



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2026-143

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Administrators, Private Schools Offering Senior High School
Administrative Officer IV - Records
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **GUIDANCE ON THE IMPLEMENTATION OF DEPED ORDER NO. 012 S. 2026 (GOVERNMENT RECOGNITION OF PRIVATE BASIC EDUCATION INSTITUTIONS (PBEIS) OFFERING THE SENIOR HIGH SCHOOL (SHS) PROGRAM**

DATE: July 20, 2026

1. In pursuant to Memorandum QAD-2026-027 from the Office of the Regional Director dated June 30, 2026, titled "Guidance on the Implementation of DepEd Order No. 012, s. 2026, *Government Recognition of Private Basic Education Institutions (PBEIs) Offering the Senior High School (SHS) Program*," this Office informs all concerned on the prescribed policies, guidelines, application and approval processes, timelines, including other pertinent provisions relative to the government recognition of private institutions offering the Senior High School Program.

2. All Private Senior High Schools are hereby directed to ensure compliance with the said policy through the following guidelines:

2.1 Eligible Private SHSs that shall be granted automatic Government Recognition shall submit the following documentary requirements:

- a. Signed Letter of Intent addressed to the Regional Director through the Schools Division Superintendent, indicating the intended School Year of Recognition, tracks offered, and that there is no pending unresolved criminal case;



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- b. Copy of valid SHS Government Permit;
 - c. Proof of eligibility (e.g. FAAP Accreditation, PEAC Certification, or Memorandum on Strengthened SHS Pilot Implementation); and
 - d. Proof of renewal or ongoing pending FAAP Accreditation or PEAC Certification, if applicable.
- 2.2 Schools granted automatic Government Recognition shall remain subject to monitoring within two (2) years while completing other mandatory requirements.
- 2.3 The list of eligible private SHSs is provided in **Enclosure 1**.
- 2.4 **All private SHSs eligible for the Automatic Grant of Government Recognition** shall submit their application documents (hard copy) **on or before September 30, 2026**, thru the Records Section, to facilitate earlier evaluation and processing.
3. **All private Senior High Schools (SHS)s not covered by the automatic grant** are required to apply for Government Recognition as outlined below:
- 3.1 The detailed application process as prescribed in DepEd Order No. 12, s. 2026, including submission, validation, evaluation, endorsement, approval is outlined in **Annex A**.
 - 3.2. In addition to the mandatory requirements, applicants shall submit the following attachments:
 - a. Declaration of Data Privacy Compliance;
 - b. Notarized Checklist of Requirements;
 - c. Personnel Profile; and
 - d. Personal Consent Form.
 - 3.3. All applicant private SHSs shall submit duly signed Letter of Intent addressed to the Regional Director through the Schools Division Superintendent to the Records Section. Upon receipt, the Records Officer shall issue a unique application code to each applicant, in accordance with the coding instructions provided in **Annex B**.
 - 3.4 **There is no need to submit hard copy of the certified true copies of all documentary requirements but they must be available on-site for the Monitoring, Evaluation, and Inspection Team (MEIT) during their inspection.**
 - 3.5 All eligible applications shall be processed and endorsed to the Regional Office – Quality Assurance Division **on or before December 30, 2026**.

4. The complete application shall be submitted electronically (in PDF format) through the following link:

4.1 For Private Senior High Schools granted with Automatic Recognition –
<https://tinyurl.com/PriSHSAutoAR>

4.2. For Private Senior High Schools not covered by Automatic Recognition –
<https://tinyurl.com/PriSHSsNoAR>

5. The following are implications of the Grant of Government Recognition of private Senior High Schools:

5.1 Government Recognition shall remain valid indefinitely unless revoked.

5.2 A Government Permit is valid for two (2) school years. A private Senior High School (SHS) may operate under Government Permit status for a maximum of six (6) school years. Failure to secure Government Recognition within the prescribed period may result in the closure of the SHS program in accordance with applicable DepEd policies.

5.3 Only private SHSs with approved Government Recognition shall be authorized to accept Grade 11 SHS Voucher Program beneficiaries beginning SY 2027-2028.

5.4 Private SHSs rated as Fully-Compliant shall be subject to compliance monitoring once every five (5) years, while those rated as Substantially Compliant shall be monitored once every three (3) years. FAAP-accredited private SHSs shall be subject to the applicable monitoring and accreditation policies.

6. The entire recognition process, from the filing of applications to the grant of recognition, **is free of charge. No fees or charges shall be collected from schools for the conduct of ocular inspections and monitoring visits.** Travel and related expenses of DepEd officials and personnel shall be charged to Local Funds, subject to the usual accounting and auditing rules.

7. The complete copy of DepEd Order No. 012, s. 2026 together with the prescribed forms and templates, process flows, and other relevant reference materials, may be accessed through the following Google Drive link:
<https://tinyurl.com/PSHSRecognitionFiles>.

8. For queries and clarifications, please contact Mrs. Florie M. Regencia, Education Program Supervisor/ In-Charge of Private Schools and/or Dr. Fretzie P. Alcantara, SEPS- SMM&E of the School Governance and Operations Division.

9. Immediate dissemination of and strict compliance with this Memorandum are desired.

/SGOD-SMM&E-FA



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Enclosure 1

**LIST OF PRIVATE SENIOR HIGH SCHOOLS QUALIFIED FOR THE GRANT OF
AUTOMATIC GOVERNMENT RECOGNITION FOR SCHOOL YEAR 2026-2027**

**A. SHSs attached to JHS that have undergone PEAC Certification and reached
Substantial Compliance or Higher**

No.	Name of School	District	Rating	Validity
1	Holy Infant Parochial School, Sta. Cruz, Marinduque, Inc.	Santa Cruz South	3 (CERTIFIED)	SY 2026-2027
2	Malindig Institute Foundation Inc.	Santa Cruz East	3 (CERTIFIED)	SY 2026-2027
3	Marinduque Academy, Inc.	Mogpog	2 (SUBSTANTIAL)	SY 2028-2029
4	Marinduque Victorians College	Buenavista	3 (CERTIFIED)	SY 2027-2028
5	Our Mother of Perpetual Succor Academy of Torrijos, Inc.	Torrijos	3 (CERTIFIED)	SY 2027-2028
6	Quezon-Roxas High School Foundation of Marinduque Inc.	Mogpog	2 (SUBSTANTIAL)	SY 2028-2029
7	Saint Joseph the Worker Academy of Marinduque Inc.	Santa Cruz East	3 (CERTIFIED)	SY 2026-2027
8	Santa Cruz Institute (Marinduque) Inc.	Santa Cruz South	3 (CERTIFIED)	SY 2027-2028

B. Private Senior High School that Piloted Strengthened Senior High School Program SY 2025-2026

No.	Name of School	School ID	District
1	Our Mother of Perpetual Succor Academy of Torrijos, Inc.	403397	Torrijos

Reference: Memorandum QAD-2026-027, June 30, 2026



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Instructions for Coding Applications

Pursuant to the Department of Education's institutionalization of Quality Management System and to ensure consistency and accuracy in official records, this annex enumerates the standardized codes for all Schools Division Offices (SDOs) in MIMAROPA Region. These codes shall be used in all official transactions, reports, and information systems in relation to the processing of Government Permit and Government Recognition applications for uniform identification and reference.

ROCODE	Region Name	SDOCODE	Division Name
4B	MIMAROPA	MRN	Marinduque
		MDO	Occidental Mindoro
		MDE	Oriental Mindoro
		PAL	Palawan
		ROM	Romblon
		CLP	Calapan City
		PPC	Puerto Princesa City

Sample Coding:

The Records Officer assigns a unique application code to every applicant private SHS. This serves as the permanent reference number for all subsequent transactions.

COMPONENT	DESCRIPTION
GP	Government Permit
GR	Government Recognition
S	SHS
ROCODE	Official Regional Code
SDOCODE	Official Schools Division Office Code
####	Four-digit sequential number

Example: **GRS-4B-MDE-0001**

Process Flow of the Application on Grant of Government Recognition to Private Schools offering Senior High School

