



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

**OFFICE MEMORANDUM**

No. 010 s. 2026

**ONLINE ORIENTATION ON DEPED ORDER NO. 012, S. 2026: GOVERNMENT  
RECOGNITION OF PRIVATE BASIC EDUCATION INSTITUTIONS OFFERING  
THE SENIOR HIGH SCHOOL (SHS) PROGRAM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance Operations Division  
Administrative Officer V  
All Others Concerned

- Attached is DepEd Memorandum No. 031 s. 2026, dated May 18, 2026, relative to the above-captioned subject, the contents of which are self-explanatory, for the information and guidance of all concerned.
- There shall be maximum of three (3) SDO participants in this online orientation who shall register on or before May 22, 2026 through this link: <https://tinyurl.com/OO-Pre-RegistrationForm>. Only participants who have successfully completed pre-registration shall be admitted to the online orientation:

| Name                         | Position  |
|------------------------------|---|
| Dr. Eric F. Fungo            | Public Schools District Supervisor/<br>SHS Focal    |
| Dr. Zoren Pepito L. Gubalane | SEPS-School Management Monitoring<br>& Evaluation   |
| Ms. Chelo DG Rongavilla      | EPS 2- School Management Monitoring<br>& Evaluation |

Orientation Date: **May 28, 2026 (Thursday)**

Time: **9:00 a.m. – 11:00 a.m.**

Platform: **MS Teams**

Meeting Link: <https://tinyurl.com/SHSRecog-OnlineOrientation>

3. Immediate dissemination of this Memorandum is desired.

For:

**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

By:



**MA. MYRA E. NAMIT ED.D.**  
Public School District Supervisor  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated  
References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

SENIOR HIGH SCHOOL

GOVERNMENT RECOGNITION

ZPG/ DM / Online Orientation on DepEd Order No. 012, s. 2026: Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program/ 010





Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

**MEMORANDUM**

DM-OUGOPS-2026-13-01587

TO : **ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL REGIONAL AND DIVISION PRIVATE SCHOOL FOCALS**

FROM : **MALCOLM S. GARMA**   
*Undersecretary for Governance and Operations* 

SUBJECT : **ONLINE ORIENTATION ON DEPED ORDER NO. 012, S. 2026:**  
**GOVERNMENT RECOGNITION OF PRIVATE BASIC**  
**EDUCATION INSTITUTIONS OFFERING THE SENIOR HIGH**  
**SCHOOL (SHS) PROGRAM**

DATE : MAY 14, 2026

In line with the Department of Education's continuing efforts to ensure the clear, standardized, and consistent implementation of DepEd Order No. 012, s. 2026 on the *Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program*, this Office shall conduct an online orientation for all Regional Offices (ROs) and Schools Division Offices (SDOs).

1. The details of the orientation are as follows:

**Day 1 – Regional Offices (ROs)**

- Date: May 27, 2026 (Wednesday)
- Time: 1:00 PM – 3:00 PM (All ROs)

**Day 2 – Schools Division Offices (SDOs)**

- Date: May 28, 2026 (Thursday)
- Time:
  - ✓ NCR & Luzon: 9:00 AM – 11:00 AM
  - ✓ Visayas & Mindanao: 1:00 PM – 3:00 PM

Platform: **MS Teams**

Meeting Link: <https://tinyurl.com/SHSRecog-OnlineOrientation>

2. Each RO shall designate a maximum of 10 authorized representatives, while each SDO shall designate maximum of three authorized representative, preferably personnel directly involved in private school regulation, quality assurance, or SHS program supervision.
3. All designated representatives are required to accomplish the official pre-registration form on or before **May 22, 2026 (Friday)** through this link:



22nd floor, Techzone Building, 213 Sen. Gil Puyat Ave., San Antonio Village, Makati, Metro Manila, 1203  
Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
Email Address: [ouops@deped.gov.ph](mailto:ouops@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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CERTIFICATE NO. PMP/CM/1  
22.01.2024

**<https://tinyurl.com/OO-Pre-RegistrationForm>**. Only participants who have successfully completed pre-registration shall be admitted to the online orientation.

4. The online meeting link is intended **for official DepEd use only** and must not, under any circumstances, be shared, forwarded, or disseminated to private schools, private school associations, or any external stakeholders.

For inquiries, please contact the Private Education Office through email at [private.education@deped.gov.ph](mailto:private.education@deped.gov.ph) or Ms. Megan Leigh M. Telan via Viber at 09955037665.



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Certificate No. PPH/1241/5  
22-01-2024

**ANNEX A: INDICATIVE PROGRAM**

**DAY 1: REGIONAL OFFICES**

**Online Orientation on Government Recognition of Private Basic Education Institutions Offering the SHS Program**

| <b>Time</b>  | <b>Activity</b>  | <b>Personnel-in-Charge</b>  |
|--------------|--|---|
| 1:00–1:10 PM | Preliminaries  | Program Management Team   |
|              | Attendance   | Program Management Team   |
|              | Welcome Remarks  | <b>Jocelyn DR Andaya</b><br><i>Regional Director, NCR<br/>Concurrent Officer-in-Charge,<br/>Office of the Assistant Secretary<br/>for Governance and Operations</i> |
| 1:10–1:25 PM | Overview of the SHS Government Recognition Policy  | Program Management Team   |
| 1:25–1:45 PM | <b>Session 1:</b><br>Scope, Eligibility, Transitory Provisions, Documentary Requirements, Application Procedures                   | <b>Vernice Lorraine D. Quintana</b><br><i>Director III, Private Education Office</i>  |
| 1:45–2:05 PM | <b>Session 2:</b><br>Evaluation Tool, Ocular Inspection, Results, Validity, Monitoring, and Reapplication                          | <b>Jennifer E. Lopez</b><br><i>Director IV, Office of the Assistant Secretary for Operations</i>  |
| 2:05–2:25 PM | <b>Session 3:</b><br>Sanctions, Violations, Learner Protection, Reinstatement, Roles and Responsibilities, and Forms and Templates | <b>Runvi V. Manguerra</b><br><i>Executive Director II, Private Education Office</i>   |
| 2:25–2:40 PM | Announcements and Next Steps   | Program Management Team   |
| 2:40–2:55 PM | Q&A  | All Participants  |
| 2:55–3:00 PM | Post-Orientation Assessment  | All Participants  |
|              | Closing Remarks  | <b>Vernice Lorraine D. Quintana</b>   |

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|  |  | Director III, Private Education Office |
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**DAY 2: SCHOOLS DIVISION OFFICES**

**NCR and Luzon: Online Orientation on Government Recognition of Private Basic Education Institutions Offering the SHS Program**

| <b>Time</b>    | <b>Activity</b>  | <b>Personnel-in-Charge</b>  |
|----------------|--|---|
| 9:00-9:10 AM   | Preliminaries  | Program Management Team   |
|                | Attendance   | Program Management Team   |
|                | Welcome Remarks  | <b>Jocelyn DR Andaya</b><br><i>Regional Director, NCR<br/>Concurrent Officer-in-Charge,<br/>Office of the Assistant Secretary<br/>for Governance and Operations</i> |
| 9:10-9:20 AM   | Overview of the SHS Government Recognition Policy  | Program Management Team   |
| 9:20-9:45 AM   | <b>Session 1:</b><br>Scope, Eligibility, Transitory Provisions, Documentary Requirements, Application Procedures                   | <b>Vernice Lorraine D. Quintana</b><br><i>Director III, Private Education Office</i>  |
| 9:45-10:05 AM  | <b>Session 2:</b><br>Evaluation Tool, Ocular Inspection, Results, Validity, Monitoring, and Reapplication                          | <b>Jennifer E. Lopez</b><br><i>Director IV, Office of the Assistant Secretary for Operations</i>  |
| 10:05-10:25 AM | <b>Session 3:</b><br>Sanctions, Violations, Learner Protection, Reinstatement, Roles and Responsibilities, and Forms and Templates | <b>Runvi V. Manguerra</b><br><i>Executive Director II, Private Education Office</i>   |
| 10:25-10:35 AM | Announcements and Next Steps   | Program Management Team   |
| 10:35-10:50 AM | Q&A  | All Participants  |
| 10:50-11:00 AM | Post-Orientation Assessment  | All Participants  |
|                | Closing Remarks  | <b>Vernice Lorraine D. Quintana</b>   |



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|  |  | Director III, Private Education Office |
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**Visayas and Mindanao: Online Orientation on Government Recognition of Private Basic Education Institutions Offering the SHS Program**

| Time         | Activity   | Personnel-in-Charge   |
|--------------|--|---|
| 1:00–1:10 PM | Preliminaries  | Program Management Team   |
|              | Attendance   | Program Management Team   |
|              | Welcome Remarks  | <b>Jocelyn DR Andaya</b><br><i>Regional Director, NCR<br/>Concurrent Officer-in-Charge,<br/>Office of the Assistant Secretary<br/>for Governance and Operations</i> |
| 1:10–1:25 PM | Overview of the SHS Government Recognition Policy  | Program Management Team   |
| 1:25–1:45 PM | <b>Session 1:</b><br>Scope, Eligibility, Transitory Provisions, Documentary Requirements, Application Procedures                   | <b>Vernice Lorraine D. Quintana</b><br><i>Director III, Private Education Office</i>  |
| 1:45–2:05 PM | <b>Session 2:</b><br>Evaluation Tool, Ocular Inspection, Results, Validity, Monitoring, and Reapplication                          | <b>Jennifer E. Lopez</b><br><i>Director IV, Office of the Assistant Secretary for Operations</i>  |
| 2:05–2:25 PM | <b>Session 3:</b><br>Sanctions, Violations, Learner Protection, Reinstatement, Roles and Responsibilities, and Forms and Templates | <b>Runvi V. Manguerra</b><br><i>Executive Director II, Private Education Office</i>   |
| 2:25–2:40 PM | Announcements and Next Steps   | Program Management Team   |
| 2:40–2:55 PM | Q&A  | All Participants  |
| 2:55–3:00 PM | Post-Orientation Assessment<br><br>Closing Remarks   | All Participants<br><br><b>Vernice Lorraine D. Quintana</b>   |

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|--|--|---|
|  |  | <i>Director III, Private Education<br/>Office</i> |
|--|--|---|



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