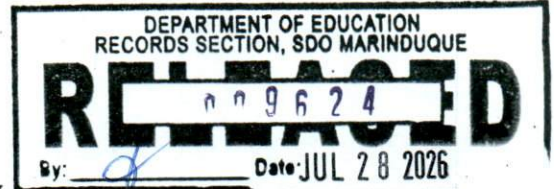




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2026-152

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads, Public and Private Senior High Schools
All Others Concerned

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

SUBJECT: **APPLICATION FOR ADDITIONAL SHS TRACK AND/OR CLUSTER OF ELECTIVES IN PUBLIC AND PRIVATE SCHOOLS WITH EXISTING SENIOR HIGH SCHOOL**

DATE: July 24, 2026

1. Pursuant to DepEd Order No. 17, s. 2026, titled "*Strengthened Senior High School (SSHS) Curriculum*," and in reference with Regional Memorandum QAD-2026-030 titled "*Application for Additional SHS Track and/or Cluster of Electives in Public and Private Schools with Existing Senior High School*," this Office hereby informs all public and private schools with existing Senior High School (SHS) Programs of the process and documentary requirements for the application for additional SHS track and/or clusters of electives.
2. Relative to Annexes B1 and B2 of the said Order, all public and private schools intentent to expand their curriculum to offer additional Tech-Pro electives shall comply with the provisions of DepEd Order No. 54, s. 2022. Meanwhile, applications for new Academic tracks or additional academic elective offerings must secure approval from the Regional Office.
3. For the SY 2026-2027 transition period, applications for additional SHS tracks and/or clusters of electives may be processed and, upon approval, may be implemented within the same school year, subject to compliance with the requirements and procedures outlined in Enclosure 1.



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

4. Attached are the following as enclosures:

Enclosure 1: Application Process Flow; and

Enclosure 2: RO-QAD-009 (Processing Sheet: Application for Additional SHS Track/Cluster of Electives for Public and Private Schools with Existing Senior High School).

5. All complete and compliant documentary requirements must be submitted to School Governance and Operations Division – School Management, Monitoring, and Evaluation Section thru the link <https://tinyurl.com/PubPrivSHStrackclusterelect> on or before July 30, 2026.

6. For queries and clarifications, please contact Dr. Fretzie P. Alcantara, SEPS-SMM&E and/or Mr. Rey R. Raymundo, EPS-II SMM&E of the School Governance and Operations Division.

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

/SGOD-SMM&E-FA



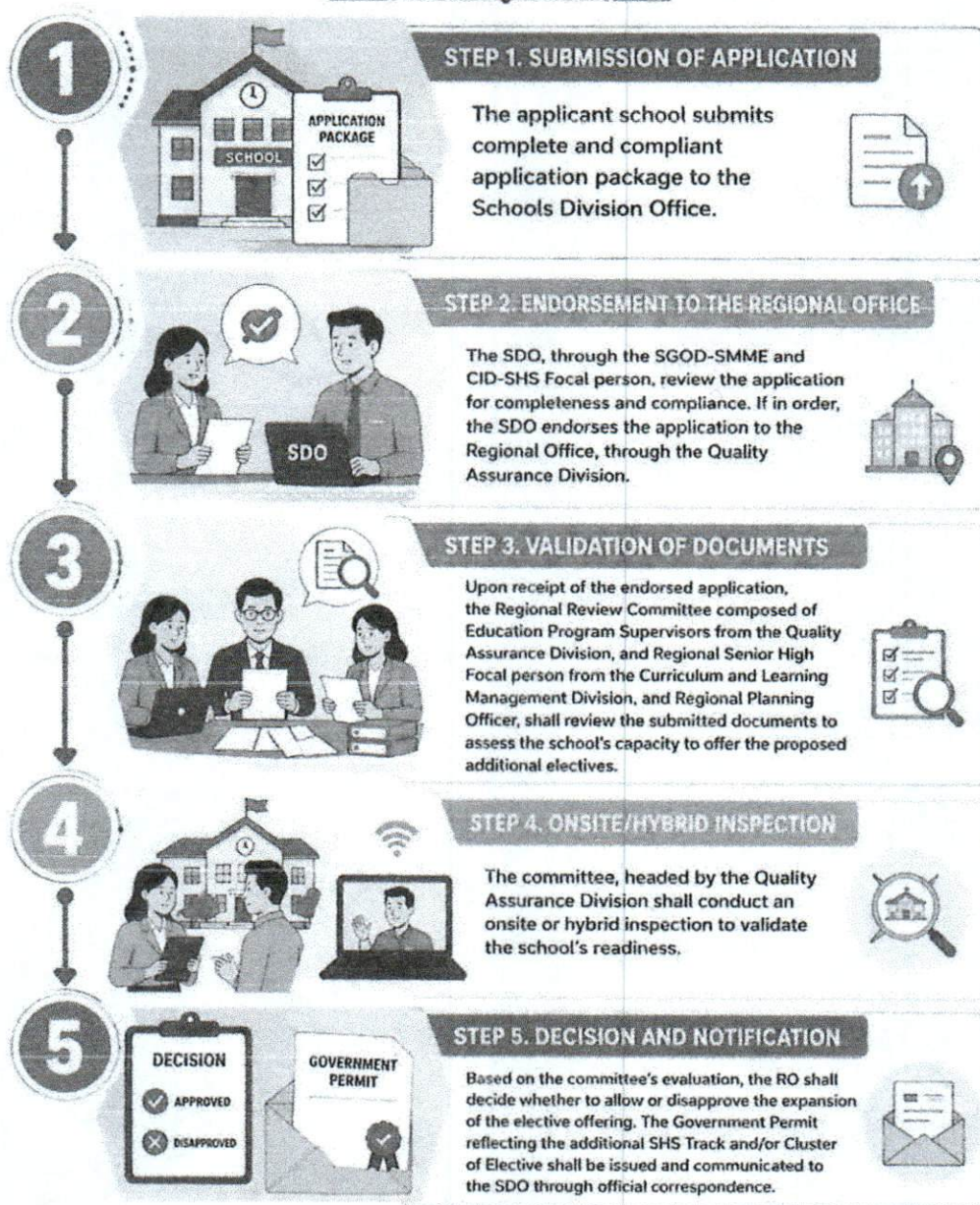
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APPLICATION FOR ADDITIONAL SHS TRACK AND/OR CLUSTER OF ELECTIVES IN PUBLIC AND PRIVATE SCHOOLS WITH EXISTING SENIOR HIGH SCHOOLS





Republic of the Philippines
Department of Education
MIMAROPA REGION

PROCESSING SHEET
APPLICATION FOR ADDITIONAL SHS TRACK/CLUSTER OF ELECTIVES
FOR PUBLIC AND PRIVATE SCHOOLS WITH EXISTING SENIOR HIGH SCHOOL

Name of School : _____
 School Address : _____
 School ID : _____
 School Year of Implementation : _____
 School Administrator : _____
 Contact Numbers : _____
 Email Address : _____
 SHS Focal Person : _____
 Contact Numbers : _____
 Email Address : _____
 SHS Track to offer: ☐ Academic ☐ Tech-Pro
 Electives: _____

PARTICULARS	QUALITY DESCRIPTION	REMARKS (Compliance/ Completion)		ONSITE VERIFICATION (RO-EPS In-charge)
		DO	RO	
1. Processing Sheet	☐ Duly accomplished and signed by the SMME (SEPS/EPS II), CID SHS Focal Person, CID and SGOD Chief, and Assistant Schools Division Superintendent			
2. Endorsement	☐ Duly signed by the SDS or duly appointed OIC.			
3. Letter of Intent	☐ Addressed to the Regional Director through the Schools Division Superintendent specifying the: ☐ intended year of implementation ☐ tracks and electives to be offered			
4. Justification Report	☐ Justification Report, which may contain: ☐ Proof of adequate classrooms, chairs and/or tables ☐ Inventory of learning resources ☐ List of teachers ☐ Learner survey data showing demand for the proposed electives			



Republic of the Philippines
Department of Education
MIMAROPA REGION

☐ List of potential industry partners that can accommodate learners in Work Immersion, Field Experience, or Arts Apprenticeship			
☐ Signed by the School Head			

Evaluated by:

Signature Over Printed Name
SEPS/EPS II-SMME

Signature Over Printed Name
CID SHS Focal Person

Signature Over Printed Name
SGOD Chief

Signature Over Printed Name
CID Chief

Signature Over Printed Name
Assistant Schools Division Superintendent

Reviewed and Validated by:

Signature Over Printed Name
Education Program Supervisor
Quality Assurance Division

Signature Over Printed Name
SHS In-Charge/EPS
Quality Assurance Division

Signature Over Printed Name
Planning Officer III
Policy, Planning and Research Division

Signature Over Printed Name
Chief Education Supervisor
Curriculum and Learning Management Division

Signature Over Printed Name
Chief Education Supervisor
Quality Assurance Division