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

26 NOV 2026

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 1060 s. 2026

IMPLEMENTATION OF THE SUPPLEMENTAL GUIDELINES ON THE SUBMISSION AND UPLOADING OF MEANS OF VERIFICATION (MOVs) FOR THE REGULAR APPLICATION FOR GOVERNMENT RECOGNITION OF PRIVATE SENIOR HIGH SCHOOL PROGRAMS THROUGH THE ELECTRONIC APPLICATION SYSTEM (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 reference to Regional Memorandum No. 159, s. 2026, titled *Supplemental Guidelines on the Submission and Uploading of Means of Verification (MOVs) for the Regular Application for Government Recognition of Private Senior High School Program through the Electronic Application System (E-APS)*, and in accordance with DepEd Order No. 012, s. 2026, titled *Government Recognition of Private Basic Education Institutions Offering the Senior High School Program*, this Office hereby disseminates the supplemental guidelines to all concerned private schools.

2. Private schools applying for Regular Government Recognition of their Senior High School Program are reminded to ensure the complete submission and uploading of all mandatory documentary requirements prescribed under Annex C of DepEd Order No. 012, s. 2026.

3. To ensure compliance with the prescribed requirements and facilitate an orderly evaluation process, all concerned private schools shall observe the following guidelines:

a. **Preliminary Submission and Validation.** All mandatory documentary requirements shall first be submitted to the Schools Division Office (SDO) for review and validation before the school proceeds with the uploading of its Means of Verification (MOVs) through the E-APS.

b. **Uploading of MOVs.** Only documents specifically identified under the *"For Uploading to E-APS"* column of the prescribed list shall be uploaded to the corresponding Evaluation Areas in the E-APS.

c. Availability of Supporting Documents. All necessary MOVs under the Minimum Requirements, including other supporting documents, shall be maintained in hard copies and made readily accessible for verification during the ocular inspection to be conducted by the Monitoring and Evaluation and Inspection Team (MEIT).

d. **Proper Organization of Documents.** All uploaded documents shall be complete, legible, properly labeled, and appropriately organized according to the prescribed Evaluation Areas to facilitate efficient review and evaluation.

4. In this connection, concerned school heads are advised to carefully review the attached list of MOVs for uploading across the eight (8) Evaluation Areas and ensure that all documentary requirements are properly prepared before proceeding with the E-APS submission.

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5. Attached is the List of Means of Verification (MOVs) for Uploading Across the Eight (8) Evaluation Areas for the guidance and reference of all concerned.

6. All other provisions of Regional Memorandum No. 1491, s. 2026, and other applicable issuances shall remain in effect.

7. 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.

8. For guidance, information, and strict compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/RQR/smr

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
26 NOV 2026
RELEASED
BY

Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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REGIONAL MEMORANDUM
No. 1548 s. 2026

SUPPLEMENTAL GUIDELINES ON THE SUBMISSION AND UPLOADING OF MEANS OF VERIFICATION (MOVs) FOR THE REGULAR APPLICATION FOR GOVERNMENT RECOGNITION OF PRIVATE SENIOR HIGH SCHOOL PROGRAM THROUGH THE ELECTRONIC APPLICATION SYSTEM (E-APS)

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

1. In reference to Regional Memorandum No. 1491, s. 2026, entitled *"Updates on Application for Regular Recognition of Senior High School Program through E-Application for Private Schools (E-APS),"* and in accordance with DepEd Order No. 012, s. 2026, otherwise known as the *"Government Recognition of Private Basic Education Institutions Offering the Senior High School Program,"* this Office hereby issues the supplemental guidelines on the uploading of Means of Verification (MOVs) through the E-APS.

2. Schools applying for regular government recognition shall first ensure the complete submission and uploading of all mandatory documentary requirements prescribed under Annex C of DepEd Order No. 012, s. 2026. The mandatory requirements shall be reviewed and validated by the Schools Division Office (SDO) before the school proceeds with the uploading of MOVs for the eight (8) Evaluation Areas.

3. All concerned shall observe the following:

   a. Only the documents specifically identified under the "For Uploading to the EAPS" column of the attached document shall be uploaded to the E-APS for the corresponding Evaluation Areas.
   b. All the necessary MOVs in the Minimum Requirements and other supporting documents in hard copies should be readily accessible and available for verification during the ocular inspection by the Monitoring and Evaluation Inspection Team (MEIT).

4. Schools are reminded to ensure that all uploaded documents are complete, legible, properly labeled, and appropriately organized according to the applicable Evaluation Areas.

5. Attached is the list of Means of Verification (MOVs) for uploading across the eight (8) Evaluation Areas for reference

6. All other provisions of Regional Memorandum No. 1491, s. 2026, and other applicable issuances shall remain in effect.

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

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

Encl.: As stated
Reference: RM No. 1491 s. 2026
DepEd Order No. 12, s.2026
To be indicated in the Perpetual Index:
under the subjects:

SCHOOLS RULES AND REGULATIONS

QAD/aas/updatesonregularrecognitionapplication-MOVs
November 18, 2026

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Republic of the Philippines
Department of Education
REGION I

DEPED ORDER NO. 012, S. 2026 -GOVERNMENT RECOGNITION OF PRIVATE BASIC EDUCATION INSTITUTIONS OFFERING THE SENIOR HIGH SCHOOL PROGRAM ***MEANS OF VERIFICATIONS FOR UPLOADING TO THE E-APS***		
A. Curriculum and Teaching		
Indicators	**Means of Verification (Minimum Requirements)**	**For Uploading to the E-APS**
Curriculum		
1. The private SHS curriculum, teaching guides, and lesson plans are aligned with DepEd standards and reflected in the curriculum map, offering core, applied, specialized subjects, and electives under the K to 12 and/or Strengthened SHS Curriculum.	• Curriculum Program/Map* • Certified True Copy of actual Teaching Guides and Lesson Plans, in different learning delivery modalities • Subject offering lists/program of studies	• Curriculum Program/Map *
2. The private SHS's curriculum program uses pedagogical approaches that are constructivist, inquiry-based, reflective, collaborative, differentiated, relevant, integrative, and gender-responsive.	• Certified True Copy of actual Teaching Guides and Lesson Plans, in different learning delivery modalities* • Curriculum Program/Map	• Certified True Copy of actual Teaching Guides and Lesson Plans, in different learning delivery modalities*
3. The advancement of 21st-century skills has been integrated into the private SHS's curriculum program to enable learners to cope with the current dynamic environment: • Information, media, and technology skills; • Learning and innovation skills; • Communication skills; and • Life and career skills.	• Curriculum Program/Map* • Certified True Copy of Teaching Guides and Lesson Plans, in different learning delivery modalities* • Project outputs • Learner performance assessments	• Sample only on any of the following: - Project outputs - Learner performance assessments
4. The private SHS's curriculum program provides the necessary aspects of physical, cognitive, socio-emotional, and moral preparation for learners, considering the current and emerging needs of their immediate, local, national, and global	• Curriculum Program/Map* • Certified True Copy of Teaching Guides and Lesson Plans, in different learning delivery modalities* • Learner activity logs	• Sample only on any of the following: -Learner activity logs -Community project reports -Co-curricular documentation

communities.	• Community project reports • Co-curricular documentation	
5. The private SHS's curriculum program identifies aptitudes, interests, and career goals that guide learners towards continuous learning and the most suitable career path in the future.	• Guidance and counseling records career* • Assessment results* • Curriculum Program/Map • Individualized learning plans • Learner's portfolio	• Guidance and counseling records career* • Assessment results*
6. The private SHS's curriculum aligns with the national education goals, preparing learners for higher education, the workforce, entrepreneurship, and lifelong learning.	• Curriculum Program/Map* • Curriculum Alignment Matrix* • Graduation Readiness Assessments	• Curriculum Alignment Matrix*
7. The private SHS employs a learner-centered approach, emphasizing experiential learning, practical application, and progressive skill development to foster independent, lifelong learners.	• Certified True Copy of Teaching Guides and Lesson Plans, in different learning delivery modalities* • Curriculum Program/Map • Approved work immersion plan • Project-based learning outputs • Classroom observation reports • Learner self-assessment tools	• Approved work immersion plan • Sample only on any of the following: -Approved work immersion plan -Project-based learning outputs -Classroom observation reports -Learner self-assessment tools
8. The private SHS offers a range of co-curricular, extra-curricular activities, and community involvement programs that complement the academic curriculum and promote holistic learner development.	• Activity schedules* • Program descriptions* • Participation records* • Community service logs • Parental consent form	• Activity schedules* • Program descriptions* • Participation records*
Assessment		
9. The private SHS adheres to relevant DepEd issuances in the conduct of classroom-based assessments to obtain evidence of knowledge, understanding, and skills, using:	• Certified True Copy of Formative, Summative, and Performance-Based Assessment Tools* • Assessment plans or matrix*	• Certified True Copy of Formative, Summative, and Performance-Based Assessment Tools* • Assessment plans or

a. Formative assessments; b. Summative assessments; and c. Performance-based assessments.	• Certified True Copy of quizzes/tests • Rubrics • Learner portfolios/ performance	matrix*
10. The private SHS conducts orientation and consultation sessions with learners and parents to explain the purpose, components, and criteria of assessments, including the grading system and performance expectations.	• Documentation of the meeting with learners and parents on the assessment/ minutes of the meeting*	• Documentation of the meeting with learners and parents on the assessment/ minutes of the meeting*
11. The private SHS formally acknowledges and rewards learners' outstanding academic and co-curricular achievements in accordance with DO 36, s. 2016, titled "The Policy Guidelines on Awards and Recognition for the K to 12 Basic Education," or any subsequent applicable DepEd issuance, through recognition programs, awards, or commendations.	• Documentation of the Recognition Program for ceremonies for learners*	• Documentation of the Recognition Program for ceremonies for learners*
Instruction		
12. The private SHS maintains and utilizes the teaching guides and lesson plans for all applicable learning delivery modalities (face-to-face, distance, blended) to ensure continuity and quality of instruction under various contexts.	• Certified True Copy of Teaching Guides and Lesson Plans, in different learning delivery modalities* • Adaptation Plans • Learning delivery logs • Completed work immersion form • Classroom observation conducted by the MEIT during the ocular inspection (observation notes/checklist)	• Sample only on any of the following: -Adaptation Plans -Learning delivery logs -Completed work immersion form -Classroom observation conducted by the MEIT during the ocular inspection (observation notes/checklist)
13. The private SHS provides accessible SHS learning modules in both print and digital formats to support learners' learning needs across all modalities.	• Certified True Copy of learning modules* • Distribution records	• Certified True Copy of learning modules*
14. The private SHS integrates various educational technologies,	• Inventory of available learning resources, including those ICT-	• Inventory of available learning

digital tools, and interactive software to enhance learning engagement, facilitate mastery of subjects, and support independent and collaborative learning.	related, equipment, tools, and materials* • Technology integration plans	resources, including those ICT-related, equipment, tools, and materials*
15. The private SHS ensures effective use of learning resources, laboratory equipment, and specialized facilities to provide hands-on, experiential, and practical learning experiences for learners.	• Inventory of available learning resources, including those ICT-related, equipment, tools, and materials* • Inventory of laboratories and specialized facilities Additional MOVs for private SHSs that utilize shared institutional facilities: • Access schedules (term/semester) showing SHS use of learning resources, laboratory equipment, and specialized facilities*	• Inventory of available learning resources, including those ICT-related, equipment, tools, and materials* • Access schedules (term/semester) showing SHS use of learning resources, laboratory equipment, and specialized facilities*

B. K to 12 Curriculum: Work Immersion and Culminating Activity; or Strengthened SHS Curriculum: Work Immersion and Field Experience		
Indicators	**Means of Verification (Minimum Requirements)**	**For Uploading to the E-APS**
1. The private SHS integrates subjects/electives into the curriculum program, offering learners meaningful opportunities to apply competencies and acquire knowledge relevant to their chosen tracks and career paths	• Curriculum Program/Map with Work Immersion/Field Experience or Capstone Manual*	• Curriculum Program/Map with Work Immersion/Field Experience or Capstone Manual*
2. The private SHS's curriculum program provides learners with quality guidance and counseling that informs learners about career opportunities, industry trends, and future pathways aligned with their elective subjects.	• Guidance session schedules, counseling records* • Career orientation activities* • Curriculum Program/Map with Work Immersion/Field Experience or Capstone Manual	• Guidance session schedules, counseling records* • Career orientation activities*

3. The private SHS produces reference materials and guidelines for the subject/electives.	• Curriculum Program/Map with Work Immersion/Field Experience or Capstone Manual*	
4. The private SHS strengthens partnerships with duly registered and recognized institutions or industries and holds coordination meetings to formalize the terms, roles, responsibilities, and expected outcomes of the MOA. These may include cooperatives, companies, Local Government Units (LGUs), and Non-Governmental Organizations (NGOs).	• Certified True Copy of MOAs with relevant institutions for the Work Immersion/Field Experience venues and other resources*	Certified True Copy of MOAs with relevant institutions for the Work Immersion/Field Experience venues and other resources* Notarized MOAs with relevant institutions for the Work Immersion/Field Experience venues and other resources*
5. The private SHS conducts thorough screening and evaluation of partner institutions/ industries and venues to ensure a safe, secure, and conducive learning environment for its learners.	• Certified True Copy of Report on the screening and evaluation of Work Immersion/Field Experience partner institutions and venues* • Site visit reports, safety compliance records	• Certified True Copy of Report on the screening and evaluation of Work Immersion/Field Experience partner institutions and venues*
6. The private SHS ensures that all learner activities, responsibilities, and terms of reference for both the school and partner institutions are clearly documented in the Memorandum of Agreement (MOA).	• Notarized MOAs with relevant institutions for the Work Immersion/Field Experience venues and other resources*	Notarized MOAs with relevant institutions for the Work Immersion/Field Experience venues and other resources*
7. The private SHS ensures that subjects/electives offer flexible scheduling arrangements to accommodate students' academic load, personal needs, and program requirements.	Certified True Copy of Work Immersion time arrangements/ class schedules* • Curriculum Program/Map with Work Immersion/Field Experience or Capstone Manual	• Certified True Copy of Work Immersion time arrangements/ class schedules*
8. The private SHS conducts a comprehensive orientation for the legal guardian/s to explain the program thoroughly. Following this orientation, the legal guardian/s provide their formal consent for the learners' participation.	• Documentation of the Orientation with parents* • Certified True Copy of parental consent for Work Immersion/Field Experience*	• Documentation of the Orientation with parents* • Certified True Copy of parental consent for Work Immersion/Field

		Experience*
9. The private SHS has purchased insurance for learners. The insurance fee paid by learners during enrollment shall be utilized for the subject/electives.	• Certified True Copy of evidence on the Insurance Policy/Fee for learners*	• Certified True Copy of evidence on the Insurance Policy/Fee for learners*
10. The subject/electives teacher provides a checklist containing tasks to be completed, documents required for the pre-, during, and post-program, and a platform to track compliance.	• Certified True Copy of checklist of Pre-Immersion, during Immersion, and Post-Immersion tasks documentation or narrative report, and Capstone of output* • Curriculum Program/Map with Work Immersion/Field Experience or Capstone Manual	• Certified True Copy of checklist of Pre-Immersion, during Immersion, and Post-Immersion tasks documentation or narrative report, and Capstone of output*
11. The private SHS complies with all applicable guidelines, policies, and regulations of DepEd, TESDA, DOLE, and other relevant agencies for the effective delivery of subject/elective programs, as applicable	• Curriculum Program/Map with Work Immersion/Field Experience per Offering* • Certified True Copy of Report on the screening and evaluation of Work Immersion/Field Experience partner institutions and venues* • Certified True Copy of checklist of Pre- Immersion, during Immersion, and Post-Immersion tasks documentation or narrative report, and Capstone of output • Certified True Copy of Work Immersion time arrangements	
12. The private SHS regularly evaluates the subject/elective experiences' relevance, design, teaching, supervision, and results.	• Certified True Copy of Work Immersion Assessment Form*	Certified True Copy of Work Immersion Assessment Form*

C. Leadership and Management		
Indicators	**Means of Verification (Minimum Requirements)**	**For Uploading to the E-APS**
1. The private SHS has a clearly articulated Vision, Mission, and Core Values (VMV) that guides service delivery, curriculum and instructional decisions, and strategic planning, and is communicated through appropriate IEC materials to staff, learners, and parents.	• School Manual of Operations/Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships* • Learner's Manual and other IEC materials on the SHS Program*	• School Manual of Operations/Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships* (Cover Page, Page with Signature, Organizational Structure, Table of Contents and Sample Pages) • Learner's Manual and other IEC materials on the SHS Program*
2. The private SHS conducts structured orientation activities aligned with its VMV and implements a systematic feedback and evaluation process involving learners, parents, and personnel to improve future implementations.	• Documentation of the Orientation Activity (Orientation schedules, attendance sheets, presentation materials, photos/videos of activity, orientation report)* • Feedback forms, evaluation reports, and action plans based on feedback*	• Documentation of the Orientation Activity (Orientation schedules, attendance sheets, presentation materials, photos/videos of activity, orientation report)* • Feedback forms, evaluation reports, and action plans based on feedback*

3. The private SHS conducts classroom observations to monitor and evaluate the teacher's performance, instructional effectiveness, and adherence to curriculum standards.	• Certified True Copy of Report of Classroom Observations/ Instructional Supervision Plan • Report of the summary of Classroom Observation Reports duly signed by the observers and School Head* • Classroom observation conducted by the MEIT during the ocular inspection (observation notes/checklist)*	• Report of the summary of Classroom Observation Reports duly signed by the observers and School Head* • Classroom observation conducted by the MEIT during the ocular inspection (observation notes/checklist)*
4. The private SHS ensures that the school's VMV is achieved through consistent instructional supervision, coaching, mentoring, and provision of technical assistance to teachers.	• Certified True Copy of Minutes/ Highlights of the Meeting with teachers/PLC* • School Manual of Operations/Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships	• Certified True Copy of Minutes/ Highlights of the Meeting with teachers/PLC*
5. The private SHS organizes meetings and Professional Learning Community (PLC) sessions with teachers to share best practices, provide guidance on pedagogy and classroom management, and promote collaborative professional growth.	Certified True Copy of Minutes/ Highlights of the Meeting with teachers/PLC* • School Manual of Operations/ Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships	
6. The private SHS conducts needs assessments, develops and implements improvement plans, and monitors progress to address challenges and enhance teaching and learning conditions	• Certified True Copy of Minutes/Highlights of the Meeting with teachers/PLC • School Manual of Operations/Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships • Learning Continuity Plan of the private SHS* • Professional Development Records (training schedules, attendance sheets, and evaluation forms for teachers)*	• Learning Continuity Plan of the private SHS* • Professional Development Records (training schedules, attendance sheets, and evaluation forms for teachers)*

11. The private SHS has a Learning Continuity Plan indicating how education shall continue using Alternative Delivery Modalities during disasters and emergencies.	• Learning Continuity Plan of the private SHS*	• Learning Continuity Plan of the private SHS*

7. The private SHS ensures that the School Head meets professional qualifications, such as holding a Master's degree in Education, possessing a valid professional license that requires a Bachelor's degree, and being of good moral character.	• School Administrators' Transcript of Records (TOR) for the Master's Degree • Valid proof of eligibility/ license* • NBI/Police Clearance • Data Privacy Consent (Annex J)*	• School Administrators' Transcript of Records (TOR) for the Master's Degree • Valid proof of eligibility/ license* • NBI/Police Clearance • Data Privacy Consent (Annex J)*
8. The private SHS maintains a clear and functional organizational structure that outlines roles, responsibilities, accountabilities, and inter-office relationships	Certified True Copy of Minutes/Highlights of the Meeting with teachers/PLC • School Manual of Operations/Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships*	
9. The private SHS regularly conducts meetings to discuss and implement policies and performance standards, in light of the school's VMV.	• Certified True Copy of Minutes/ Highlights of the Meeting with teachers/PLC* • School Manual of Operations/Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships	
10. The private SHS's governance engages stakeholders, including teachers, parents, and learners, in the decision-making process.	• School Manual of Operations/Organizational Structure, with roles, responsibilities, accountabilities, and inter-office relationships • Certified True Copy of Documentation Report of Stakeholders' Engagement* • Constitution and By-laws of the school's student council.	• Certified True Copy of Documentation Report of Stakeholders' Engagement*

D. School Site and Facilities		
Indicators	**Means of Verification (Minimum Requirements)**	**For Uploading to the E-APS**
1. The private SHS site is appropriately sized, properly located, accessible, and conducive to learning, maintaining a clean, quiet, and safe environment free from noise, odors, and dust.	• Certified True Copy of the Occupancy Permit issued by the Local Government Unit (LGU), with Institutional/ Educational as the purpose of operations* • Campus/School Facilities Development Plan* • Floor Plan* • Location Plan* • Documents that specify the following: - Size of the classrooms/instructional rooms* - No. of classrooms/ instructional rooms for the learner population* - No. of seats per classroom/instructional room* - Size of Medical and Dental Clinic, Laboratories and Specialized/Workshop Rooms (Computer, Science, and/or TVL), - Library/Instructional Media Center (IMC), Athletic, and other facilities*	

2. The private SHS sustainably implements the following plans to cater to the needs of learners and the Senior High School Program: 2.1 Campus/ School Facilities Development Plan 2.2 Floor Plan; and 2.3 Location Plan.	• Certified True Copy of the Occupancy Permit issued by the Local Government Unit (LGU), with Institutional/ Educational as the purpose of operations • Campus/School Facilities Development Plan* • Floor Plan* • Location Plan* • Documents that specify the following: - Size of the classrooms/ instructional rooms - No. of classrooms/ instructional rooms for the learner population - No. of seats per classroom/ instructional room - Size of Medical and Dental Clinic, Laboratories and Specialized/Work shop Rooms (Computer, Science, and/or TVL),	• Google Map Coordinates
3. The private SHS maintains a fully equipped and accessible Clinic with sufficient space and furniture.	Documents that specify the following: • Size of the classrooms/instructional rooms* • No. of classrooms/instructional rooms for the learner population • No. of seats per classroom/ instructional room • Size of School Clinic, Laboratories and Specialized/Work shop Rooms (Computer, Science, and/or TVL), Library/Instructional Media Center (IMC), Athletic, and other facilities • Updated inventory • of furniture, equipment, tools, and materials in the Medical or Dental Clinic* • Policies and Procedures for Medical or Dental Services • Duly accomplished PDS of the Medical Personnel, reflecting a Bachelor's degree and relevant work experience,	• Updated inventory • of furniture, equipment, tools, and materials in the Medical or Dental Clinic* • Policies and Procedures for Medical or Dental Services • Duly accomplished PDS of the Medical Personnel, reflecting a Bachelor's degree and relevant work experience, training certificate, and/or MOA with Medical or Dental

	training certificate, and/or MOA with Medical or Dental Practitioner with Data Privacy Consent (Annex J) • Additional MOVs for private SHSs that utilize shared institutional facilities: Access schedule showing learner access to shared clinic*	Practitioner with Data Privacy Consent (Annex J) • Additional MOVs for private SHSs that utilize shared institutional facilities: • Access schedule showing learner access to shared clinic*
4. The private SHS comprehensive health, hygiene, safety, and disaster preparedness systems, including: • Safe water, sufficient toilets, and proper hygiene facilities • Nutritious food with food safety measures in the canteen/nutrition center; • Clean and sanitary school grounds, buildings, and facilities; and • Disaster Risk Reduction and Management (DRRM) requirements, including but not limited to: - DRRM Plan; including Emergency Exit/Fire Exit, adhering to the requirements prescribed in Republic Act No. 9514, "Revised Fire Code of the Philippines of 2008" and its Implementing Rules and Regulations; - Fire extinguishers and safety signage; - Ramps, handrails, and appropriate signage for Persons with	• Certified True Copy of the Occupancy Permit issued by the Local Government Unit (LGU), with Institutional/ Educational as the purpose of operations • Documents that specify the following: - Size of the classrooms/ instructional rooms - No. of classrooms/instructional rooms for the learner population - No. of seats per classroom/instructional room • Size of School Clinic, Laboratories and Specialized/Workshop Rooms (Computer, Science, and/or TVL), Library/ Instructional Media Center (IMC), Athletic, and other facilities • Certified True Copy of Health Certificate of Canteen Personnel or RHU Sanitary Permit* • Procedures for maintaining cleanliness and sanitation in schools* • DRRM Plan and Procedures*	• Certified True Copy of Health Certificate of Canteen Personnel or RHU Sanitary Permit* • Procedures for maintaining cleanliness and sanitation in schools* • DRRM Plan and Procedures*

Disabilities (PWD), in compliance with BP 344 Accessibility Law.		
5. The private SHS provides sufficient and appropriately equipped facilities to support curricular, co-curricular, and administrative functions, including: 5.1 Classrooms/ Instructional Rooms with sufficient furniture and equipment; 5.2 Laboratories and Specialized/Workshop Rooms (Computer, Science, and/or TVL); 5.3 Library/ Instructional Media Center (IMC) with broad and balanced collection of references and professional books in various subjects and disciplines, particularly for the Senior High School offerings; 5.4 Athletic facilities; and 5.5 Other essential facilities, such as those for ancillary services, Guidance and Counseling Room, Registrar's Office, Assembly Hall, Principal's Office, Faculty Room and Internet facilities.	• Documents that specify the following: - Size of the classrooms/ instructional rooms* - No. of classrooms/ instructional rooms for the learner population* - No. of seats per classroom/instructional room* - Size of Medical and Dental Clinic, Laboratories and Specialized/Work shop Rooms (Computer, Science, and/or TVL), Library/Instructional Media Center (IMC), Athletic, and other facilities* - Facilities are identifiable* - Signages are clear, visible functional* - Safety reminders are understandable for users* Inventory list of Laboratories, Specialized/Workshop Rooms, and Library /ies or IMC/s* • Updated inventory list of furniture, equipment, tools, and materials in the Laboratories and Specialized/Workshop Rooms (Computer, Science, and/or TVL)* • Updated inventory list of Library/IMC holdings* • Updated inventory list of Athletics equipment* Additional MOVs for private SHSs that utilize shared institutional facilities: Term/semester access schedules for shared facilities*	• Updated inventory list of Library/IMC holdings* • Updated inventory list of Athletics equipment* • Term/semester access schedules for shared facilities*

6. The private SHS complies with Batas Pambansa Blg. 344 (Accessibility Law) by providing ramps, handrails, tactile and directional signage, accessible toilets, and other reasonable accommodations to ensure full and safe access for Persons with Disabilities (PWD).	• Accessibility Compliance (BP 344) MOV: annotated plans showing ramps/handrails/ signage, photos of installed features*	Accessibility Compliance (BP 344) MOV: annotated plans showing ramps/handrails/ signage, photos of installed features*
7. The private SHS demonstrates adherence to DepEd's Child Protection Policy through the following: 7.1 Presence of a Child Protection Committee (CPC) with defined roles and functions 7. 2 Display of Child Protection Policy and safety protocols in visible areas within the campus 7.3 Documented CPC activities (orientation, reporting mechanisms, intervention/referral) aligned with DRRM and school safety protocols	• Approved Child Protection Compliance (CPC) policy* • CPC organizational structure and appointment orders* • CPC meeting minutes/reports* • Evidence of orientations* • Posted safety/child protection protocols* • Referral/response workflow aligned with DRRM*	• Approved Child Protection Compliance (CPC) policy* • CPC organizational structure and appointment orders* • CPC meeting minutes/reports* • Evidence of orientations* • Posted safety/child protection protocols* Referral/response workflow aligned with DRRM*

E. Learner Support		
Indicators	**Means of Verification (Minimum Requirements)**	**For Uploading**
Library/Instructional Media Center (IMC)		
1. The private SHS provides a variety of library and IMC services and programs aligned with instructional and research needs, including library instruction and orientation, research support, individual study, leisure reading, and track-specific resources.	• Certified True Copy of the Report of a Library Service/Program*	Certified True Copy of the Report of a Library Service/Program*

2. The private SHS appoints a qualified LRMDS Coordinator or Librarian responsible for managing library resources, coordinating programs, and supporting teaching and learning needs.	• Curriculum Vitae of the School Librarian, reflecting a Bachelor's degree and relevant work experience and/or training* • Data Privacy Consent (Annex J)*	• Curriculum Vitae of the School Librarian, reflecting a Bachelor's degree and relevant work experience and/or training* • Data Privacy Consent (Annex J)*
Laboratories and Specialized/Workshop Rooms (Computer, Science, and/or TVL)		
3. The private SHS has procedures in place for managing the furniture, tools, equipment, and materials in its laboratories, including their requisition, procurement, inventory, storage, labeling, display, dispensing, maintenance, repair, and replacement, among other tasks.	• Procedures in Managing Laboratories and Specialized/Workshop Rooms (Computer, Science, and/or TVL)*	Procedures in Managing Laboratories and Specialized/Workshop Rooms (Computer, Science, and/or TVL)* *(Laboratory Manual – Cover Page, TOC, Important pages)*
4. The private SHS provides strong support to learners in leveraging Laboratories and Specialized/Workshop Rooms by integrating them into the teaching and learning process to reinforce knowledge, research, and hands-on experiences.	• Schedules for the use of Laboratories and Specialized/ Workshop Rooms* Additional MOVs for private SHSs that utilize shared institutional facilities: • Term/semester access schedules with SHS-designated slots* • Utilization logs showing actual SHS usage during required competencies*	• Schedules for the use of Laboratories and Specialized/ Workshop Rooms* Additional MOVs for private SHSs that utilize shared institutional facilities: • Term/semester access schedules with SHS-designated slots* • Utilization logs showing actual SHS usage during required competencies*
Guidance and Counseling		
5. The private SHS offers Guidance and Counseling services and programs to ensure the holistic well-being of learners by facilitating academic support, personal and social development, career exploration and planning, creating a safe and motivating learning environment, and providing individualized interventions tailored to learners' needs.	• Certified True Copy of Report of a Guidance and Counseling Service/ Program*	• Certified True Copy of Report of a Guidance and Counseling Service/ Program*

6. The private SHS has a qualified Counselor, Guidance Coordinator, Guidance Services Specialist, School Counselor, or School Counselor or Associate	• Curriculum Vitae (CV) of the Guidance Counselor of the Guidance Counselor* • Data Privacy Consent (Annex J)*	• Curriculum Vitae (CV) of the Guidance Counselor of the Guidance Counselor* • Data Privacy Consent (Annex J)*
Learner Discipline		
7. The private SHS Guidance maintains a widely disseminated Learner's Handbook containing students' rights, code of conduct, policies, and procedures for academic and behavioral expectations.	• Learner Handbook* • Distribution Records	• Learner Handbook* (Cover page, Preface, Page with Signature, Table of Contents, sample content pages)
8. The private SHS implements comprehensive Child Protection/Learner Rights and Protection (LRP) policies and procedures, including preventive and responsive measures for bullying and abuse	• Learner Handbook • School's Child Protection/Learner Rights and Protection (LRP) Policy and Procedures*	• School's Child Protection/Learner Rights and Protection (LRP) Policy and Procedures*
9. The private SHS ensures confidential handling of all LRP-related incidents in compliance with the Data Privacy Act of 2012, its IRR, and DepEd policies, safeguarding all parties involved	• Learner Handbook • Incident Reports • School's Child Protection/Learner Rights and Protection (LRP) Policy and Procedures*	

Medical Services		
10. The private SHS provides healthcare and oral health services through trained and qualified medical and dental personnel.	• Procedures on Healthcare and Oral Health Services* • Curriculum Vitae of the School Medical Personnel, reflecting a Bachelor's degree and relevant work experience and/or training with Data Privacy Consent (Annex J)*	• Procedures on Healthcare and Oral Health Services* • Curriculum Vitae of the School Medical Personnel, reflecting a Bachelor's degree and relevant work experience and/or training with Data Privacy Consent (Annex J)*
11. The private SHS provides health services, including mental health support, sexual and reproductive health care, and student immunization, all provided by qualified and trained personnel.	• Program guidelines or policy documents on mental health, sexual/reproductive health, and immunization*	• Program guidelines or policy documents on mental health, sexual/reproductive health, and immunization*
Learner Information and Records Management		
12. The private SHS sustainably implements its internal procedures regarding the collection, processing, safekeeping, access control, retrieval, sharing, and disposal of learner records, grades, and other sensitive data consistent with the Data Privacy Act of 2012 and its Implementing Rules and Regulations.	• Procedures on Learner Information and Record Management*	• Procedures on Learner Information and Record Management*
13. The private SHS has a qualified Registrar.	• Curriculum Vitae of the School Registrar, reflecting a Bachelor's degree and relevant work experience and/or training* • Data Privacy Consent (Annex J)*	• Curriculum Vitae of the School Registrar, reflecting a Bachelor's degree and relevant work experience and/or training* • Data Privacy Consent (Annex J)*
14. The private SHS consistently complies with DepEd reportorial requirements by timely and	• Acknowledgment Receipts or Confirmation Emails, Copy of Approved Special Orders,	• Acknowledgment Receipts or Confirmation Emails, Copy of Approved Special Orders,

accurate submission of mandated data and documents, including but not limited to Learner Information System (LIS) encoding, Basic Education Information System, Special Order (SO) applications for graduation, and other official reports required for monitoring and evaluation.	Compliance Certificates or Notices from DepEd (if applicable)* • Updated record of LIS and BEIS Data*	Compliance Certificates or Notices from DepEd (if applicable)* • Updated record of LIS and BEIS Data*
F. Planning and Development		
Indicators	**Means of Verification (Minimum Requirements)**	**For Uploading**
School Management		
1. The private SHS implements a structured continuous improvement process, including situational analysis, identification of responsive actions, efficient resource management, community network expansion, innovation introduction, and systematic refinement of processes and procedures. 1.1 Understanding its situation; 1.2 Identifying responsive courses of action; 1.3 Managing resources effectively; 1.4 Expanding community networks; 1.5 Introducing innovations;	• School Plan (3-Year School Improvement, Annual Implementation, and/or Communication and Advocacy)* • Minutes/Highlights of Meetings (Planning, Consultation, and Implementation Review)*	• School Plan (3-Year School Improvement, Annual Implementation, and/or Communication and Advocacy)* • Minutes/Highlights of Meetings (Planning, Consultation, and Implementation Review)*
2. The private SHS aligns its improvement initiatives with its Vision, Mission, and Goals (VMG), ensuring that all efforts focus on enhancing learners' learning outcomes and overall school performance.	• School Plan (3-Year School Improvement, Annual Implementation, and/or Communication and Advocacy)*	

3. The private SHS prepares and implements detailed action plans specifying initiatives and interventions, with clearly defined roles for stakeholders, timelines, and expected outcomes.	• School Plan (3-Year School Improvement, Annual Implementation, and/or Communication and Advocacy)* • Minutes/Highlights of Meetings (Planning, Consultation, and Implementation Review)*	
4. The private SHS maintains a functional M&E system that tracks the implementation and outcomes of programs, ensuring evidence-based decision-making and timely corrective actions	• School Plan (3-Year School Improvement, Annual Implementation, and/or Communication and Advocacy) • Needs Assessment Report* • Monitoring and Evaluation (M&E) Report*	• Needs Assessment Report* • Monitoring and Evaluation (M&E) Report*
5. The private SHS captures and utilizes crucial data and information on school operations and performance as a basis for its planning, including but not limited to: 5.1 Enrollment Rate 5.2 Results of the National Achievement Test (NAT) and other national assessments; 5.2 Completion Rate; 5.3 Retention Rate; 5.4 Government Assistance to Learners and Teachers in Private Education (GASTPE) Grantees; 5.5. Accreditations, particularly with the Federation of Accrediting Agencies of the Philippines (FAAP); 5.6 Profiles of teaching and non-teaching personnel; and 5.7 Available school facilities and their improvement areas.	• School Plan (3-Year School Improvement, Annual Implementation, and/or Communication and Advocacy) • Needs Assessment Report* • Report on school operations and performance*	• Report on school operations and performance*

6. The private SHS has mechanisms in place to communicate its current situation, performance, and progress to stakeholders.	• Documentation of the conduct of the General Assembly to stakeholders* • Documentation of PTA Meetings* • Publication of the school's performance report on its bulletin board or other platforms*	• Documentation of the conduct of the General Assembly to stakeholders* • Documentation of PTA Meetings* • Publication of the school's performance report on its bulletin board or other platforms*
7. The private SHS demonstrates improved or sustained learning outcomes over the last three (3) years based on national assessments or recognized third-party assessments.	• Official results/reports of national assessments for the last three (3) years, duly issued or certified by the appropriate authority* • Summary reports of recognized third-party assessment results covering the last three (3) years, with comparative data showing improvement or sustained performance*	• Official results/reports of national assessments for the last three (3) years, duly issued or certified by the appropriate authority* • Summary reports of recognized third-party assessment results covering the last three (3) years, with comparative data showing improvement or sustained performance*
G. Faculty		
Indicators	**Means of Verification (Minimum Requirements)**	**For Uploading**
Qualifications and Staffing		
1. The private SHS recruits qualified teachers with assignments aligned to their expertise. For specialized subjects under Academic and Tech-Pro Track, the private SHS may employ qualified professionals who are considered experts in their field, in accordance with the provisions of RA 10533.	• Employment Contracts/ Appointment Papers of Teachers* • Data Privacy Consent (Annex J)*	• Employment Contracts/ Appointment Papers of Teachers* • Data Privacy Consent (Annex J)*
2. The private SHS has a sufficient number of teachers, aligned with its facilities and instructional goals, in accordance with the DepEd-prescribed ideal average teacher-learner ratio of 1:40 to effectively meet learners' academic needs.	• Document on class sizes*	• Document on class sizes*
Workload and Efficiency		
3. The private SHS maintains organized class sizes to prevent overload, enhancing teaching quality and classroom	• Document on class sizes* • Duly Signed Class Programs*	• Duly Signed Class Programs*

management.		
4. The private SHS ensures teachers have designated time for lesson planning, preparation, and reflection to support quality instruction.	• Faculty schedules*	• Faculty schedules*
5. The private SHS distributes the workload equitably among teachers to ensure balanced teaching assignments.	• Duly Signed Class Programs* • Faculty schedules*	
6. The private SHS ensures faculty observe a protected one-hour lunch break in compliance with labor regulations.	• Faculty Schedules *	
7. The private SHS ensures that faculty workloads include teaching and related duties, with compensation compliant with the Philippine Labor Code standards and other related DepEd issuances.	• Employment Contracts/Appointment Papers of Teachers * • Data Privacy Consent (Annex J) *	• Employment Contracts/Appointment Papers of Teachers * • Data Privacy Consent (Annex J) *
Learning and Development (L&D), Performance Monitoring, and Appraisal		
Indicators	**Means of Verification (Minimum Requirements)**	**For Uploading**
8. The private SHS offers professional development opportunities and other L&D programs through workshops, seminars, or further studies aligned with the Philippine Professional Standards for Teachers (PPST).	• Certified True Copy of Reports of In-Service Training/L&D Interventions/ Professional Development Activities for Teachers*	• Certified True Copy of Reports of In-Service Training/L&D Interventions/ Professional Development Activities for Teachers*
9. The private SHS provides teaching support and coaching to help teachers improve their methods and learners' learning outcomes.	• Certified True Copy of Reports of In-Service Training/L&D Interventions/ Professional Development Activities for Teachers*	
10. The private SHS conducts regular performance monitoring and appraisal for teachers.	• Certified True Copy of Reports on Performance Monitoring and Appraisal*	• Certified True Copy of Reports on Performance Monitoring and Appraisal*
11. The private SHS provides teachers with constructive, actionable feedback from performance evaluations to guide	• Certified True Copy of Reports on Performance Monitoring and Appraisal*	

professional growth and instructional improvement.		
H. Budget and Finance		
Indicators	**Means of Verification (Minimum Requirements)**	**For Uploading**
Planning and Budget Allocation		
1. The private SHS prepares its annual budget within a defined timeline.	• Approved and Duly Signed Annual Budget Plan*	• Approved and Duly Signed Annual Budget Plan*
2. The private SHS's annual budget is directly aligned with its strategic goals, objectives, and priorities.	• Approved and Duly Signed Annual Budget Plan*	
3. The private SHSs conduct formal consultations and deliberations with key officials and stakeholders—including department heads, finance officers, and Board of Trustees—before finalizing the annual budget.	• Minutes/Highlights of Meetings concerning Budget Consultation/ Planning, Utilization, and Financial Performance Review, photo documentations, and attendance*	• Minutes/Highlights of Meetings concerning Budget Consultation/ Planning, Utilization, and Financial Performance Review, photo documentations, and attendance*

Financial Transparency and Accountability		
4. The private SHS implements strict financial management practices, ensuring compliance with internal controls, accountability, and adherence to policies and regulations.	• Audited Financial Statements* • Internal control policies*	• Audited Financial Statements* • Internal control policies*
5. The private SHS conducts regular internal and independent audits, sharing the results when necessary to ensure accountability	• Minutes/Highlights of Meetings, photo documentations, and attendance* • Audited Financial Statements*	• Minutes/Highlights of Meetings, photo documentations, and attendance*
Resource Management and Accountability		
6. The private SHS maintains a sound financial system for monitoring and documenting its financial resources.	• Resource Management, Mobilization Procedures*	Resource Management, Mobilization Procedures*
7. The private SHS regularly reviews its financial performance to evaluate the effective use of resources.	• Audited Financial Statements* • Certified True Copy of Statement of Income and Expenditures* • Certified True Copy of proof of contribution to SSS and other benefits	• Certified True Copy of Statement of Income and Expenditures*
8. The private SHS ensures that financial resources and donations are used strictly for intended purposes and are monitored for compliance and accountability.	• Resource Management, Mobilization Procedures* • Copy of certificate or deed of donation signed by the financial sponsors*	• Resource Management, Mobilization Procedures* • Copy of certificate or deed of donation signed by the financial sponsors*

Note: * MOVs marked with asterisk(*) are primary MOVs which constitute the principal evidence for establishing compliance with the corresponding indicators