



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 23 2026

MEMORANDUM
No. **335** s. 2026

ADDENDUM TO REGIONAL MEMORANDUM 499 S. 2026

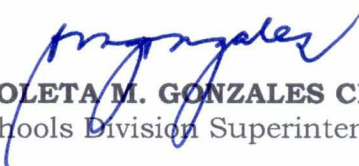
To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Private Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Attached is Regional Memorandum No. 538 s. 2026 dated July 15, 2026, relative to the above-captioned subject, the contents of which are self-explanatory, for the information and guidance of all concerned.

2. Two important documents for submission are also highlighted in this Memorandum as follows:

- Latest Security and Exchange Commission (SEC) Certificate of Registration to validate the official registered name of the school.
- Disclosure and Sworn Statement to attest that there is no pending or unresolved criminal case filed before any court involving the institution and its key officials.

3. Immediate dissemination of and strict compliance with this Memorandum are enjoined.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

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

SENIOR HIGH SCHOOL

RECOGNITION

335 ZPG/ DM / ADDENDUM TO REGIONAL MEMORANDUM 499 S. 2026

NUM-2026-335

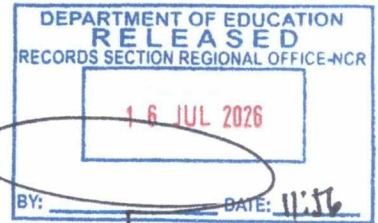


Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

SC6V-335



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



July 15, 2026

REGIONAL MEMORANDUM

No. 538, s. 2026

To: Schools Division Superintendents
SDO Private School Focal Persons
SHS Private School Heads/Principals
All Other Concerned

ADDENDUM TO REGIONAL MEMORANDUM 499 S. 2026

1. Relative to the abovementioned Memorandum of this Office, all Senior High School implementers qualified for the grant of automatic recognition this SY 2026-2027 shall also be required to submit their latest Securities and Exchange Commission (SEC) Certificate of Registration to validate the official registered name of the school.
2. Moreover, to attest that there is no pending or unresolved criminal case filed before any court involving the institution and its key officials, the submission of the herein attached disclosure and sworn statement should supplement the documentary requirements.
3. This Office reiterates that the grant of SHS recognition is made upon submission of all required documents.
4. Immediate dissemination of and strict compliance with this Memorandum are enjoined.


JOCELYN DR ANDAYA
Regional Director, DepEd NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl. as attached

QAD/llm



Address: 6 Misamis St., Bago Bantay, Quezon City
E-mail address: ncr@deped.gov.ph
Website: depedncr.com.ph



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DISCLOSURE ON PENDING CRIMINAL CASES OF KEY SCHOOL OFFICIALS

Does your president/member of the board/registrar/finance officer have a pending Criminal Case filed before any court in the Philippines by the Department of Education?

☐ Yes ☐ No

If yes, kindly provide details and status of the Criminal Case/s.

If yes, kindly obtain clearance from the Legal Division under the Office of the Undersecretary for Legal and Legislative Affairs, which is an additional requirement for your application.

SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is true and correct, and of my personal knowledge and/or records, and that the documents submitted herewith are original and/or certified true copies thereof. I authorize the Department of Education, or its authorized representative, to verify or validate the contents stated therein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of an administrative and/or criminal case/s against me.

Attested:

NAME
[Designation]
[Name of School]
[Address of School]
Affiant

SUBSCRIBED AND SWORN to before me this____ day of ____202_at _____, Philippines. The affiant exhibited to me his/her competent proof of identity.

Notary Public

Doc. No.____
Page No.____
Book No.____
Series of 2026.