



DIVISION MEMORANDUM

No. 22 s. 2018

To : Chief, CID and SGOD
Public Schools District Supervisors
Secondary School Heads

From : *for* *CMV*
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Subject : REGIONAL GUIDELINES ON THE CHANGE/ADDITION
IN PROGRAM OFFERING FOR PUBLIC SENIOR HIGH
SCHOOLS AND STAND ALONE SENIOR HIGH SCHOOLS

Date : February 5, 2018

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date FEB 05 2018

Time: 3:45 P.M.

Initial/Signature: JS

1. This is to inform the field and all concerned re: Regional Guidelines on the Change/Addition in Program Offering for Public Senior High Schools and Stand Alone Senior High Schools.
2. The Regional guidelines shall be observed and in effect for the implementation of the Senior High School Program in School Year 2018-2019, until DepEd Central Office has issued policy guidelines on request of public Senior High Schools for change/addition in program offering.
3. School Heads are requested to submit to EPS Romel G. Petajen – Division Senior High School Focal Person the accomplished request on change/ addition in program offering of public senior high schools and stand- alone senior high schools on or **before February 12, 2018**.
4. Enclosed hereto are the Guidelines request on change/ addition in program offering of public senior high schools and stand- alone senior high schools and the Checklist of Required documents.
5. For your information, guidance and dissemination.



January 26, 2018

Regional Memorandum

No. 18, s. 2018

001221

REGIONAL GUIDELINES ON THE CHANGE/ADDITION IN PROGRAM OFFERING FOR PUBLIC SENIOR HIGH SCHOOLS and STAND-ALONE SENIOR HIGH SCHOOLS

To : Schools Division Superintendents
Public Secondary School Heads

1. For the information and guidance of all concerned, Department of Education (DepEd) Regional Office V issues the enclosed Guidelines for Public Senior High Schools and Stand-Alone Senior High Schools that Request for Change/Addition in Program Offering.
2. The regional guidelines shall be observed and in effect for the implementation of the Senior High School Program in School Year 2018-2019, until DepEd Central Office has issued policy guidelines on request of public Senior High Schools for change/addition in program offering.
3. Enclosed is the checklist of required documents for request on change/addition in Senior High School program offering.
4. For information, guidance and dissemination.

RAMON FIEL G. ABCEDE
Regional Director

To be included in the Perpetual Index
Under the following subjects:

K to 12 CURRICULUM
SENIOR HIGH SCHOOL

SECONDARY EDUCATION
SCHOOLS

POLICY
GUIDELINES

GUIDELINES ON THE REQUEST FOR CHANGE/ADDITION IN PROGRAM OFFERING OF PUBLIC SENIOR HIGH SCHOOLS and STAND-ALONE SENIOR HIGH SCHOOLS

1. Public schools offering SHS and stand alone SHS that are requesting for change in program offerings which cover change of track, strands in academic track and TVL specializations or request for additional tracks, strands in academic and TVL specializations should satisfy the following:

- a. Results of the external and internal assessments should be revisited in deciding to change/add program offerings. Based on DepEd Order No. 40, s. 2015, re: Guidelines on K to 12 Partnerships, external assessment includes analyzing work immersion and job opportunities present in the community. Internal assessment on the other hand, considers learners preferences and the schools' capabilities to offer new or additional offerings. Schools need to have available classrooms, facilities, equipment, teachers and opportunities for partnerships to sustain initial years of implementing change in offerings.
- b. Nearby schools in the locality that do not offer the same track/strand/TVL specialization. However, request for change/add in offering shall be granted if nearby schools can no longer accommodate enrollees in the same track/strand/TVL specialization due to congestion as justified by the Schools Division Superintendent.
- c. Submit required documents to the Schools Division Offices addressed to the Schools Division Superintendents, attention: Senior High School Coordinators by January – February of the current year per enclosed checklist.

2. The Schools Division Office through the Division Senior High School Coordinator and the Division Education Program Supervisor of the learning area relevant to the request for additional or change in SHS track/strand should evaluate the submitted documents and conduct ocular inspection to validate schools' resources and capability.

3. The Schools Division Superintendent should endorse to the Regional Office the documents of only the schools found qualified to add or make change in their SHS offerings on March – April of the current year.

4. The Regional Office will validate endorsed documents from the Schools Division Office and will approve request if found in order.

References: DepEd Memorandum No. 76, s. 2016

SHS Manual of Operations, Volume One

DepEd Order No. 51, s. 2015

Guidelines on the Implementation of the SHS Program in Existing JHSs & Integrated Schools, Establishment of Stand-Alone Public SHSs and Conversion of Existing Public Elementary and JHSs into Stand-Alone SHSs

Department of Education
Region V (Bicol)
Division of _____

**REQUEST ON CHANGE/ADDITION IN PROGRAM OFFERING OF PUBLIC SENIOR
HIGH SCHOOLS AND STAND-ALONE SENIOR HIGH SCHOOLS**

CHECKLIST OF REQUIRED DOCUMENTS

- _____ 1. DeEd School Identification (ID)
- _____ 2. Letter-request for change or additional track/strand/TVL specialization addressed to the Schools Division Superintendent (SDS)
- _____ 3. Certification signed by the Schools Division Superintendent (SDS) stating that no public SHS is offering the same SHS track/strand/TVL specialization within the catchment area
 - _____ a. Justification signed by the Schools Division Superintendent (SDS), in case nearby SHS is offering the same track/strand/TVL specialization but can no longer accommodate enrollees due to congestion
 - _____ b. Other justification signed by the Schools Division Superintendent (SDS), in case SHS will offer the same track/strand/TVL specialization
- _____ 4. Certification signed by the School Head, duly attested by the Schools Division Superintendent (SDS) on the excess classrooms, tables, chairs and other resources
- _____ 5. Inventory of learning resources prepared by the school's Property Custodian, as validated by the Schools Division Office
- _____ 6. Updated Personal Services Itemization and Plantilla of Personnel of the concerned school
- _____ 7. Updated Status Report with regard to the school's existing crucial resources
- _____ 8. List of prospective enrollees for the requested SHS track/strand/TVL specialization
- _____ 9. List of prospective establishments and industries in the community for students' work immersion
- _____ 10. Results of internal assessments or surveys done with the prospective enrollees

Notes:

- a. Please indicate N/A if not applicable.
- b. Documents to be submitted must be placed in a folder arranged following the sequence above and properly labelled.
- c. Please do not include other documents not listed above.

Documents Submitted by: _____
(Signature over Printed Name & Designation)

Date: _____

Received by: _____
(Signature over Printed Name & Designation)

Date: _____