11-1547

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

Office of the Schools Division Superintendent

12 NOV 2026

DIVISION MEMORANDUM
No. 1083 s. 2026

UPDATES ON THE APPLICATION FOR REGULAR RECOGNITION OF SENIOR HIGH SCHOOL PROGRAM THROUGH THE E-APPLICATION FOR PRIVATE SCHOOLS (E-APS)

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Private Senior High School Heads (STI, ICMS and Data Center College)
All Others Concerned

1. In line with Regional Memorandum No. 194, s. 2026, entitled *"Updates on Application for Regular Recognition of Senior High School Program through E-Application for Private Schools (E-APS),"* this Office informs all concerned private schools offering Senior High School (SHS) programs of the updates on the application for regular recognition through the E-APS.

2. The updated application process shall apply to private senior high schools that are not covered by Regional Memorandum No. 1103, s. 2026, titled *"Dissemination on the List of Private Basic Education Institutions (PBEIs) Granted Automatic Recognition for the Senior High School Program."*

3. Attached to this Memorandum are the updated operational guidelines and process flow for the Regular Application of Government Recognition to Operate Senior High School Program, for the information and guidance of all concerned.

4. Furthermore, all private education institutions (PEIs) applying for regular recognition through the E-APS are required to attend the online orientation to be conducted by the Regional Office through its Monitoring and Evaluation Team on November 16, 2026, at 9:00 AM. The orientation may be accessed through the link provided in the Regional Memorandum.

5. All concerned school administrators are advised to coordinate with **Susiemar M. Rapisura**, Division Focal Person for Private Schools, at **0917-188-9967**, for clarifications and other related concerns.

6. All other provisions of Regional Memorandum No. 653, s. 2022, including its applicable implementing guidelines, which are not inconsistent with the provisions of this Memorandum, shall remain in effect.

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

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
12 NOV 2026
RELEASED
BY

VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/RQR/smr

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Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
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REGIONAL MEMORANDUM
No. 149 s. 2026

UPDATES ON APPLICATION FOR REGULAR RECOGNITION OF SENIOR HIGH SCHOOL PROGRAM THROUGH E-APPLICATION FOR PRIVATE SCHOOLS (E-APS)

To: Schools Division Superintendents
Heads, Private Elementary and Secondary Schools
All Others Concerned

1. This Office, through the Quality Assurance Division (QAD) hereby issues the updates on the application of private senior high schools for regular recognition through E-APS.

2. This application process applies to private senior high schools that are **not covered** by Regional Memorandum No.1103, s. 2026, titled "Dissemination on the List of Private Basic Education Institutions (PBEIs) Granted Automatic Recognition for the Senior High School Program".

3. Attached is the updated operational guidelines and process flow for the **Regular Application of Government Recognition to Operate Senior High School Program**, for reference.

4. Furthermore, this Office shall conduct an online orientation for all Private Education Institutions (PEIs) applying for Regular Recognition through MS Teams on November 16, 2026, at 9:00 AM. The orientation may be accessed through this link: https://tinyurl.com/OnlineOrientationRegularRecog. The SDO Personnel-in-Charge of Private Schools are likewise required to attend the said orientation.

5. All other provisions of Regional Memorandum No. 653, s. 2022, including its applicable implementing guidelines, which are not inconsistent with the provisions of this issuance shall remain in effect.

6. Immediate dissemination of and strict compliance with this Memorandum is directed.

ESTELA P. LEON-CARIÑO, Ed CESO III
Director IV/Regional Director

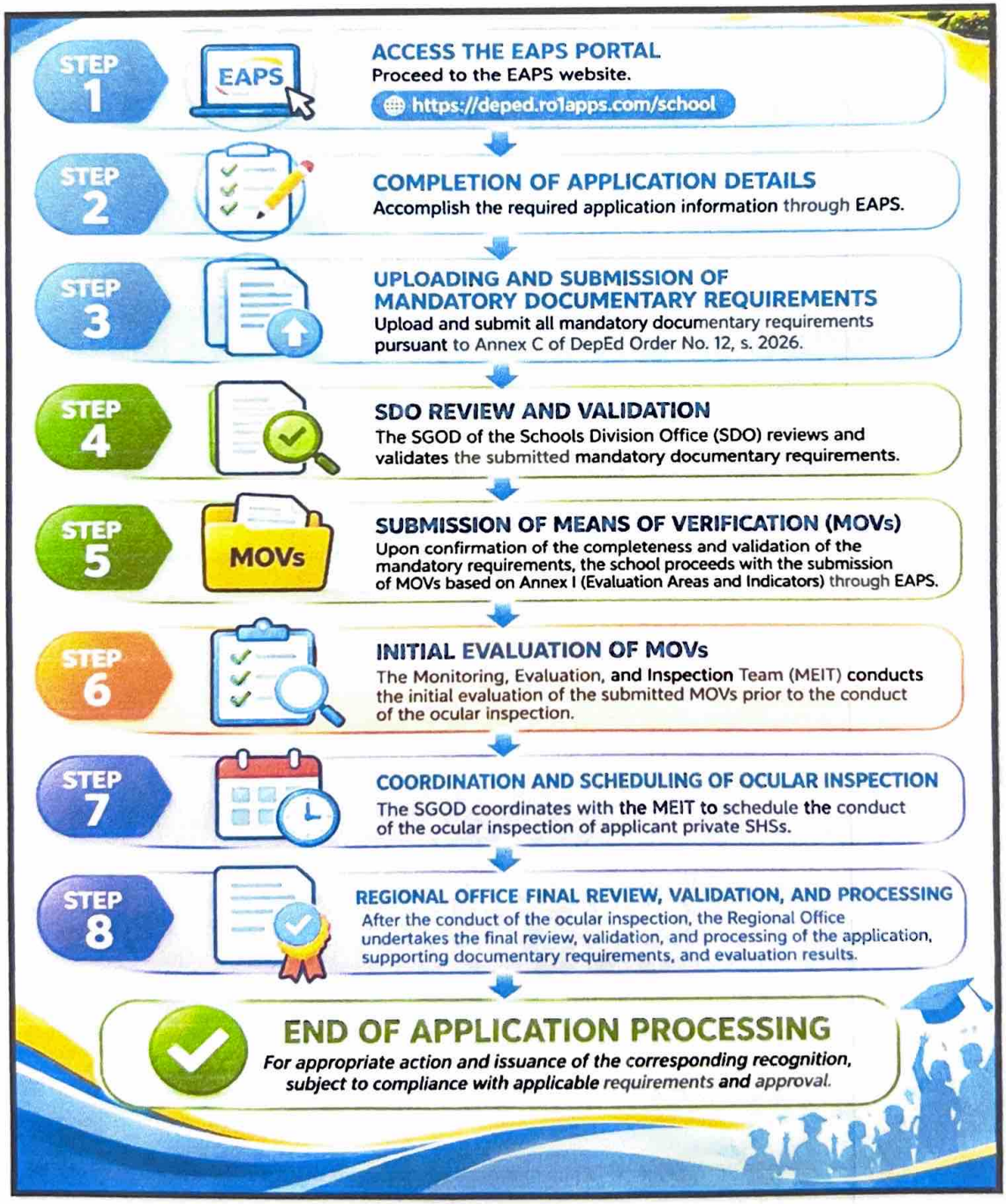
Encl.: As stated
Reference: RM No. 653, s. 2022
DepEd Order No. 88, s.2010
To be indicated in the Perpetual Index:
under the subjects:

SCHOOLS RULES AND REGULATIONS

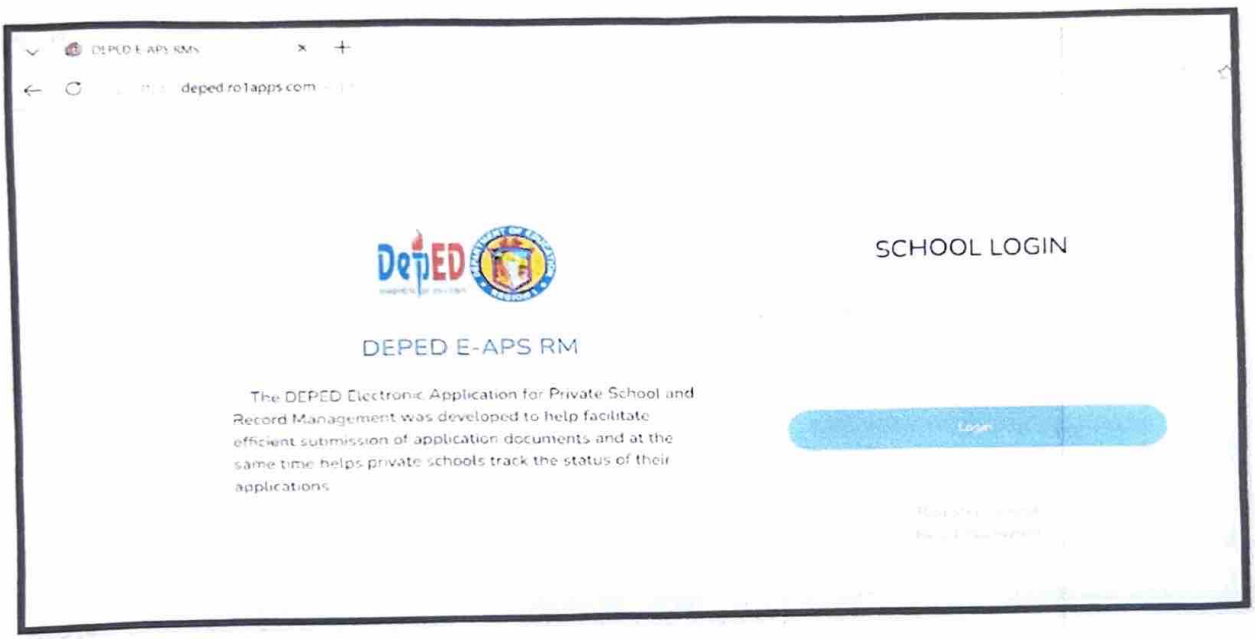
QAD/lpm/updatesonregularrecognitionapplication
November 9, 2026

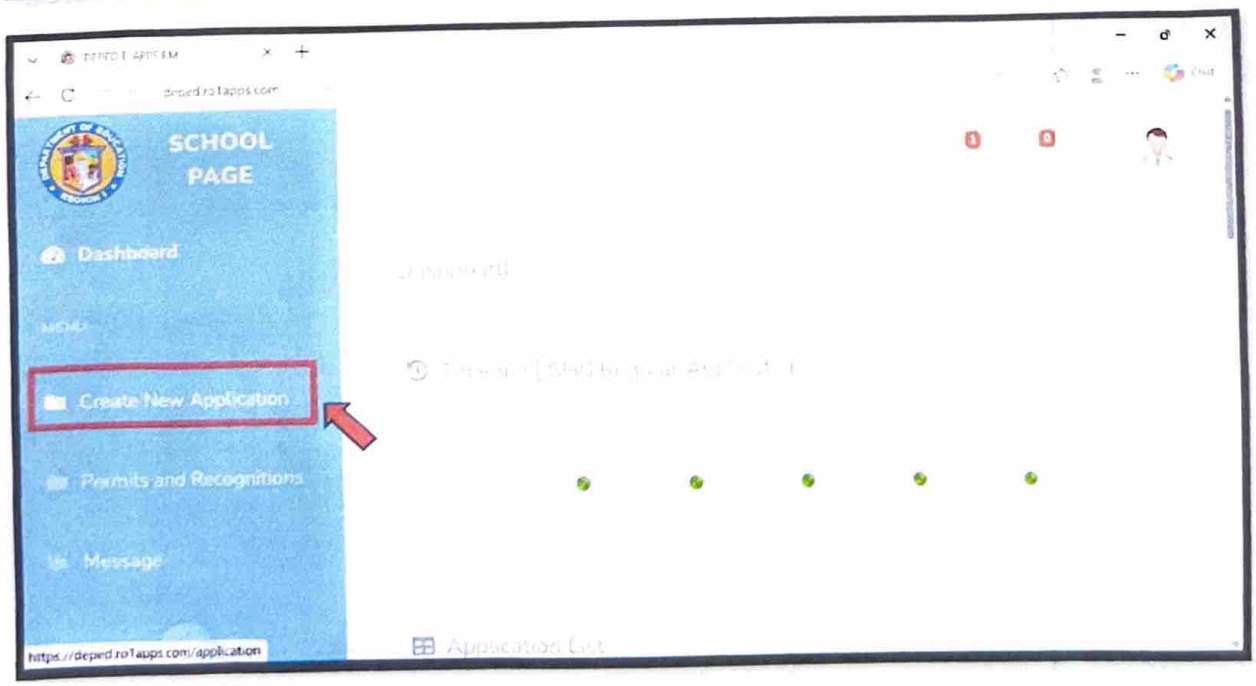
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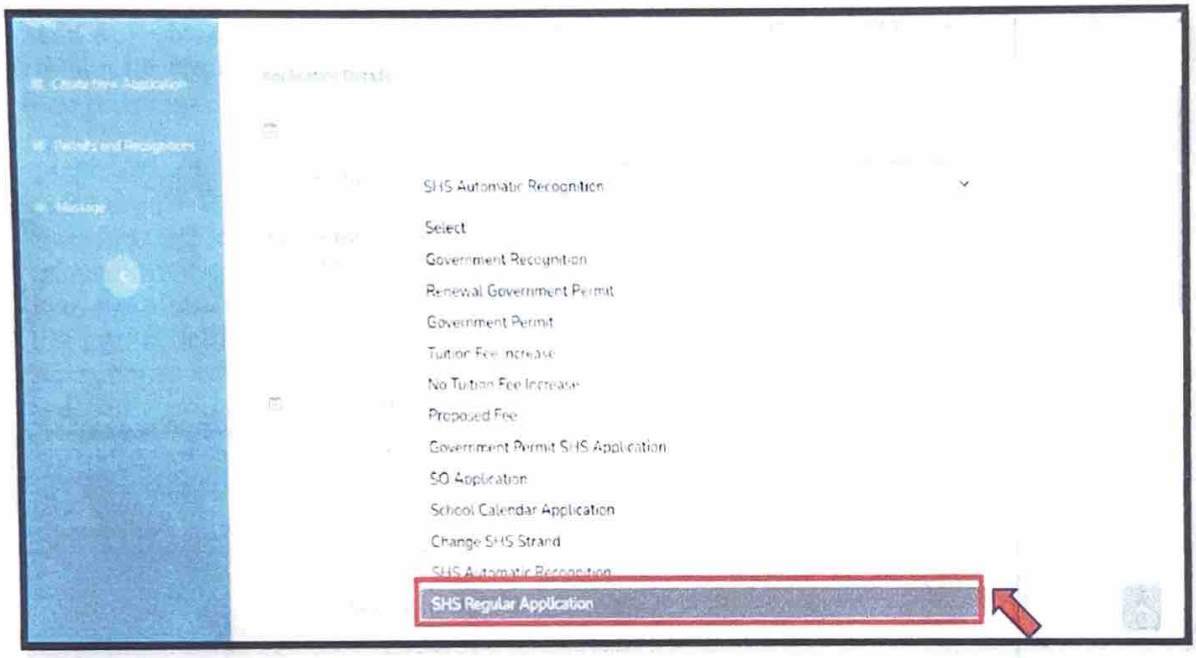
Operational Guidelines and Process Flow for the GRANT OF REGULAR GOVERNMENT RECOGNITION TO OPERATE SENIOR HIGH SCHOOL PROGRAM



Step 1: Accessing the EAPS Portal
Using the school's registered account, log in to the system and proceed to the Dashboard. Click **"Create New Application"** and Select **"SHS Regular Application"** from the Application Type options.

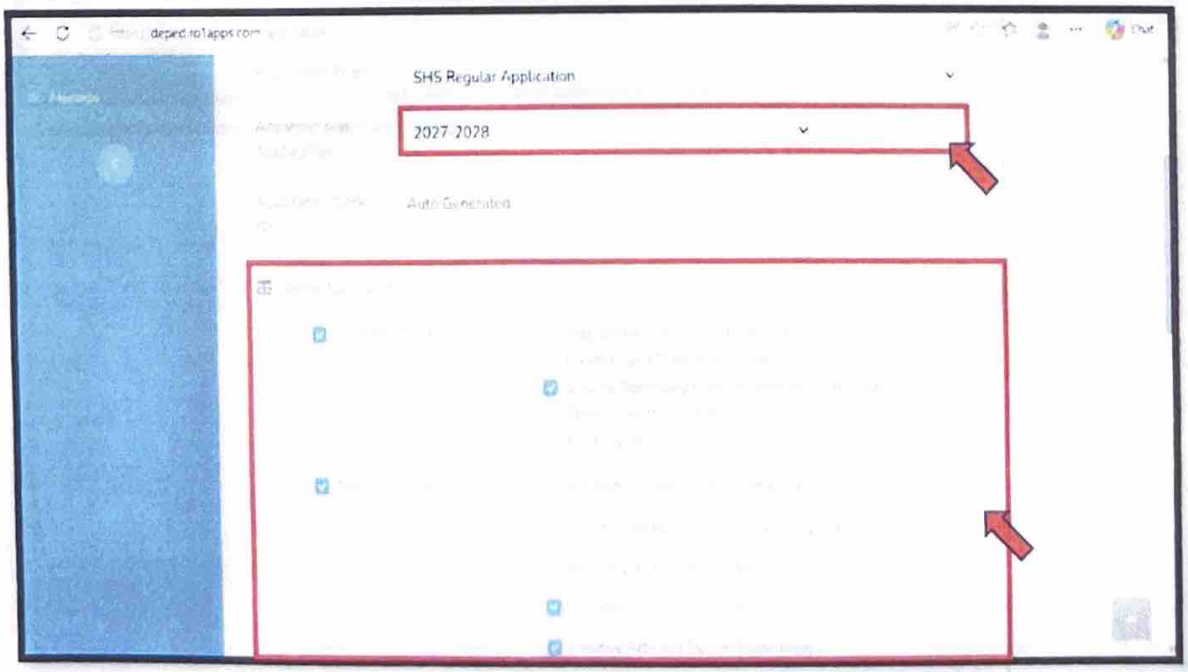






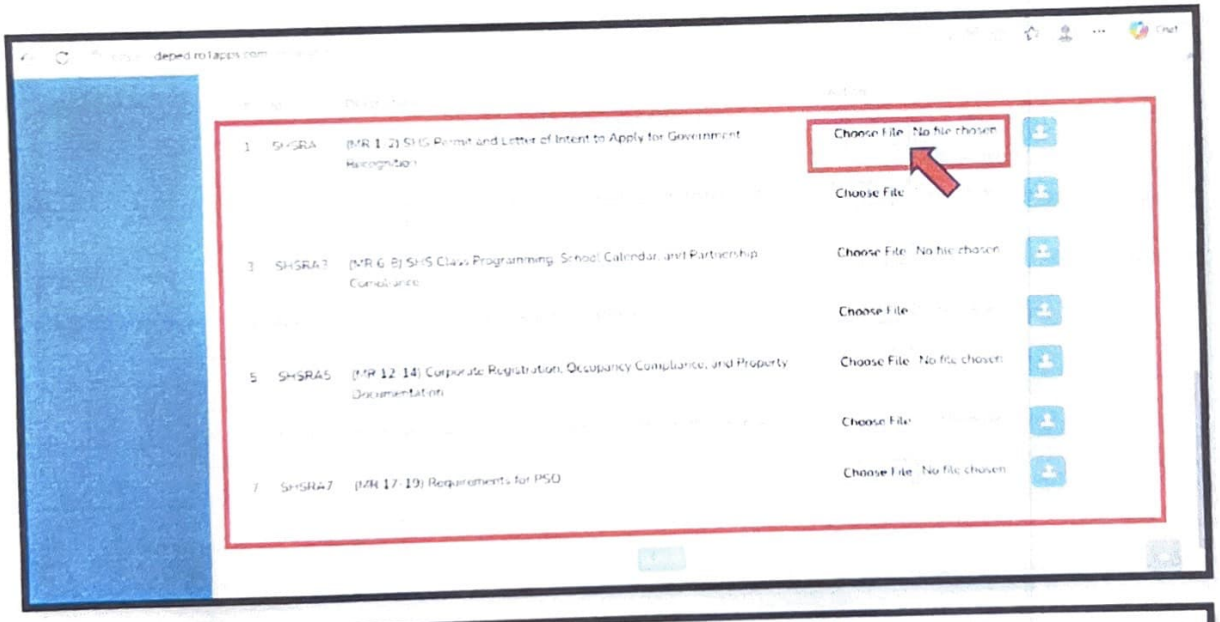
Step 2: Application Details

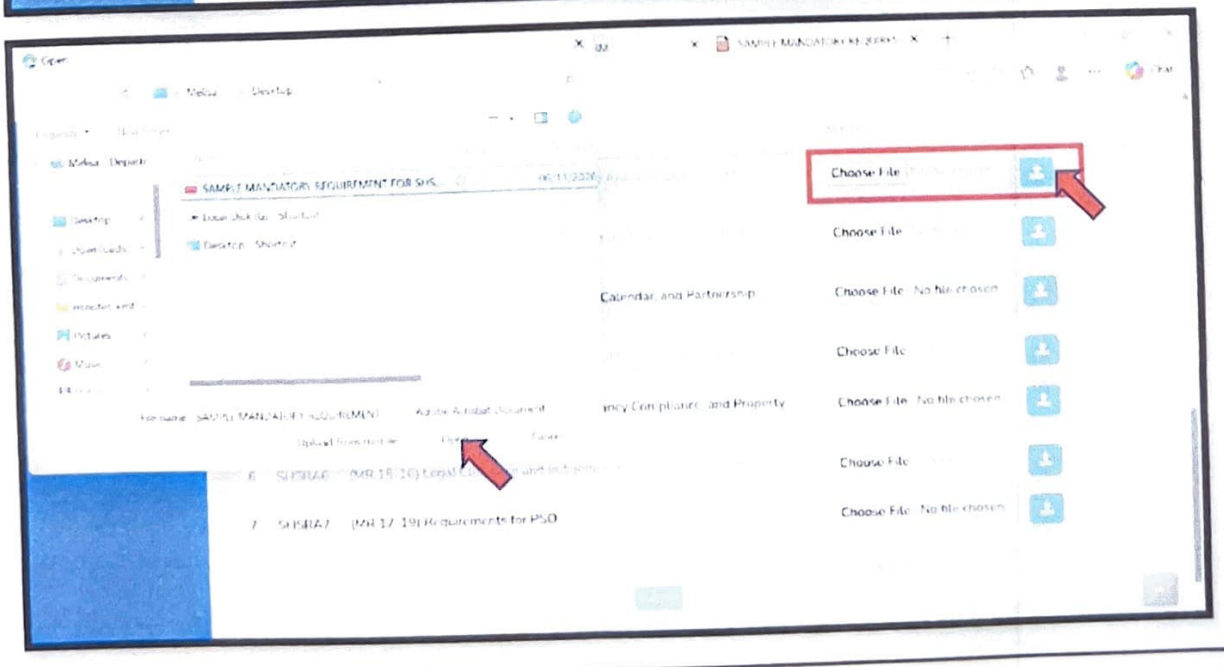
Provide all the required information accurately and completely. Under **"Course Applied For,"** select the applicable options corresponding to the programs or specializations offered under the Strengthened Senior High School (SHS) Curriculum. Under **"Academic Year Applied For,"** select **School Year 2027–2028**, which is the application period.

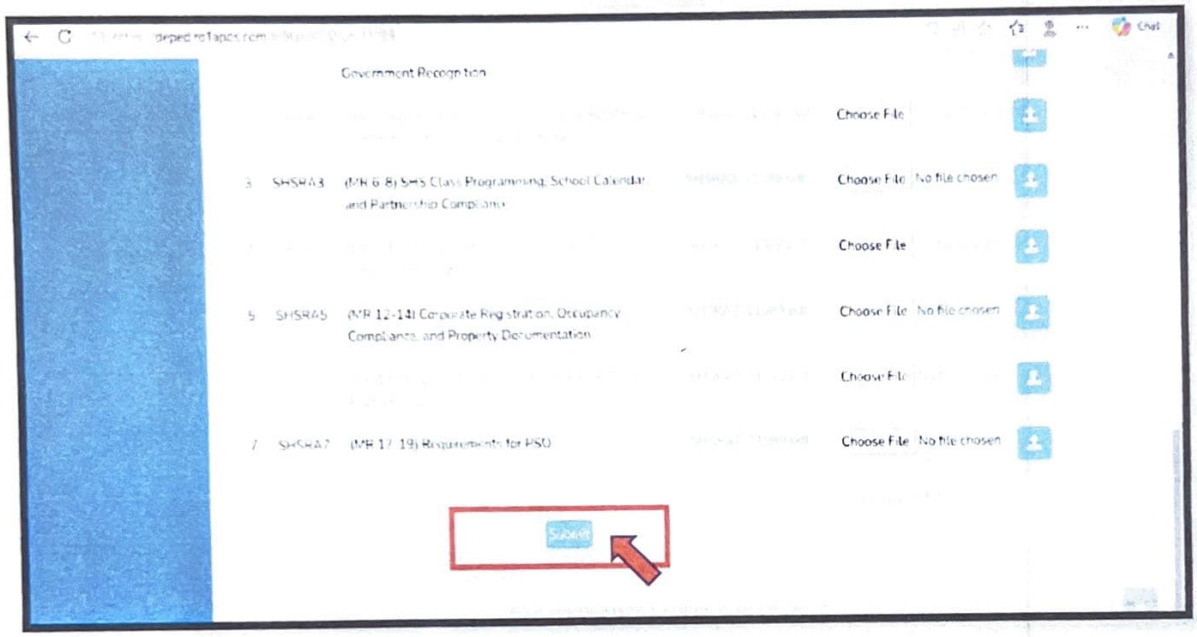


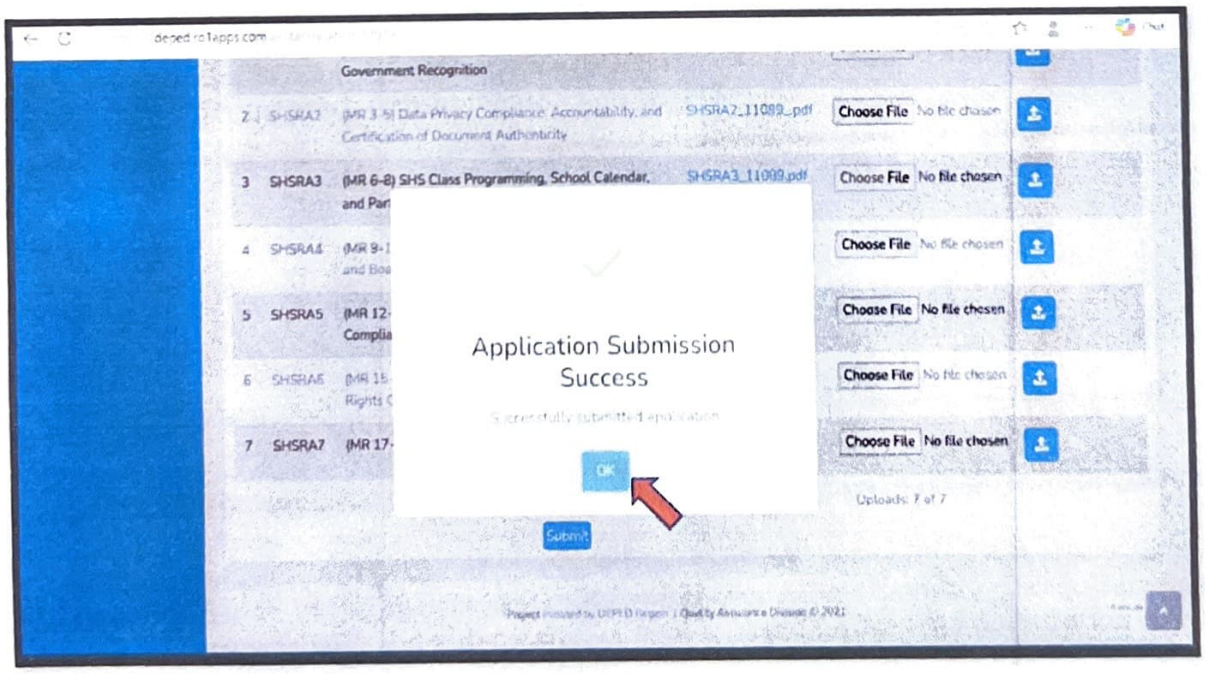
Step 3: Uploading and Submission of Mandatory Documentary Requirements
Upload all required documentary requirements in PDF format, following the prescribed file groupings indicated in the EAPS.

Each upload field is labeled with its corresponding MR (Mandatory Requirement) number/s. The number/s indicate which documentary requirements must be consolidated into a single PDF file before uploading. For example, if the upload field is labeled MR 1–2, combine Mandatory Requirements 1 and 2 into one PDF file and upload it under that field. Refer to Annex C of DepEd Order No. 12, s. 2026 for the complete list and specific details of each Mandatory Requirement (MR) to ensure that the correct documents are grouped and uploaded under the appropriate field.

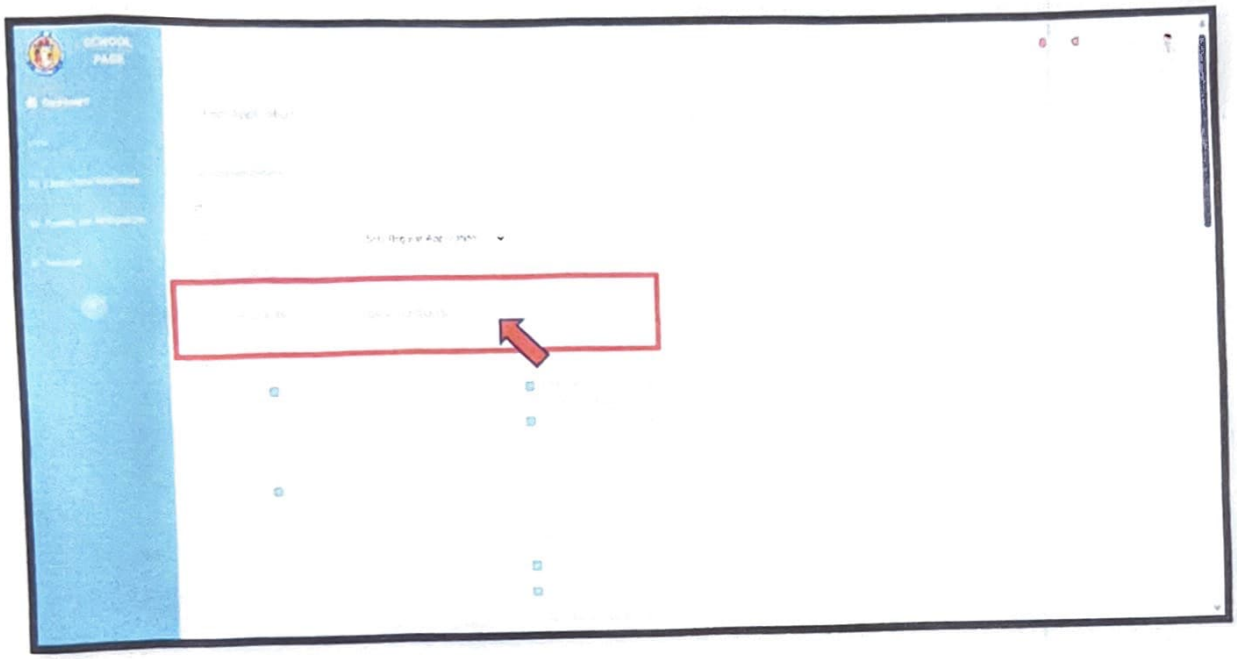




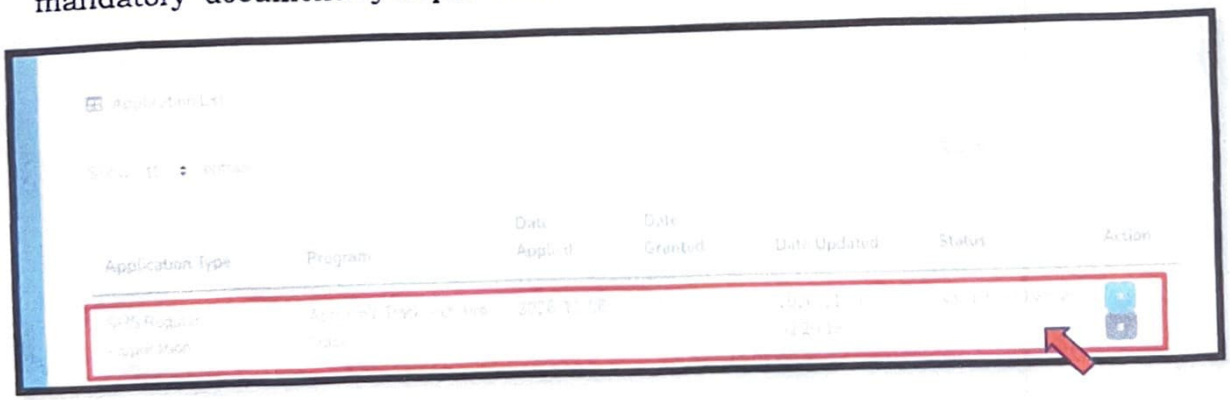




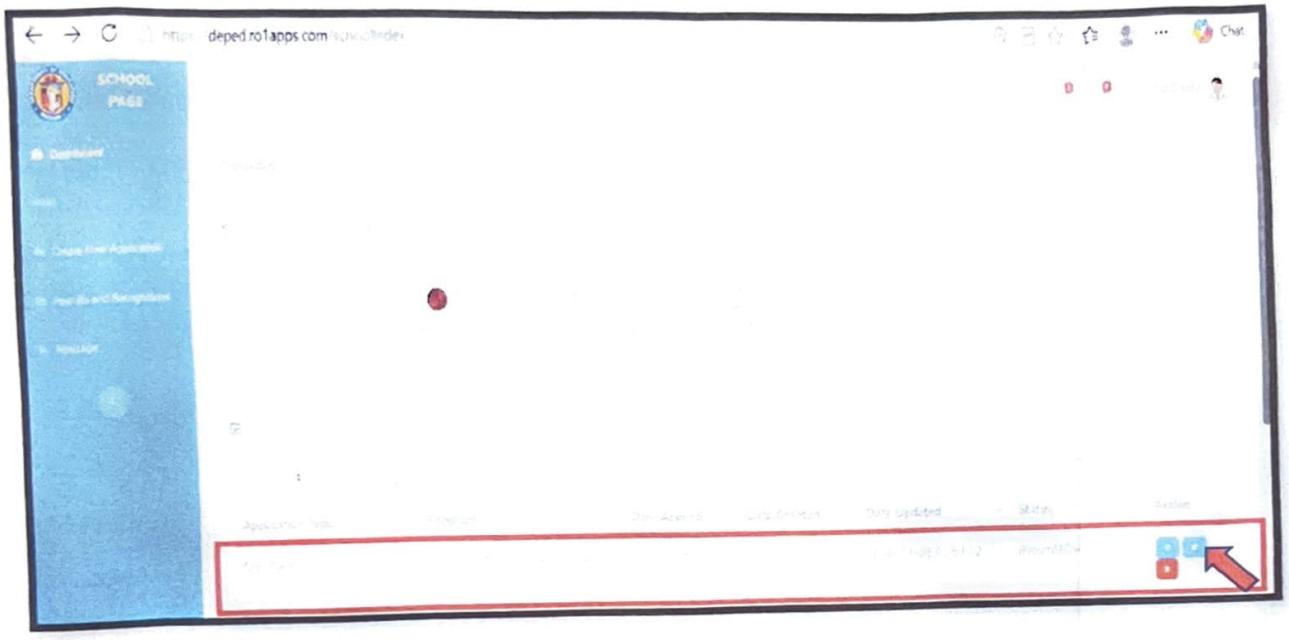
Once all the required information are completed and mandatory documents are submitted, the system will automatically generate the application code.

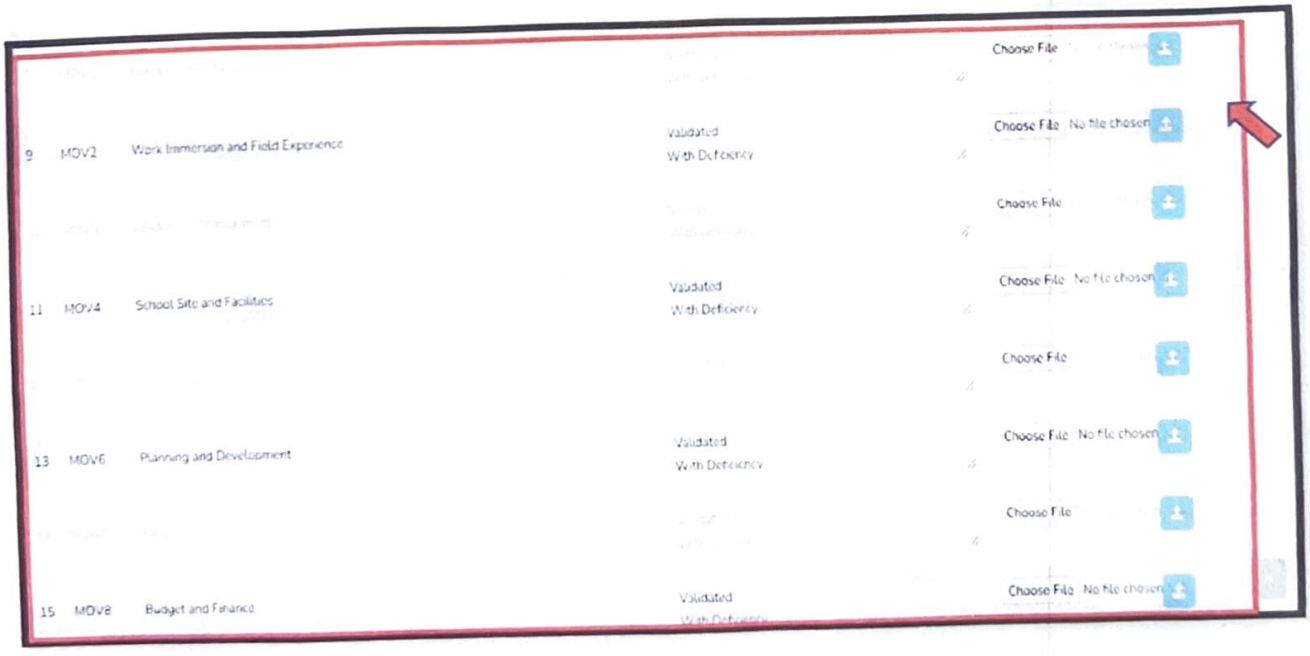


Step 4: SDO Review and Validation
The SGOD of the Schools Division Office (SDO) reviews and validates the submitted mandatory documentary requirements.



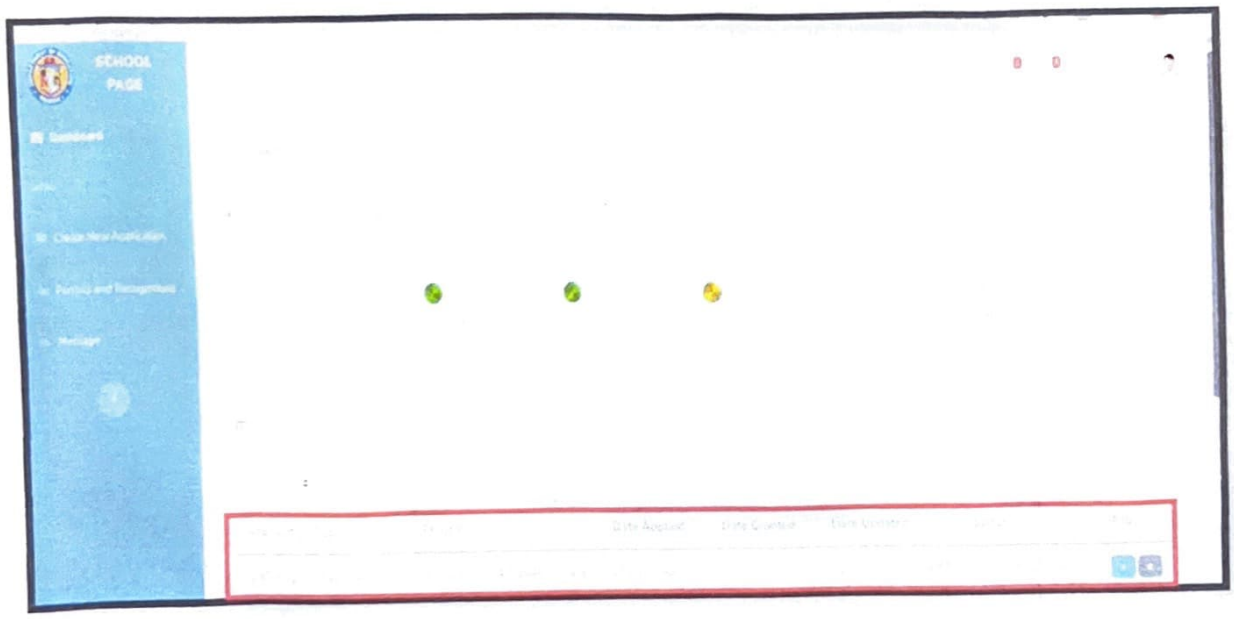
Step 5: Submission of Means of Verifications (MOVs)
Upon confirmation of the completeness and validation of the mandatory requirements, the school proceeds with the submission of MOVs based on Annex I (Evaluation Areas and Indicators) of DepEd Order 12 s. 2026


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SCHOOL PAGE


Choose File
9 MOV2 Work Immersion and Field Experience
Validated With Deficiency
Choose File No file chosen
Choose File
11 MOV4 School Site and Facilities
Validated With Deficiency
Choose File No file chosen
Choose File
13 MOV6 Planning and Development
Validated With Deficiency
Choose File No file chosen
Choose File
15 MOV8 Budget and Finance
Validated
Choose File No file chosen

Step 6: Initial evaluation of MOVs
The Monitoring, Evaluation, and Inspection Team (MEIT) conducts initial evaluation of the submitted MOVs prior to the ocular inspection.

Step 7: Coordination and Scheduling of Ocular Inspection
The SGOD coordinates with the MEIT for the ocular inspection.



During the initial review of the MOVs, any missing or deficient documentary requirements noted shall be subject to further validation and assessment by the MEIT during the ocular inspection. Following the ocular inspection, the school may upload or replace the necessary documents in the EAPS by clicking the **"Edit"** button in the corresponding upload field and submitting the required or corrected documents.

Step 8: Regional Office Final Review, Validation, and Processing

After the conduct of the ocular inspection, the RO undertakes the final review, validation, and processing of the application, supporting documentary requirements, and evaluation results in accordance with DepEd Order No 12 s. 2026, titled "Government Recognition of Private Basic Education Institution Offering the Senior High School (SHS) Program."