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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

01 JUL 2026

DIVISION MEMORANDUM

No. **504** s. 2026

SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE APPLICATION FOR GOVERNMENT RECOGNITION OF PRIVATE BASIC EDUCATION INSTITUTIONS OFFERING THE SENIOR HIGH SCHOOL (SHS) PROGRAM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Private Senior High School Heads
All Others Concerned

1. In reference to **Regional Memorandum No. 817, s. 2026**, titled "**Submission of Documentary Requirements for Application for Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program**," and pursuant to **DepEd Order No. 012, s. 2026**, this Office hereby informs all concerned private schools offering Senior High School (SHS) Program to comply with the prescribed documentary requirements for the application for Government Recognition.

2. All eligible private Senior High Schools are hereby directed to prepare and submit the complete documentary requirements for Government Recognition **on or before December 31 of the year preceding the intended school year of implementation**, in accordance with the provisions of DepEd Order No. 012, s. 2026.

3. School Heads/Administrators are advised to ensure that all required documents are complete, accurate, and submitted within the prescribed timeline to facilitate the timely evaluation and processing of their applications.

4. The documentary requirements shall be submitted to the **Schools Division Office of Vigan City through the Office of the Division Private Schools Focal Person**, who shall review the completeness of the documents prior to their endorsement to the Regional Office.

5. For inquiries and technical assistance, schools may coordinate with **Ms. Susiemar M. Rapisura, Division Private Schools Focal Person**, through the School Governance and Operations Division (SGOD).

6. Immediate dissemination of this Memorandum is desired.

Reference: Regl Memo No. 726, s. 2026
Enclosure: As stated

SGOD/smr/
June 17, 2026

REGIONAL DIVISION OFFICE
DEPED VIGAN CITY
01 JUL 2026
RELEASED
BY:

VILMA D. EDA, CESO V
Schools Division Superintendent

Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com

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Republic of the Philippines
Department of Education
 REGION I



JUN 30 2026

REGIONAL MEMORANDUM

No. 817, s. 2026

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

To: Assistant Regional Director
 Schools Division Superintendents
 Regional and Division Private Focals
 All Others Concerned

1. Pursuant to the provisions of DepEd Order No. 012 s. 2026 titled, *Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program*, all Schools Division Offices (SDOs) are hereby directed to ensure that all eligible private Senior High Schools (SHSs) are informed of the prescribed timeline and documentary requirements for applications for Government Recognition.
2. In accordance with the said Order, applications for Government Recognition, together with the complete documentary requirements, shall be submitted *on or before December 31* of the year preceding the intended school year of implementation. Applications submitted beyond the prescribed deadline shall be acted upon in accordance with existing policies and guidelines.
3. All concerned private SHSs are likewise reminded to strictly comply with the documentary requirements prescribed under Section VII of said DepEd Order to facilitate timely evaluation and processing of applications for Government Recognition.
4. Immediate dissemination of this Memorandum is desired.

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ESTELA P. LEON-CARIÑO EdD, CESO III
 Director IV/Regional Director
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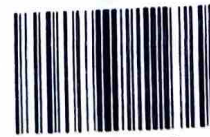
Encl: As stated
 To be indicated in the Perpetual Index
 Under the following subjects:

PRIVATE SCHOOLS

RECOGNITION

SHS PROGRAM

QAD/fad/RM_ DisseminationOf-DO-012-S.2026-GovtRecognitionOfPrivateBasicEduInstitutionsOfferingSHSProg
 June 26, 2026



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Flores St., Catbangen, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 DepEd Region I • region1@deped.gov.ph
 www.depedregion1.com

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