



Republic of the Philippines  
**Department of Education**

13 JAN 2014

DepEd MEMORANDUM  
No. **4**, s. 2014

**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**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division Superintendents  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to Section 30 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 10533 known as *the Enhanced Basic Education Act of 2013*, the Department of Education (DepEd) announces the national implementation of the Senior High School (SHS) Program for School Year (SY) 2016-2017 and onwards.
2. In preparation for the national implementation of the SHS Program, the schools, individuals, corporations, foundations or organizations, which fall within Categories A, B or C, may signify their intention to offer SHS:

*Category A*

- a. Private schools, which have been granted recognition by the DepEd to offer secondary education (Years I-IV);
- b. Private schools, which have been granted at least Level II accreditation by any of the accrediting agencies under the Federation of Accrediting Agencies in the Philippines (FAAP);

*Category B*

- a. Non-DepEd schools, which have been issued a permit or government recognition by (i) the Technical Education and Skills Development Authority (TESDA) to offer any training course and/or (ii) the Commission on Higher Education (CHED) to offer any higher education program;
- b. Non-DepEd schools, which have been granted at least Level II accreditation by any of the accrediting agencies under the FAAP;
- c. Non-DepEd schools, which have been granted at least Bronze accreditation status by the Asia Pacific Accreditation and Certification Commission (APACC); and,

*Category C*

- a. Other individuals, corporations, foundations or organizations duly recognized by the Securities and Exchange Commission (SEC).

3. Applications to offer the SHS Program will only be accepted through email. The required Letter of Intent and other additional required documents must be appended to the email. An application must be addressed to: **Secretary Br. Armin A. Luistro FSC** and submitted through email address: [kto12@deped.gov.ph](mailto:kto12@deped.gov.ph). The checklist of the additional documentary requirements are found in the enclosure.

4. A copy of the application should be sent to the concerned Regional Office (RO) on or before **April 15, 2014**.
5. Those who are interested to offer the SHS Program prior to SY 2016-2017 and who fall within Categories A, B or C may express their intent through the submission of all requirements on **August 30** of the year preceeding the school year of their intended operation.
6. Applications to implement the SHS Program will be evaluated by the SHS National Task Force (SHS-NTF) under the **Office of the Undersecretary for Programs and Projects**. For the purposes of on-site validation, the SHS-NTF may deputize the Regional Office (RO) to conduct ocular inspections and related activities.
7. The SHS-NTF will endorse to the DepEd Secretary the results of its evaluation of applications to implement the SHS Program. For qualified applicants, a **provisional permit** for the SHS Program implementation shall be signed by the DepEd Secretary and issued through the Regional Director. This permit shall remain valid until formally revoked by the DepEd.
8. The ROs and schools division offices (SDOs) will monitor and evaluate the initial implementation of the SHS Program. Based on the recommendations, the SHS-NTF will endorse the issuance of a *Certificate of Recognition of the SHS Program* to those schools, which are qualified. The *Certificate of Recognition* will be signed by the DepEd Secretary and issued by the RO. This shall remain valid provided that the requirements of the law, and DepEd rules and standards are satisfied.
9. Guidelines pertaining to the SHS Curriculum specifically on competencies, content and performance standards, time allotment per subject, teacher qualifications, textbooks and other learning materials, and needed facilities shall be issued in a separate DepEd Order.
10. Other guidelines on the provision of assistance to students and teachers in private SHSs shall also be issued.
11. Guidelines for the SHS Program implementation of the Public SHSs shall be issued in another DepEd Order.
12. More information can be obtained from **Ms. Joyce C. Samaniego** at telephone nos.: (02) 631-5057; (02) 638-3703 or through email address: [kto12@deped.gov.ph](mailto:kto12@deped.gov.ph).
13. Immediate dissemination of this Memorandum is desired.



**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.:

As stated

References:

DepEd Order: No. 43, s. 2013

DepEd Memorandum: No. 99, s. 2013

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

PERMIT  
PROGRAMS  
RULES AND REGULATIONS

SCHOOLS  
SECONDARY EDUCATION

(Enclosure to DepEd Memorandum No. 4, s. 2014)

**CHECKLIST OF ADDITIONAL DOCUMENTARY REQUIREMENTS FOR THE  
SHS PROGRAM IMPLEMENTATION IN NON-DEPED SCHOOLS  
FOR THE SCHOOL YEAR (SY) 2016-2017 AND ONWARDS**

The additional required documents to be submitted together with the Letter of Intent to offer the SHS Program are the following:

**Category A or B**

1. Board resolution certified by the chairperson of the Board or the school heads, indicating the purpose, school year of intended operation, and the SHS Curriculum or tracks and strands to be offered;
2. A copy of the Certificate of Recognition for the secondary education program or training program or higher education program and, if applicable, the Certificate of Accreditation from a FAAP-recognized accrediting agency or by the Asia Pacific Accreditation and Certification Commission (APACC);
3. Proposed tuition and other fees;
4. School calendar;
5. List of academic and non-academic personnel and their qualifications, job descriptions, teaching load and number of working hours per week;
6. Data on existing facilities, which will be utilized for the SHS tracks/strands, such as instructional rooms, laboratories, workshop rooms, learner resource center or library, equipment, and internet facilities; and
7. A copy of the Memorandum/Memoranda of Agreement for partnership arrangements relative to the SHS program implementation. These arrangements may include, among others, the engagement of stakeholders in the localization of the curriculum, the provision of equipment and laboratories and workshops, and the organization of career guidance and youth formation activities.

**Category C**

1. Board resolution certified by the chairperson of the Board or the school heads, indicating the purpose, school year and the SHS Curriculum tracks and strands to be offered, and localized/indigenized SHS Curriculum based on the minimum standards set by DepEd;
2. Articles of Incorporation and by-laws for private schools only;
3. Proposed tuition and other fees;
4. School calendar;
5. List of academic and non-academic personnel and their qualifications, job descriptions, teaching load and number of working hours per week;
6. Data on existing facilities, which will be utilized for the SHS track/strand, such as instructional rooms, laboratories, workshop rooms, learner resource center or library, equipment, internet facilities and ICT rooms, and water and sanitation facilities;
7. Documents of ownership of school sites under the name of the school, or deed of usufruct for Indigenous Peoples (IPs) education/schools;
8. Proposed annual budget and annual expenditures; and
9. A copy of the Memorandum/Memoranda of Agreement for partnership arrangements relative to the SHS program implementation. These arrangements may include, among others, the engagement of stakeholders in the localization of the curriculum, the provision of equipment and laboratories, workshops, teachers/trainors and possible employment of graduates, and the organization of career guidance and counseling advocacy activities.