



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
 Superintendent**

JUN 29 2026

MEMORANDUM
 No. **287**, s. 2026

**DIVISION MONITORING, EVALUATION AND INSPECTION TEAM (MEIT)
 FOR GOVERNMENT RECOGNITION OF PRIVATE BASIC EDUCATION
 INSTITUTION OFFERING THE SENIOR HIGH SCHOOL PROGRAM**

To: Assistant Schools Division Superintendent
 Chief Education Supervisor, Curriculum Implementation Division
 Chief Education Supervisor, School Governance and Operations Division
 Private Secondary School Heads/OICs
 Administrative Officer V
 All Others Concerned

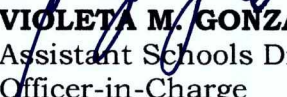
1. Pursuant to DepEd Order No. 12, s. 2026, entitled "Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program," particularly under Procedure C: Evaluation and Ocular Inspection, a Monitoring, Evaluation, and Inspection Team (MEIT) shall be constituted to conduct the evaluation and ocular inspection of applicant schools in coordination with the Regional MEIT for the validation of applications.

2. The composition of the Division Monitoring, Evaluation, and Inspection Team (MEIT), which shall work in coordination with the Regional MEIT, is as follows:

Evaluation Areas	Team 1	Team 2
1. Curriculum and Teaching	Dr. Eric F. Fungo	Dr. Meniano D. Eborá
2. Work Immersion and Field Experience	Dr. Leonaida L. Gutierrez	Dr. Ma. Myra E. Namit
3. Faculty		
4. Leadership and Management	Mrs. Ma. Regale A. Olarte	Dr. Zoren Pepito L Gubalane
5. Budget and Finance		
6. School Site and Facilities	Mr. Eduardo L. Kondo	Engr. Jerone M. Tagapan
7. Learner Support	Mr. Joseph D. Nilo	Ms. Chelo DG Rongavilla
8. Planning and Development		



3. Immediate and wide dissemination of this Memorandum is enjoined.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
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:

PRIVATE SCHOOL

RECOGNITION

MONITORING

ZPG/ DM / Division Monitoring, Evaluation and Inspection Team (MEIT) for Government Recognition of Private Basic
287 Education Institution Offering the Senior High School (SHS) Program

NUM-2026-287



Republic of the Philippines
Department of Education

DepEd ORDER
No. **012**, s. 2026




MAY 06 2026

**GOVERNMENT RECOGNITION OF PRIVATE BASIC EDUCATION
INSTITUTIONS OFFERING THE SENIOR HIGH SCHOOL (SHS) PROGRAM**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Private Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) hereby issues the enclosed **Guidelines on the Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program**. These guidelines establish the standard processes for the recognition of SHS programs, including eligibility criteria, mandatory documentary requirements, and validation procedures. It further details the evaluation framework, implementation timelines, monitoring mechanisms, sanctions, and protocols for reapplication and reinstatement to ensure the consistent fulfillment of minimum DepEd quality standards.
2. The procedures and mechanisms provided in this Order shall guide DepEd offices and stakeholders in the efficient processing of applications for SHS Government Recognition. The evaluation tool included in this Order serves as an objective benchmark for assessing institutional compliance. These guidelines also support private SHSs in the continuous improvement of their systems, competencies, and overall operations.
3. This Order expressly repeals DM No. 4, s. 2014, titled *Guidelines on the Preparation for the National Implementation of the Senior High School (SHS) Program in Non-DepEd Schools for the School Year (SY) 2016-2017 and Onwards*. All other orders, memoranda, rules and regulations, and related issuances or portions thereof which are contrary to or inconsistent with any provisions of this Order are hereby repealed, amended, or modified accordingly. DO No. 88, s. 2010, titled *2010 Revised Manual of Regulation for Private Schools in Basic Education*, as amended, shall apply suppletorily to this Order, as far as practicable.
4. This Order shall take effect immediately upon its approval, issuance, and publication in the Official Gazette or a newspaper of general circulation. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

5. Immediate dissemination of and strict compliance with this Order is hereby directed.
6. For more information, please contact the **Private Education Office**, 22nd Floor, TechZone Building, Malugay/Gil Puyat Street, Barangay San Antonio, Makati City through email address **private.education@deped.gov.ph**.



SONNY ANGARA
Secretary 

Encls: As stated
References: As stated

To be indicated in the Perpetual Index
under the following subjects:

PRIVATE SCHOOL
PERMIT
RECOGNITION
SENIOR HIGH SCHOOL
VOUCHER PROGRAM
EVALUATION



PEO, DO 2026 SHS Recognition Guidelines

If the document is not in English, it shall be accompanied by an official English translation, duly certified or authenticated

19. Endorsement from the Philippine Embassy or Consulate exercising jurisdiction over the host country, with corresponding comments and/or recommendations as may be deemed necessary, endorsed to DepEd through the Inter-Agency Committee on Philippine Schools Overseas (IACPSO) Secretariat.

The private SHS assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as attested to in the **Omnibus Sworn Statement (Item 5)**, duly signed by at least the School Head of the applicant private SHS and sworn before a public officer authorized to administer oaths. The submission of any false and fraudulent document shall constitute a *prima facie*, ground for disqualification from the grant or revocation of Government Recognition and may result in the filing of administrative or criminal case/s against the person and/or institution concerned.

VII. PROCEDURES

A. Submission of Documentary Requirements for Application for Government Recognition

All mandatory documentary requirements to be submitted by the applicant private SHSs, unless otherwise specified, shall be filed on or before December 31 of the year preceding the intended SY of implementation. Submissions shall be made electronically/online, in accordance with the specific instructions issued through an SDO Memorandum by the SDS, with the concurrence of the RD. Online submission of electronic copies of the documentary requirements shall comply with the requisites of Commission on Audit (COA) Circular No. 06, s. 2021 or the *Guidelines on the use of Electronic Documents, Electronic Signatures, and Digital Signatures in Government Transactions*, whenever applicable. All online submissions shall be subject to the submission of hard copies upon request for purposes of verification. Only documents that are clear, readable, complete, and properly certified shall be accepted for validation.

All private SHSs applying for Government Recognition shall submit the duly signed and certified true copies of the documentary requirements enumerated under *Section VI* to the respective Records Section or designated sub-committee/s of the SDO. **The RO shall not accept applications from private SHSs in any manner.**

The Records Officer shall assign an **application code** to the applicant private SHS, which shall serve as the identifying number for all subsequent transactions related to the application. The standard format of the code shall be expressed as **GRS-[ROCODE]-[SDOCODE]-[####]**, and shall follow the format indicated below:

Component	Description
GP	Government Permit
GR	Government Recognition

S	SHS
ROCODE	Official Regional Office code
SDOCODE	Official Schools Division Office code
###	Four-digit sequential number
Examples: GRS-NCR-MNL-0123, GRS-4A-BTG-0456	

The official RO and SDO codes prescribed in *Annex F* shall be strictly observed. This coding convention shall be uniformly adopted in all official correspondence, records, and databases related to the processing of applications for Government Recognition, and shall be used solely for application processing and tracking purposes.

After which, the Records Officer shall immediately forward the application documents to the SDO-School Governance and Operations Division (SGOD) for the initial assessment of the contents of the application documents. This process shall be completed within four hours (equivalent to one-half day) from receipt of the documents.

To manage operational capacity, ROs and SDOs may regulate the intake of applications prior to December 31, provided that all applications submitted on or before said date are duly accepted and processed.

Applications submitted after December 31 shall still be processed; however, any Government Recognition granted therefrom shall be applicable only to the succeeding SY, regardless of the date of release of evaluation results.

In cases where there are private SHSs located in remote or underserved areas with limited or unreliable internet connectivity, the RO may, upon due justification and on a case-to-case basis, prescribe supplemental guidelines on the manner of submission of applications, taking into account the specific local conditions and operational realities in the Region. These supplemental guidelines shall be subject to existing laws, rules, and regulations, and shall be consistent with the provisions of this Order and RA No. 11032, otherwise known as the "*Anti-Red Tape Act of 2007*" and its *Implementing Rules and Regulations (IRR)*.

B. Validation of the application documents by the SGOD

The SGOD of the SDO shall assess the completeness of the documentary requirements and conduct a thorough validation of the submitted documents within ten working days from receipt of the application documents from the Records Section.

If the application is found to be complete and duly validated, the SGOD shall issue a Completion Slip (*see Annex G*) and notify the applicant private SHS of the status of its application, including confirmation of completeness or any noted documentary deficiencies. An application shall only be considered official upon issuance of a completion slip with application code.

If the application is found to be incomplete or with deficiencies, the SGOD shall issue a Return Slip (*see Annex H*) to the applicant private SHS, clearly

indicating the specific documentary deficiencies. The applicant may submit the required documents to address the deficiencies within 10 working days from receipt of the Return Slip.

Failure to comply with the requirements indicated in the Return Slip within the prescribed period or as indicated under *Section IX* (Submission Deadlines) shall result in the automatic denial of the application for Government Recognition, without prejudice to refiling, provided that such refiling is made within the deadline set by the SDO, subject to the same conditions on late submission provided therein.

Upon confirmation of the completeness and validation of documentary requirements, the SGOD shall coordinate with the Monitoring, Evaluation, and Inspection Team (MEIT) on the schedule for the submission of Means of Verification (MOVs), as well as the conduct of the evaluation and ocular inspection of applicant private SHSs. The SGOD shall immediately notify the concerned applicant private SHSs of the schedule upon issuance of the Completion Slip, without prejudice to the filing of a request for rescheduling for valid and justifiable reasons, subject to the approval of the SGOD.

C. Evaluation and Ocular Inspection

1. Creation of the Monitoring, Evaluation and Inspection Team (MEIT)

The RD shall establish a MEIT to conduct inspections for validating applications. The MEIT shall consist of representatives from both the RO and the SDO that have jurisdiction over the applicant private SHSs. For each inspection, the MEIT shall consist of three to seven members, including at least one authorized representative from the RO and at least two authorized representatives from the SDO. The participation of the RO Quality Assurance Division (QAD) and the SDO-SGOD shall be mandatory. Members of the MEIT may include representatives from the following:

Regional Office	Schools Division Office
Quality Assurance Division (QAD)	School Governance and Operations Division (SGOD)
Curriculum and Learning Management Division (CLMD)	Curriculum Implementation Division (CID)
DepEd RO Private Schools Focal Person	DepEd SDO Private Schools Focal Person

All members of MEIT shall complete the capacity building and/or training program prescribed by DepEd RO. This requirement ensures that all members operate with a unified perspective and maintain consistency in the interpretation and application during evaluations. The list of official members of the MEIT, including their specific duties and functions, shall be formalized through a Regional Memorandum. Such designation shall serve as the official record of MEIT membership and provide clear guidance on the duties and functions of each member within the team.

Upon signing and approval of the Regional Memorandum, the RD shall furnish the PEO with its issuance.