



Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

School: _____ Division : _____
 Address: _____ SY: _____

SHS CHECKLIST FOR ADDITIONAL OFFERINGS

Documents EVALUATED	Complete	Incomplete	For Ocular Inspection
1.Endorsement of the SDO			
2.Letter of Intent Indicating the purpose with track/s/strands/(specialization)			
3.Ocular Inspection Report/Result of DO			
4.Copy of SHS Provisional Permit (Xerox)			
5.Copy of the Permit (Xerox)			
6.SEC			
7.Board Resolution			
8.SHs Curriculum for the tracks/stands to be offered			
9.List of Non-teaching/teaching Personnel w/qualification and teaching load.			
10.List and Pictures of materials/equipment/tools of the additional offerings			
11.Proposed tuition & Other Fees			

Checked by:

 SHS Evaluator

Approved:

LUCMAN L. MANUPAC, ED. D
 Chief, QAD

Action:

- a. Issuance of SHS Provisional Permit _____
- b. Defer of Issuance _____
- c. Others _____



region9@deped.gov.ph
 (062) 945-3329 | 09482076710 | 09152475207
 www.depedro9.info | www.ro9-deped.com
 www.facebook.com/DEPEDREGION9
 Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

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