Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF AKLAN

August 17, 2026

DIVISION MEMORANDUM
No. 482, s. 2026

REITERATION ON THE SUBMISSION OF APPLICATION FOR NEW AND ADDITIONAL SHS PROGRAM OFFERINGS

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge of the Districts/Head Teachers In-Charge of the Districts Concerned
Heads of Public and Private Schools Concerned
All Others Concerned

1. Attached is Division Memorandum No. 201, s. 2024 dated May 16, 2024 titled "**Submission of Application for New and Additional Senior High School Program Offerings,**" which is self-explanatory.

2. The schools are hereby directed to complete their requirements for new and additional Strengthened SHS electives (Academic and TechPro) and submit them at the Division Office on or before **September 1, 2026**.

3. The requirements are listed in the checklist in the attached memorandum. Schools who will apply for new or additional Techpro tracks are advised to copy and complete the annexes at https://bit.ly/shs-tvl-annexes.

4. Immediate dissemination and compliance of this Memorandum is desired.

FELICIANO C. BUENAFE, Jr., CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:
PROGRAMS **SCHOOLS** **SENIOR HIGH SCHOOL**
/mqt

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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

May 13, 2024

DIVISION MEMORANDUM
No. 201, s. 2024

SUBMISSION OF APPLICATION FOR NEW AND ADDITIONAL SENIOR HIGH SCHOOL PROGRAM OFFERINGS

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge of the Districts/Head Teachers In-Charge of the Districts
Heads of Public and Private Secondary and Integrated Schools Concerned
All Others Concerned

1. Attached is the Senior High School Program Qualitative Evaluation Processing Sheet for Additional Program Offering per Regional Order No. 001, s. 2020 titled **"Guidelines on the Application Process and Monitoring and Evaluation of Senior High School Program."**

2. Processing of requests for New and Additional Senior High School Program Offerings for the coming school year must be in accordance with DepEd criteria and standards set in DO 51, s. 2015 and these guidelines (Refer to Annex A – SHS Program Qualitative Evaluation Processing Sheet(SPQEPS)).

3. School heads shall prepare the documentary requirements in three (3) folders with tabbing, properly organized according to the said SPQEPS. Applications must be submitted to the Division Office, c/o the Division Senior High School Task Force **on or before September 1, 2024.**

4. Immediate and widest dissemination of this Memorandum is desired.

FELICIANO C. BUENAFE, Jr., CESO VI
Schools Division Superintendent

Enclosure: As stated
Reference: Regional Order No. 001, s. 2020 - Guidelines on the Application Process and Monitoring and Evaluation of Senior High School Program
To be indicated in the Perpetual Index
under the following subjects:
CURRICULUM **EDUCATION** **SCHOOLS** **TEACHERS**
/mqt

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Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS
Duran St., Iloilo City

SHS PROGRAM QUALITATIVE EVALUATION PROCESSING SHEET
for ADDITIONAL PROGRAM OFFERING

Schools Division:	**Classification:** [ ] **PUBLIC** [ ] **INSTITUTION** [ ] **PRIVATE** [ ] **HEI**		**TRACKING NUMBER:**
Name of the School:			**DepEd School:** [ ][ ][ ][ ][ ][ ][ ]
Address of the School:			**Intended SY of Operation:**
Name of the School Head:		**Contact Number:**	**Email Address:**
CURRENT PROGRAM OFFERING			
[ ] **Academic Track** [ ] STEM [ ] ABM [ ] HUMSS [ ] GA	[ ] **Arts & Design Track**	[ ] **Sports Track**	[ ] **TVL Track** *(indicate the combi & hrs)* [ ] AFA_____: _____ [ ] IA _____: _____ [ ] ICT_____: _____ [ ] HE_____: _____

✓ , X or NA	SUPPORTING DOCUMENTS / DETAILS	REMARKS
	1. Letter of Application / Intent to Implement SHS Program	
	2. Program Offering: [ ] Academic Track: [ ] STEM [ ] ABM [ ] HUMSS [ ] GA [ ] Sport Track [ ] Arts and Design Track [ ] Technical-Vocational-Livelihood Track	

STRAND	SPECIALIZED SUBJECTS COMBINATION (maximum of 4 combinations, total of 640 hours)
Agri-Fishery Arts (AFA)	
Industrial Arts (IA)	
Information & Communications Technology (ICT)	
Home Economics (HE)	

	3. Enrolment Slots (per Track/Strand)			
		ENROLMENT SLOTS (multiples of 45 slots per Track/Strand)		
		Grade 11	Grade 12	Total

TOTAL			

4. **Comprehensive Class Programs per Program Offering** indicating the following:

	grade level (Grade 11 or 12) and section (if there are more than one class)		Frequency of class (class days of the week)
	time (i.e. 8:00-9:00)		name of teacher who handles the subject
	classification of subjects (core, applied specialized)		number of minutes for each subject
	subject titles		assigned lecture/shop/work/laboratory room (name of building specified)

5. **Teaching and Non-Teaching Personnel**
   A. **Academic Personnel**

	Name of the Teaching Personnel per Curricular Offering
	Qualifications of Teaching Personnel
Teacher Preparation for Subject Matter: TOR and Certificates	
	• ALL TRACKS: Bachelor's degree Holder with at least 15 units of specialization in the subject/s to handle
	• TVL TRACK: must have at least TESDA National Certificate (NC) equivalent to the level of the specialization to be taught, and/or Trainers Methodology Certificate (TMC) I or II
Special Training Required / Desired Training: Certificate / License / Demonstration	
	• ALL TRACKS: Attended training relevant to the subjects handled
	• STEM STRAND: Knowledgeable in using software that may aid in teaching specialization.
	• SPORTS TRACK: Certification from any respectable and highly regarded local and international PE, Health, Fitness, Sports, Recreation and Dance associations or organizations (National Sports Association, American College of Sports and Medicine, National Strength and Conditioning Association, National Association of Sports Medicine and/or American Council in Exercise)
	• LET/Professional License or Professional Education Training (CPE):
	• Teaching/Industry/Workplace Experience: Certification/Service Record/ Recommendation (preferably with 2 years of workplace experience)

	Teaching Load
	• Core, Applied, and/or Specialized Subjects to teach per semester
	• Number of Working Hours per Week per Semester
	• Certifications from recognized national/international agencies (TESDA, ABA, and others)
	• Others

6. Facilities, Materials, Tools, and Equipment Requirements

	Facilities
	Instructional Rooms: (actual #)____[ ] Adequate [ ] Inadequate
	Science Laboratory: [ ] Bio [ ] Physics [ ] Chem [ ] Combi (specify)_____
	Workshop Laboratory/ies: How Many?_____(Specify) _____
	Computer Laboratory/ies: # of Lab/s?_____# of Computers? _____
	Materials, Tools, and Equipment
	Inventory of MTE per Track/Strand *(Refer to attached template)*
	Other Facilities
	Learning Resource Center [ ] Guidance Office [ ]
	Athletic Facilities [ ] Clinic [ ]
	Internet Facilities [ ] Canteen [ ]
	Ancillary Services Facilities [ ]

7. Partnership

		Resource Mobilization
		MOA/ MOU/ Contract/ Deed of Donation/ Voucher/ Etc. *(notarized)*
		Engagement of stakeholders in the localization of the curriculum
		Provision of equipment and laboratories, workshop, and other facilities
		Organization of career guidance and youth formation activities
		Research
		Others (Pls. specify):
		Work Immersion
		Memorandum of Agreement (MOA)
		Name of Work Immersion Venue
		Specific roles of the school and partner
		Location (Address) and Distance from school (km)
		No. of learners that can be accommodated per semester
		Name of Manager / Owner/ Proprietor/ WI Supervisor/ Contact Person
		Contact Number
		Others (Pls. specify):

8. SIP/AIP/PPMP

	Integration of the proposed program offering in the School Improvement Plan (SIP) 3-year plan
	Inclusion of the Program, Activities and Projects (PAPs)of the proposed offering in the Annual Improvement Plan (AIP) duly signed by the SDS or SDO representative
	List of Materials/Tools/Equipment of the proposed offering in the Project Procurement Management Plan (PPMP) duly signed by the SDS or SDO representative

Additional Requirements:

	For PUBLIC only Proposed Annual Budget (Php 1,508.00 per learner)	
	For PRIVATE only Board Resolution certified by the Corporate Secretary and approved by the Board of Directors/Trustees which indicates the purpose, the SY of intended operation, and intended Program Offering	
	Proposed Tuition Fees by Program Offering	

Reviewed by:

Chair, Division SHS Task Force (CID)

EPS TLE (TVL) Date

EPS, Social Studies (HUMSS) Date

EPS Math/Science - STEM Date

Chief, CID Date

Member, Division SHS Task Force(SGOD) Date

Noted by:

Chief, SGOD Date

Findings: _____

_____

Recommendation/ Agreement_____

_____

Technical Assistance Extended _____

_____

_____

_____

Validated by: _____ _____

QAD Representative Date

_____ _____

Chief, RO QAD Date

RO Recommendation:

To offer: _____

_____