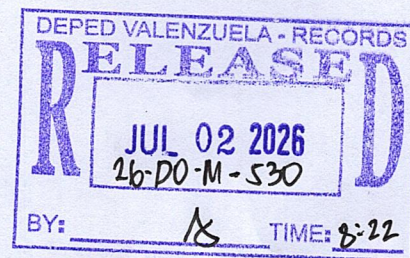




Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 0537 s. 2026

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR GRANT OF
AUTOMATIC RECOGNITION TO PRIVATE SCHOOLS OFFERING SENIOR HIGH
SCHOOL PROGRAM**

To: Education Program Supervisor, SGOD
Private Schools Administrators
All Others Concerned

1. In line with DepEd Order No. 12, s. 2026, Guidelines on the Government Recognition of Private Basic Education Institutions Offering Senior High School, all private basic education institutions offering Senior High School are directed to submit the required documentary requirements for the processing of their application for Government Recognition.
2. All concerned private basic education institutions shall submit two (2) hard copies of the required documentary requirements, properly organized in a folder, to the Schools Division Office on or before July 9, 2026.
3. The submitted documents will be reviewed and validated in accordance with the provisions of DepEd Order No. 12, s. 2026 before the recommendation for Government Recognition is forwarded to the appropriate office.
4. For guidance on the complete list of documentary requirements and submission procedures, schools are encouraged to refer to DepEd Order No. 12, s. 2026.
5. Immediate dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: Official Canteen Monitoring Tool
References: DepEd Order No. 12, s. 2026
To be indicated in the Perpetual Index under the following subject

DOCUMENTARY REQUIREMENTS GOVERNMENT RECOGNITION

GLN/SGOD July 01, 2026



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

**EVALUATION FORM FOR AUTOMATIC GOVERNMENT RECOGNITION APPLICATION
(SENIOR HIGH SCHOOL PROGRAM)**

Name of School			
School Location	☐ Old Site		
	☐ New Site		
School Head		Contact Person:	
Position		Telephone No:	
School Email			

APPLICATION CODE: _____

_____ 1. Letter of Intent addressed to the Regional Director through the Schools Division Superintendent

_____ Date of Application

_____ 2. Proof of Eligibility:

_____ FAAP-Accredited SHS Program

_____ SHSs with FAAP Accredited JHS

_____ SHSs attached to JHS that have undergone PEAC Certification (substantial compliance and above)

_____ SHSs that have undergone PEAC Certification through the SHS Voucher Certification with substantial compliance and above

_____ Strengthened SHS Program Pilot School

_____ 3. SHS Provisional Permit.

Evaluated by:

GLENN D. RIVERA

Senior Education Program Specialist
School Management Monitoring and Evaluation

Noted by:

SALVADOR A. GABAN, JR.

Education Program Supervisor
Division Focal Person-In-Charge of Private Schools

Reviewed by:

BALTAZAR M. GAYEM

Chief-Education Supervisor (SGOD)

sgod/sag/LaniE-privateschool



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LEVEL II ACCREDITED