



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

CHECKLIST FOR SHS NEW OFFERINGS

School : _____ Div: _____
 Address: _____ SY: _____

REQUIREMENTS	Documents EVALUATED	Complete	Incomplete	For Ocular Inspection
1. Endorsement of the SDO signed by SDS/OIC				
2. Letter of Intent				
3. Board Resolution Approved by the Board of Director/Board of Trustees and Certified by the Secretary				
4. Purpose				
5. SY Intended Operation				
6. SHS Curriculum for the tracks and strands to be offered				
7. Certificate of Recognition of any of the following: a. Secondary Education Program b. Training Program (TESDA) c. Higher Education Program (CHED) d. Others *FAAP *APAAC				
8. Proposed Tuition & Other Fees				
9. Proposed School Calendar				
10. Proposed List of Academic & Non-Academic Personnel *qualification *job description *teaching load *number of works hours/week *certification for recognized national /international agencies				
11. (TESDA, ABA, & OTHERS)				
12. Minimum Program Requirements for SHS tracks/strands a. Instructional rooms b. Laboratories *Computer *Science (for STEM min. of 3 labs) *Working room/studies c. Athletic Facilities d. Learner's Resource Center or Library e. Internet Facilities f. Ancillary Services				



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

Doc. Ref. Code	RO-QAD-F026	Rev	00
Effectivity	12.13.2023	Page	1 of 2



Certificate No. PHP QMS 24 93 0187



Republic of the Philippines

Department of Education

REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

13. Copy of Memorandum/MOA/Memorandum of Understanding for partnership arrangements relation to the SHS Program Implementation			
14. Engagement of Stakeholders in the localization of the curriculum			
15. Work Immersion			
16. Apprenticeship			
17. Research			
18. Provisional of Equipment & Laboratories, Workshop, & Other Facilities			
19. Organization of career guidance and youth formative activities			
20. Others			
21. Category D Additional Requirements			
22. Articles of Incorporation and by-laws for private schools only			
23. Documents of ownership school sites under the name of the school, or deed of usufruct			
24. SEC			
25. Proposed annual budget and annual expenditures			

*Documents should be original and all photo copies must be certified true copied by the signatory of the original copy.

Checked by:

Reviewed by:

SHS Evaluator

Approved:

LUCMAN L. MANUPAC, ED. D
Chief, QAD

Action:

- a. Issuance of SHS Provisional Permit _____
- b. Differ 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

Doc. Ref. Code	RO-QAD-F026	Rev	00
Effectivity	12.13.2023	Page	2 of 2



Certificate No. PHP QMS 24 93 0187