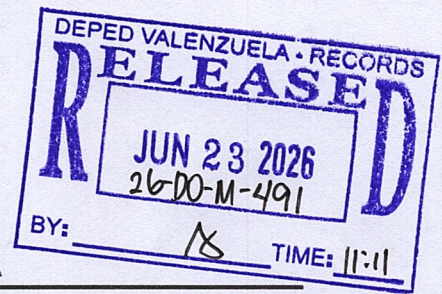




DepEd ICT Unit
 Web Posted by: pel
 Control no.: 26-DO-M-491

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



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 0498 s. 2026

APPLICATION REQUIREMENTS AND PROCEDURE FOR PUBLIC SCHOOLS INTENDING TO OFFER ADDITIONAL CLUSTER/S OF ELECTIVES FOR SCHOOL YEAR 2026-2027

To: OIC – Assistant Schools Division Superintendent
 Chief Education Supervisors - CID and SGOD
 Education Program Supervisors and Public Schools District Supervisors
 Public Secondary School Principals
 All Others Concerned

- For the information and guidance of all concerned, attached is Regional Memorandum No. 448, s. 2026 dated June 10, 2026 from Jocelyn DR. Andaya, Regional Director, DepEd-NCR and Concurrent Officer-in-Charge, Office of the Assistant Secretary for Operations, regarding the above-captioned subject, for information and appropriate action.
- Particular attention is invited to **item # 4**, list of documentary requirements, for reference.
- Immediate dissemination of this Memorandum is desired.

NOEL D. BAGANO
 Schools Division Superintendent

Encl.: As stated
 References: none
 To be indicated in the Perpetual Index
 under the following subjects:

BASIC EDUCATION

SENIOR HIGH SCHOOL

PERMIT

CID/ELL/DM - APPLICATION REQUIREMENTS AND PROCEDURE FOR PUBLIC SCHOOLS INTENDING TO OFFER ADDITIONAL CLUSTER/S OF ELECTIVES FOR SCHOOL YEAR 2026-2027
 /June 22, 2026

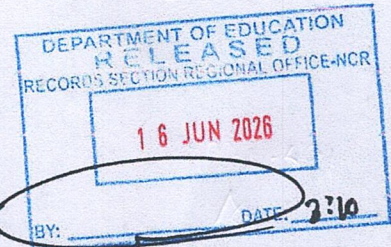


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



June 10, 2026

REGIONAL MEMORANDUM

No. 448, s. 2026

To : Schools Division Superintendents
Chiefs, School Governance and Operations Division
Chiefs, Curriculum and Implementation Division
Principals, Public SHS
All Others Concerned

**APPLICATION REQUIREMENTS AND PROCEDURE FOR PUBLIC SCHOOLS
INTENDING TO OFFER ADDITIONAL CLUSTER/S OF ELECTIVES
FOR SY 2026-2027**

1. Pursuant to DO 017 s. 2024 titled "Strengthened Senior High School Curriculum," all existing Senior High Schools are automatically authorized to offer the SSHS curriculum. Further, schools may offer the Academic Track electives for the cluster which they have existing permit/s. These cluster of electives shall be based on the equivalencies between the previous SHS tracks and strands and the Strengthened SHS Academic Track Cluster of Electives.
2. This SY 2026-2027, public schools that will expand into a new track or offer additional clusters are directed to secure the approval of this Office and shall submit the documentary requirements in hard copy at the Schools Division Offices on or before June 30, 2026.
3. The SDOs shall evaluate the submitted documents and upon compliance with all the requirements, shall endorse the application in this Office.
4. Listed below is the list of documentary requirements:
 - a. Letter request for the implementation of SSHS addressed to the Regional Director through the Schools Division Superintendent indicating the cluster of electives being applied for
 - b. Implementation Plan for SSHS program to include among others:
 - 1) Current and projected enrolment based on the result of survey with prospective enrolees
 - 2) Proposed budgetary requirements for its Personal Services, Maintenance and Other Operating Expenses and Capital Outlay
 - 3) Operational Plan regarding curriculum (Class Program for Grades 11 and 12)
 - c. Certification signed by the School Head, duly attested by the SDS on the excess classroom, table, chairs, and other resources




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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

- d. Inventory of learning resources prepared by school property custodian as validated by the Schools Division Office
 - e. Updated school Personal Services Itemization and Plantilla of Personnel
 - f. Mapping potential industry partners that can accommodate learners in Work Immersion, Field Exposure, or Arts Apprenticeship
 - g. MOA with industry partners
 - h. Immersion Deployment plan, if applicable
5. Immediate dissemination of and compliance with this Memorandum are desired.

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



Address: 6 Misamis St., Bago Bantay, Quezon City
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OAD