers where they are currently or previously enrolled</p> <table border="1"> <thead> <tr> <th colspan="2">Prospective Enrollees :</th> </tr> <tr> <th>Grade Level</th> <th>No. of Learners</th> </tr> </thead> <tbody> <tr> <td>11</td> <td></td> </tr> <tr> <td>12</td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> </tr> </tbody> </table>	Prospective Enrollees :		Grade Level	No. of Learners	11		12		TOTAL			
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<p>If the minimum enrolment and/or number of tracks are not satisfied, justification by the SDS on the need to establish stand-alone SHS is necessary.</p>	<p>b. Justification signed by the SDS, in case the required minimum enrolment and/or number of tracks are not satisfied</p>	<p>List contains complete information as to the:</p> <table border="1"> <thead> <tr> <th>PARTICULARS</th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>1. Names of learners in SHS per track and strand</td> <td></td> <td></td> </tr> <tr> <td>2. Learner Reference Numbers</td> <td></td> <td></td> </tr> <tr> <td>3. Ages</td> <td></td> <td></td> </tr> <tr> <td>4. Addresses and/or school names where currently or were previously enrolled</td> <td></td> <td></td> </tr> <tr> <td>5. DepEd School Identification Number where the learners are currently or previously enrolled</td> <td></td> <td></td> </tr> </tbody> </table> <p>Justification Signed By : _____ Position/Designation : _____ Date : _____</p>	PARTICULARS	YES	NO	1. Names of learners in SHS per track and strand			2. Learner Reference Numbers			3. Ages			4. Addresses and/or school names where currently or were previously enrolled			5. DepEd School Identification Number where the learners are currently or previously enrolled			
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<p>6. The track(s) and strand(s) to be offered must be aligned with the Local Development Plans, industries and learners' interests and preferences.</p> <p>Track(s) and strand(s) offered in an SHS are identified and decided upon by the SDS and the Division Planning Officer, in consultation with local stakeholders and based on the direction provided by the RD and the result of their internal and external assessments.</p>	<p>a. List and types of establishments and industries in the community, as attested to by the Department of Trade and Industry (DTI), Department of Labor and Employment (DOLE) or the Municipal Planning Officer</p> <p>b. 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/Municipal Mayor, and are decided upon by the Regional Director (RD), SDS, Division Planning Officer and the School Head concerned</p>	<p>a. With list and types of establishments and industries in the community? YES _____ NO _____</p> <p>Attested By : _____ Position/Designation/Agency : _____ Date : _____</p> <p>b. Track(s) and strand(s) to be offered are aligned with the Local Development Plans? YES _____ NO _____</p> <p>Certification Signed By : _____ Position/Designation : _____ Date : _____</p>																			





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	c. Results of internal assessments or surveys done with the prospective enrollees d. List of tracks and strands to be offered, duly signed by the RD or SDS, Planning Officer and School Head	c. Internal assessments or surveys conducted? YES _____ NO _____ Please state its result: _____ _____ d. With List of Track(s)/Strand(s) to be offered? YES _____ NO _____ Signed By : _____ Position/Designation/Agency : _____ Date : _____	
7. There are willing and able partners to provide sufficient venues for Immersion for all SHS learners.	a. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties b. Immersion Deployment Plan	a. Signatories of Contracting Parties 1. For the DepED Signed By : _____ Position/Designation : _____ 2. For the Partner Signed By : _____ Position/Designation : _____ Date Notarized : _____ b. Immersion Deployment Plan Signed by : _____ Position/Designation : _____ Date : _____ Track(s)/Strand(s) to be offered : _____	

EVALUATED BY DIVISION REVIEW AND EVALUATION COMMITTEE (DREC):

RECOMMENDED BY:

Signature Over Printed Name
 Position/Designation

Signature Over Printed Name
 Position/Designation

Signature Over Printed Name
 Position/Designation

Schools Division Superintendent

Signature Over Printed Name
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Signature Over Printed Name
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