



Republic of the Philippines
Department of Education
Region V– Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

July 14, 2026

DIVISION MEMORANDUM

No. **03451** s. 2026

71426346

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

To: Asst. Schools Division Superintendent
Chief Education Supervisor-SGOD
Private Senior High School Administrators
All Others Concerned

1. Pursuant to **DepEd Order No. 012, s. 2026**, titled: Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program, this Office hereby informs all concerned on the Submission of Documents for Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program for SY 2027-2028 **on or before September 30, 2026**.
2. This aims to ensure compliance with DepEd standards and policies and to support the delivery of quality basic education.
3. The prescribed deadline shall be strictly observed to allow sufficient time for the evaluation, validation, and processing of applications. Applications submitted **after September 30, 2026** shall still be accepted and processed; however, any approval granted shall be effective only for succeeding school year.
4. The Monitoring and Evaluation (M&E) tools, documentary requirements, templates, and other reference materials for the applications may be accessed through the following link: **tinyurl.com/SMMESHFILES**
5. For inquiries and clarification please contact the SGOD-SMME via email address - **angelo.quintan@deped.gov.ph**.
6. Immediate and wide dissemination of this memorandum is desired.

NYMPHA D. GUENO
Schools Division Superintendent

SGOD/SMME/SHS/acq
07/14/2026