



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

17 July 2026

DIVISION MEMORANDUM
No. 268, s. 2026

**SUBMISSION OF APPLICATIONS FOR GOVERNMENT RECOGNITION
OF PRIVATE BASIC EDUCATION INSTITUTIONS OFFERING
THE SENIOR HIGH SCHOOL (SHS) PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
Private School Administrators/Principals
All Others Concerned

1. Pursuant to DepEd Order No. 12, s. 2026, titled *Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program*, this Memorandum announces the acceptance of applications for Government Recognition of private basic education institutions offering SHS programs, following the schedule below:

Category	Automatic Recognition (for SY 2026-2027)		Recognition for Regular Process (<i>Preceding the School Year</i>)	
	From	To	From	To
A. SHS Implementers with FAAP/PEAC Accreditation	July 20, 2026	December 31, 2026		
B. SHS Implementers without FAAP/PEAC Accreditation			August 1, 2026	December 31, 2026

2. Applicants shall submit the following documentary requirements, as applicable:

Documentary Requirements	For Automatic Recognition	Recognition for Regular Process
A. Letter of Intent. Submit a formal letter addressed to the Regional Director expressing the school's intent to apply for Government Recognition of its SHS program.	√	√
B. Copy of the SHS Permit. Provide a certified true copy of the Senior High School Provisional Permit/s issued to the school.	√	√
C. FAAP Accreditation Certificate. Submit a copy of the FAAP Accreditation Certificate for Private SHSs with FAAP-accredited JHS; or	√	



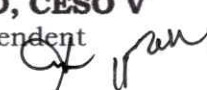
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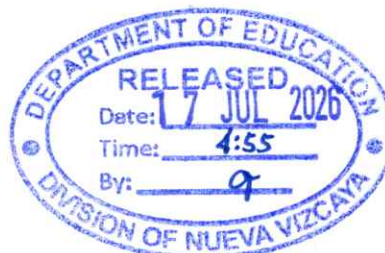
D. PEAC Certification Report. Submit a copy of the PEAC Certification Report for private SHSs with PEAC-certified JHS; or		
E. SHS Voluntary Certification (SHS VC). Submit a copy of the PEAC Certification Report issued under the SHS Voluntary Certification (SHS VC).		
F. Strengthened SHS Pilot Schools. The official list of Strengthened SHS Pilot Schools shall serve as basis for the automatic grant of Government Recognition.	√	
G. Annex B - Declaration of Data Privacy Compliance		√
H. Annex C - Checklist of Requirements (with all documents duly signed and certified true copies)		√
I. Annex D - Personnel Profile (Administrative, Teaching, and Non-Teaching Staff)		√
J. Annex I - Evaluation Tool		√
K. Annex J - Personnel Consent Form		√

3. All applications shall be submitted to the Records Section of the Schools Division Office (SDO). The Records Officer shall assign an application code to each applicant private SHS, which shall serve as the reference number for all subsequent transactions related to the application.

4. For inquiries and clarification, please contact Noli Mar M. Navarro, Senior Education Program Specialist – School Management, Monitoring and Evaluation through mobile number 0975-916-4422 or via email at nuevavizcaya.smme@deped.gov.ph

5. Immediate dissemination of and strict compliance with this Memorandum are directed.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
07-2026-479 



 **Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
 **Cellphone No:** • +63 962 681 4945 • +63 992 035 2123
 **Email Address:** nuevavizcaya@deped.gov.ph
 **Website:** <https://sdonuevavizcaya.com>



ANNEX A:

PRIVACY NOTICE FOR PRIVATE BASIC EDUCATION INSTITUTIONS

1. Identity of the Personal Information Controller

The Department of Education (DepEd) serves as the Personal Information Controller for all data submitted for Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program.

2. What we Collect and Why

To evaluate and process your school's application for government recognition of its SHS program, we collect institutional data as well as the personal data of your teaching and non-teaching personnel. This includes, but is not limited to, names, contact details, educational background, government-issued IDs, and professional licenses. The sole purpose of processing this data is to verify your institution's compliance with DepEd standards for recognition.

3. Lawful Basis for Processing

The processing of this personal data is necessary for the fulfillment of DepEd's statutory mandate to regulate private educational institutions in fulfillment of its mandates under the law, among others, pursuant to Section 12(b)(c)(e)(f) and Section 13(b)(d)(f) of the Republic Act No. 10173, otherwise known as *Data Privacy Act of 2012*.

4. Who will have Access to the Data

Access to the submitted information is strictly limited to authorized DepEd personnel evaluating the accreditation application. The data will not be shared with third parties unless expressly authorized by law.

5. How we Store and Dispose of the Data

The information provided will be kept strictly confidential and protected using reasonable and appropriate organizational, physical, and technical security measures. Records will be retained only for the duration of the school's active recognition status and any retention period required by the National Archives of the Philippines, after which they will be securely disposed of.

6. Your Rights as a Data Subject

Under the Data Privacy Act of 2012, data subjects have the right to be informed, to access, to object, to rectify errors, to suspend or withdraw their data, and to lodge a complaint. For inquiries or concerns regarding data privacy, please contact the DepEd Data Privacy Office at dataprivacy.dpo@deped.gov.ph or the Private Education Office at private.education@deped.gov.ph.



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ANNEX B:

DECLARATION DATA PRIVACY COMPLIANCE

I, [Name of Representative], serving as the [Title/Position] of [Name of the Private Basic Education Institution (PBEI)] (the "PBEI"), hereby declare and warrant the following in relation to the submission of documents for the application for Government Permit/Government Recognition:

a. Lawful Collection and Sharing: that the PBEI, acting as a Personal Information Controller (PIC), has lawfully collected the personal data and Sensitive Personal Information (SPI) of its personnel included in this application.

b. Principle of Transparency: that the PBEI has fully informed its personnel that their personal data and SPI (including but not limited to educational records, government-issued IDs, and professional licenses) will be shared with and processed by the Department of Education (DepEd) for the specific purpose of school accreditation.

c. Consent and Rights: that the PBEI has secured the necessary consent from its personnel for the sharing of their data with DepEd or has otherwise established a valid lawful basis for such disclosure under the Data Privacy Act of 2012. The PBEI has provided its personnel with the appropriate Privacy Notice detailing the categories of recipients, the purpose of data sharing, and their rights as data subjects.

d. Accountability: I acknowledge that the PBEI remains jointly accountable for upholding the data privacy rights of our personnel regarding the data shared with DepEd. The PBEI agrees to hold DepEd free and harmless from any claims, damages, or liabilities arising from the PBEI's failure to secure lawful basis or inform its personnel prior to the disclosure of their personal data.

Signed this (date), _____ City

[Signature over Printed Name]

[Title/Position]

[Name of Private School]



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**ANNEX C:
CHECKLIST OF REQUIREMENTS**

Name of School: _____
School ID: _____
Address: _____
Date of Evaluation: _____
SHS Curriculum: _____
Strand(s)/Track(s): _____

Mandatory Documentary Requirements	Status of Submission (To be filled-out by the applicant school; Check if submitted)	Verification (To be filled-out by the SDO Records Unit)	
		Status of the Submission (Check if complied)	Remarks
1. Valid SHS Government Permit			
2. Signed Letter of Intent addressed to the RD, through the Schools Division Superintendent, specifying the: a. SY of Intended Government Recognition; b. Tracks being offered; and c. For PSOs, additional subjects or curricular requirements mandated by the host country.			
3. Privacy Notice for PBEIs, to be placed at the front of the application, using the prescribed template provided in <i>Annex A</i> , pursuant to RA No. 10173, also known as <i>Data Privacy Act of 2012</i>			
4. Declaration of Data Privacy Compliance using the prescribed template provided in <i>Annex B</i> , pursuant to RA No. 10173			
5. Checklist of Requirements, Disclosure on Pending Criminal Cases of Key School Officials, and Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the Documents Submitted, using the prescribed template provided in <i>Annex C</i> , duly notarized and sworn			

before a public officer authorized to administer oaths, pursuant to Section 41 of EO No. 292, as amended by Republic Act No. 6733 and further amended by RA No. 10755, also known as <i>Administrative Code of 1987</i> .			
6. Approved SHS Class Programs, duly signed and approved by the School Head			
7. Proposed school calendar, following the provisions of RA No. 7797, RA No. 11480, and DO No. 12, s. 2025 titled, <i>Multi-Year Implementing Guidelines on the School Calendar and Activities</i> or DO No. 09, s. 2026 titled, <i>Guidelines on the Implementation of the Three-Term School Calendar in Basic Education</i> , as applicable, duly signed by the School Administrator			
8. A copy of the notarized Memorandum of Understanding (MOU) and/or Memoranda of Agreement (MOA) for partnership arrangements relative to the SHS Program Implementation, or Manual of Capstone for the non-immersion track, if any			
9. Fully Accomplished Personnel Profile: Administrative, Teaching and Non-Teaching Personnel, using the attached form (<i>see Annex D</i>)			
10. Latest approved Tuition and Other School Fees, duly signed by the RD or Assistant RD			
11. Board Resolution certified by the Corporate Secretary and approved by the Board of Directors/Board of Trustees			
12. Authenticated copies of the Securities and Exchange Commission (SEC) Certificate of Incorporation, Articles of Incorporation, and By-Laws, with an updated General Information Sheet. For PSOs, these documents shall be issued by either the Philippine SEC or by the			

	appropriate counterpart agency in the host country			
	13. Certificate of Occupancy (Educational/Institutional/Commercial);			
	14. A Valid Certificate of Title under the name of the school for the school site. If not applicable, a. A duly executed Deed of Sale; or b. A duly executed Deed of Donation; or c. A duly executed Deed of Usufruct for a guaranteed period of not less than 15 years; or d. A duly executed Lease with an initial guaranteed period of not less than 15 years. <i>*Annotated CTC of the title within 1 year</i>			
	15. If there is a pending criminal case before the court, official clearance issued by the Legal Division under the Office of the Undersecretary for Legal and Legislative Affairs			
	16. If the private SHS is located within an Indigenous Cultural Community/Indigenous Peoples' (ICC/IPs), the following documents shall be included: i. A community resolution signed by community leaders of the IP community/ies signifying their request and Free and Prior Informed Consent (FPIC) for the private SHS to be established in their community; and ii. The needed document from National Commission on Indigenous Peoples (NCIP) attesting to the validation of the FPIC process undergone by the community.			
	17. For PSOs: PSOs Information Sheet;			
	18. Authenticated and verified copy of the permit, authority, or license			

to operate issued by the appropriate agency of the host government; and <i>If the document is not in English, it shall be accompanied by an official English translation, duly certified or authenticated; and</i>			
19. For PSOs: Endorsement from the Philippine Embassy or Consulate exercising jurisdiction over the host country, with corresponding comments and/or recommendations as may be deemed necessary, endorsed to DepEd through the Inter-Agency Committee on Philippine Schools Overseas (IACPSO) Secretariat.			

DISCLOSURE ON PENDING CRIMINAL CASES OF KEY SCHOOL OFFICIALS

Does your president/member of the board/registrar/finance officer have a pending Criminal Case filed before any court in the Philippines by the Department of Education?

☐ Yes ☐ No

If yes, kindly provide details and status of the Criminal Case/s.

If yes, kindly obtain clearance from the Legal Division under the Office of the Undersecretary for Legal and Legislative Affairs which is an additional requirement for your application.

SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and/or records, and that the documents submitted herewith are original and/or certified true copies thereof. I authorize the Department of Education, or its authorized representative to verify or validate the contents stated therein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of an administrative and/or criminal case/s against me.

Attested:

[NAME]

[Designation]

[Name of School]

Affiant

SUBSCRIBED AND SWORN to before me this __ day of _____ 202_ at _____,
Philippines. The affiant exhibited to me his/her competent proof of identity.

NOTARY PUBLIC

Doc. No. _____

Page No. _____

Book No. _____

Series of 2026.

ANNEX D:

PERSONNEL PROFILE: ADMINISTRATIVE, TEACHING, AND NON-TEACHING STAFF

This table reflects the aggregate data of the administrative, teaching, and non-teaching personnel as required under Item 6 of the mandatory documentary requirements.

Personnel Category and Employment Status	Qualifications/Eligibilities (Degrees/PRC License/Major)	Teaching Load / Work Assignment	Average Working Days / Week	Salary Range and Benefits
Administrative Personnel Total: ____	Civil Service: ____ Others: ____	Top-level/executive management: ____ Principal/Assistant Principal: ____ Administrative Officer: ____ Registrar / Records Officer: ____ HR Officer / Secretary: ____ Finance Officer / Accountant: ____ Coordinators: ____		Salary Range: ____ Benefits: ____
Full-Time Teachers Total: ____	Bachelor's Degree: ____ Master's Degree: ____ Specialists/ Industry Experts: ____ LET Passers: ____	Core: ____ Academic Electives: ____ TechPro Electives: ____		Salary Range: ____ Benefits: ____
Part-Time Teachers	Bachelor's Degree: ____	Core: ____		Salary Range: ____

Total: ____	Master's Degree: ____ Specialists/ Industry Experts: ____ LET Passers: ____	Academic Electives: ____ TechPro Electives: ____		Benefits: ____ ____
Non-Teaching Personnel Total: ____	Professional: ____ Technical: ____ Others: ____	Administrative staff: ____ Finance and accounting staff: ____ Guidance counselor: ____ Library staff: ____ IT / technical support: ____ Maintenance, janitorial, security, and canteen staff: ____		Salary Range: ____ Benefits: ____ ____

ANNEX I: EVALUATION TOOL

EVALUATION TOOL FOR THE GOVERNMENT RECOGNITION OF PRIVATE BASIC EDUCATION INSTITUTIONS OFFERING THE SENIOR HIGH SCHOOL (SHS) PROGRAM

This tool is to be completed collaboratively by the members of the Monitoring, Evaluation, and Inspection Team (MEIT). The MEIT is responsible for validating the compliance of private basic education institutions offering the SHS Program with the prescribed standards and requirements.

This tool was developed based on the Certification Assessment Instrument created by the Private Education Assistance Committee (PEAC). The primary objective is to ascertain that private basic education institutions offering the SHS Program applying for Government Recognition of the Senior High School Program are meeting the requirements and standards prescribed by existing laws, regulations, and DepEd policies, concerning their operations as supported by evidence.

Thus, the issuance of Government Recognition relies heavily on the evaluation results generated from using this tool. Input for continuous improvement and sustainability in systems, processes, competencies, facilities, and overall operations of private basic education institutions offering SHS Program is also captured by this tool, providing a solid basis for possible Technical Assistance and other developmental initiatives, as needed. Applicable provisions of Republic Act No. 10173, "Data Privacy Act of 2012," shall be adhered to accordingly.

PART I - Directions: Please supply the following items with the required details about the Private SHS Profile and its Application Records.

Name of School	
School ID	
SHS Curriculum	
Complete School Address	
Schools Division	
Region	
Name of the School Administrator	
Contact No.	
Official School Email Address	
School Year effectivity	



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ANNEX J:

PERSONNEL CONSENT FORM

As part of the application of [Insert Name of the Private Basic Education Institution (PBEI)] (the "PBEI") for Government Permit/Government Recognition of its Senior High School (SHS) program, the Department of Education (DepEd) requires the PBEI to submit the personal data and qualifications of its teaching and non-teaching personnel. This form seeks your explicit, informed, and freely given consent for the PBEI to share your personal and sensitive personal information with DepEd solely for the purpose of evaluating the PBEI's application.

1. What personal data will be shared

To comply with DepEd's requirements, the PBEI will need to share your standard personal information and Sensitive Personal Information (SPI), including:

- Full Name and Contact Details
- Educational Background and Transcripts
- Employment Contract (if applicable)
- Professional Regulation Commission (PRC) License details (if applicable)
- Copy of diploma and relevant professional credentials
- Other supporting documents officially required by DepEd for SHS qualification verification

2. Purpose of data sharing

The sole purpose of sharing this information is to prove to DepEd that the PBEI's teaching and non-teaching personnel meet the regulatory qualifications and standards required for formal recognition of the PBEI's SHS program.

3. Identities of the Personal Information Controllers (PICs)

Your data will be shared by [Insert Name of the PBEI] directly to the authorized evaluators of the DepEd. Both the PBEI and DepEd will act as independent Personal Information Controllers responsible for securing your data.

4. Storage and retention of Personal Data

Your shared data will be retained by DepEd only for the duration of the PBEI's active application, and any corresponding period required by the National Archives of the Philippines, after which it will be securely disposed of.

5. Your Rights as a Data Subject

Under the Data Privacy Act of 2012, you have the right to be informed, to access, to object, to rectify errors, and to lodge a complaint. Since this sharing is based on your consent, you have the right to withdraw your consent at any time without cost. However, please note that withdrawing consent may affect the PBEI's ability to include your profile on the application roster. To exercise your rights, please contact our Data Protection Officer at [Insert School DPO Email/Contact].

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CONSENT DECLARATION

By signing below, I acknowledge that:

1. I have read and understood the contents of this Personnel Consent Form.
2. I voluntarily and explicitly consent to the PBEI's sharing of my personal and sensitive information with DepEd for the sole purpose of evaluating the school's SHS Government Permit/Recognition application.
3. I understand my rights under the Data Privacy Act of 2012 and how to contact the PBEI's Data Protection Officer.

Signed this ____ day of _____, 20__ in _____ City.

[Signature over Printed Name]

[Title/Position]

[Name of Private School]

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