Division Memorandum No. 015, s. 2017

TO: SGOD Chief
CID Chief
Senior High School Coordinator
Private School Principals/Administrators
All Others Concerned

FROM: DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

For and in the absence of the SDS:
EMMANUEL P. HUGO
Chief, Schools Governance and Operation
Officer-In-Charge

SUBJECT: Regional Memorandum No. 011, s. 2017
RE: Guidelines for the Submission of Documentary Requirements of Private Educational Institutions Applying for Government Authority to Operate Senior High School Program

DATE: January 10, 2017

1. In connection with the intention of the concerned private schools to apply renewal of provisional permit for Grade 11 or new application for Grade 11 and Grade 12, hereto attached is the Regional Memorandum numbered 011, s. 2017, which stipulates the “Guidelines for the Submission of Documentary Requirements of Private Educational Institutions Applying for Government Authority to Operate Senior High School Program”.

2. Together with the said Regional Memorandum are the following forms/documents:

a) Flowchart/Procedure in Filing New Application for Grade 11 Senior High School (SHS) Program
b) Flowchart/Procedure in Filing Application for Renewal of Provisional Permit to Operate Grade 11 and Application for Grade 12
c) QAD Form No. 5 (3 pages)
d) QAD Form No. 5.a (1 page)
e) QAD Form No. 5.b/Annex A (1 page)
f) QAD Form No. 5.c/Annex B (1 page)
g) QAD Form No. 6 (4 pages)

3. For information and guidance of all concerned.
Regional Memorandum
No. 011, s. 2017

GUIDELINES FOR THE SUBMISSION OF DOCUMENTARY REQUIREMENTS OF PRIVATE EDUCATIONAL INSTITUTIONS APPLYING FOR GOVERNMENT AUTHORITY TO OPERATE SENIOR HIGH SCHOOL PROGRAM

TO: Schools Division Superintendents
Schools Division Office Private Schools Focal Persons,
Private School Principals/Administrators,
All Others Concerned

1. This Office hereby announces the regulations and process flow in the submission of documentary requirements for private schools to operate a new school for Grade 11, renewal of provisional permit for Grade 11, and new grade level for Grade 12 for the Senior High School Program (SHS) within the following categories:

   Category A- Private schools, which have been granted at least Level II accreditation by any of the accrediting agencies under the federation of Accrediting Agencies in the Philippines (FAAP);
   Category B- Non-DepED, which have been issued a permit or government recognition by Commission on Higher Education (CHED) to offer any higher education program;
   Category C- Private Schools, which have been granted recognition by the DepED to offer secondary education (Years 1-IV/ Grades 7-10); and
   Category D- Non-DepED, which have been issued a permit or recognition by Technical Educational and Skills Development Authority (TESDA) to offer any training course, and other individuals, corporations, foundations or organization duly recognized by the Securities and Exchange Commission (SEC).

2. Starting with the applications filed for SY 2017-2018 the following regulations shall be observed:

   a. All documentary requirements for the renewal of provisional permit to operate Grade 11 and new grade level for Grade 12 shall be submitted to the concerned Schools Division Office.
b. Schools Division Offices (SDOs) are tasked to evaluate all applications for the renewal of provisional permit for Grade 11 and new grade level for Grade 12. Strictly following the herein timeline, said SDO shall submit a narrative report to the Office of the Regional Director, attn.: Quality Assurance Division, detailing therein the findings on the completeness and authenticity of documents, evaluation on the school site, facilities and human resource and other requirements. The narrative report must include a recommendation to the Regional Director as regards its course of action to the application. Each SDO shall create a Division Task Force (DTF) composed of the following:

Team leader- CID Chief
Members:
1. Private Schools Coordinator
2. Senior High School Coordinator
3. TVL/TLE Supervisor
4. One learning area supervisor

c. All new applications to offer Grade 11 shall be emailed thru klo12@deped.gov.ph or directly submitted to the DepED Central Office SHS Task Force, copy furnished the Regional Office and SDO. The said application must contain all the needed requirements as reflected in the attachment.

d. Ocular inspection and evaluation of facilities, school site, human resource and other non-documentary requirements for applications cited in the preceding item shall be the duty of the SHS- National Task Force, the Regional Office headed by the QAD with CLMD as member, with the participation however of the concerned SDO Task Force.

e. Documentary requirements must be properly arranged following the checklist of requirements. The Regional Office- QAD shall evaluate the correctness, completeness and authenticity of documents. If there are deficiencies, notice shall be issued to concerned school-applicant, copy furnished the concerned Schools Division Office.

3. Timeline for the submission of documentary requirements:

<table>
<thead>
<tr>
<th>Application</th>
<th>Applicant's Deadline of Submission</th>
<th>Ocular Inspection</th>
<th>SDO deadline of Submission to RO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal of Provisional Permit for Grade 11 and New Application for Grade 12</td>
<td>On or before January 15</td>
<td>On or before February 28</td>
<td>On or before March 30</td>
</tr>
<tr>
<td>Application for New School for Grade 11</td>
<td>On or before August 30 of the preceding year</td>
<td>On or before January 30</td>
<td>N/A</td>
</tr>
</tbody>
</table>
FLOWCHART/PROCEDURE IN FILING NEW APPLICATION FOR GRADE 11 SENIOR HIGH SCHOOL (SHS) PROGRAM

**FILING OF APPLICATION**

SCHOOL SUBMITS SOFT AND HARD COPY OF APPLICATION DOCUMENTS TO C.O. COPY FURNISHED D.O. AND R.O. NOT LATER THAN AUG. 30

**EVALUATION OF DOCUMENTS**

C.O. EVALUATE THE DOCUMENTS SUBMITTED

**OCULAR INSPECTION**

RO-QAD WITH D.O. SHS TASK FORCE SHALL CONDUCT OCULAR INSPECTION TO SCHOOLS RECOMMENDED BY C.O. NOT LATER THAN JAN. 30

**ISSUANCE OF PROVISIONAL PERMIT**

PROVISIONAL PERMIT SHALL BE ISSUED NOT LATER THAN APRIL 23 UNDER NORMAL CIRCUMSTANCES

C.O. SHALL INDBRSE THE LIST OF APPROVED SCHOOLS TO R.O. FOR VERIFICATION

IF THERE ARE DEFICIENCIES, RO-QAD SHALL NOTIFY THE APPLICANT WITHIN 15 WORKING DAYS AFTER THE OCULAR INSPECTION

APPLICANT IS GIVEN TIME TO COMPLETE DEFICIENCIES WITHIN 15 WORKING DAYS.
FLOWCHART/PROCEDURE IN FILING APPLICATION FOR RENEWAL OF PROVISIONAL PERMIT TO OPERATE GRADE 11 AND APPLICATION FOR GRADE 12

- **FILING OF APPLICATION**
  - School submits application to D.O. Task Force on or before January 15

- **EVALUATION OF DOCUMENTS**
  - D.O. Task Force verifies the completeness & authenticity of documents

- **OCULAR INSPECTION**
  - D.O. SHS Task Force shall conduct ocular inspection not later than Feb. 28

- **SUBMISSION TO RO**
  - D.O. submits application, docs with inspection report to RO - QAD not later than March 30

- **ISSUANCE OF PROVISIONAL PERMIT**
  - Provisional permit shall be issued on or before April 20 under normal circumstances

IF THERE ARE DEFICIENCIES, D.O. WILL NOTIFY THE APPLICANT WITHIN 15 WORKING DAYS

APPLICANT IS GIVEN TIME TO COMPLETE DEFICIENCIES WITHIN 15 WORKING DAYS

AFTER OCULAR INSPECTION, APPLICANT SHALL BE INFORMED OF DEFICIENCIES WITHIN 10 WORKING DAYS, COMPLETES DEFICIENCIES WITHIN 15 DAYS
QAD FORM No. 5
SENIOR HIGH SCHOOL - QUALITATIVE EVALUATION PROCESSING SHEET
(Private Schools, HEIs, SUCs, LUCs, and TESDA)

Division: ___________________ School/Organization: ___________________
Contact Person: ____________ Address: _______________________________
Designation: _____________ Contact No. / E-mail: __________________________
Date of Application: ___________ SY (Proposed Operation): ___________ Category: A B C D

CATEGORIES:
☐ Category A - Private schools, which have been granted at least Level II accreditation by any of the accrediting agencies under the Federation of Accrediting Agencies in the Philippines (FAAP).
☐ Category B - Non-DepED, which have been issued a permit or government recognition by Commission on Higher Education (CHED) to offer any higher education program.
☐ Category C - Private Schools, which have been granted recognition by the DepEd to offer secondary education (Years I-IV / Grades 7 to 10).
☐ Category D - Non-DepED, which have been issued a permit or recognition by Technical Education and Skills Development Authority (TESDA) to offer any training course, and other individuals, corporations, foundations or organization duly recognized by the Securities and Exchange Commission (SEC).

CHECKLIST OF REQUIREMENTS

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of Document/Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Letter of Intent (Specifically cited the tracks, strands, and specializations to offer and the School Year of intended operation)</td>
</tr>
<tr>
<td>2.</td>
<td>Notarized Board Resolution certified by the secretary and approved by the Board of Directors / Board of Trustees</td>
</tr>
<tr>
<td>2.1</td>
<td>Purpose (Specify Track, Strand and Specialization to Offer)</td>
</tr>
<tr>
<td>2.2</td>
<td>School Year of intended operation</td>
</tr>
<tr>
<td>2.3</td>
<td>SHS Curriculum for the tracks and strands to be offered</td>
</tr>
<tr>
<td>3.</td>
<td>Certificate of Recognition (State specific number of the issued certificate e.g. Government Recognition No. 2, s. 1978)</td>
</tr>
<tr>
<td>3.1</td>
<td>Secondary Education Program – DepED</td>
</tr>
<tr>
<td>3.2</td>
<td>Training Program – TESDA</td>
</tr>
<tr>
<td>3.3</td>
<td>Higher Education Program -CHED</td>
</tr>
<tr>
<td>3.4</td>
<td>Others.</td>
</tr>
<tr>
<td></td>
<td>3.4.1 FAAP recognized accrediting agencies</td>
</tr>
<tr>
<td></td>
<td>3.4.2 Asia Pacific Accreditation and Certification Commission (APACC)</td>
</tr>
<tr>
<td>4.</td>
<td>Proposed tuition fee and other fees (Reflect the total whole year fee)</td>
</tr>
<tr>
<td>5.</td>
<td>Proposed School Calendar (By Semester)</td>
</tr>
<tr>
<td>6.</td>
<td>Proposed list of academic and non-academic personnel [Using the Standard Template – Refer to Annexes A and B]</td>
</tr>
<tr>
<td>6.1</td>
<td>Qualifications</td>
</tr>
<tr>
<td>6.2</td>
<td>Job descriptions</td>
</tr>
<tr>
<td>6.3</td>
<td>Teaching load</td>
</tr>
<tr>
<td>6.4</td>
<td>Number of working hours per week</td>
</tr>
<tr>
<td>6.5</td>
<td>Certification from recognized national / international agencies (TESDA, ABA, and others)</td>
</tr>
<tr>
<td>6.6</td>
<td>License (LET)</td>
</tr>
<tr>
<td>6.7</td>
<td>Teaching Experience (Training relevant to the subjects handled)</td>
</tr>
</tbody>
</table>
Curriculum Offering (with Class Programs/Schedule per Track, Strand and/or Specialization and with subjects offered following the Regional Memo No. 124, s. 2015) Recommended with half-tone/background in Microsoft Excel Format: Core Subjects (Green Color), Applied Subjects (Yellow Color), & Specialized Subjects (Blue Color)

7.1 ACADEMIC TRACK

**STRAIN**
7.1.1 STEM
7.1.2 HUMSS
7.1.3 STEM
7.1.4 GAs

7.2 TECH-VOC TRACK

**STRAIN**
7.2.1 AFA
7.2.2 IA
7.2.3 HE
7.2.4 ICT

7.3 ARTS AND DESIGN TRACK

**STRAIN**
7.3.1 PERFORMING ARTS
7.3.2 ARTS PRODUCTION

7.4 SPORTS TRACK

**STRAIN**

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Minimum program requirements for the SMS tracks/strands: (Please reflect the number of rooms)

8.1 Instructional rooms
8.2 Laboratories
8.2.1 Computer
8.2.2 Science (for STEM minimum of 3 labs – General Science/Biology, Chemistry and Physics)
8.2.3 Workshop Room/Study
8.3 Athletic facilities
8.4. Learners’ resource center/library
8.5 Internet facilities
8.6 Ancillary services
8.6.1 Guidance Room
8.6.2 Canteen
8.6.3 AVR
8.6.4 Office
8.6.5 Others (Please specify)

A copy of Memorandum of Agreement (MOU) / Memorandum of Understanding (MOU) for Partnership arrangements relative to the SMS Program Implementation. These arrangements may include:
| 9.1 Engagement of stakeholders in the localization of the curriculum |
| 9.2 Work immersion |
| 9.3 Apprenticeship |
| 9.4 Research |
| 9.5 Provision of equipment and laboratories, workshops, and other facilities |
| 9.6 Organization of career guidance and youth formation activities |
| 9.7 Others |

| Articles of Incorporation and by-laws for private schools only |
| Documents specifying ownership of school sites: |
| 11.1 Transfer Certificate of Title, Deed of Donation, USUFROCT Agreement (at least 50 yrs.) & NCIP Certification (for Ancestral Domain) |
| 11.2 Certificate of Occupancy from the City/Municipal Engineer’s Office |
| 11.3 Building Permit |
| 11.4 Bureau of Fire Inspection Certificate |
| 11.5 Disaster Risk Reduction & Management Plan (DRRM) |

| Proposed annual budget and annual expenditures |

**Summary:**  
Complete  
Incomplete  
Recommended for Ocular Inspection  
With Deficiencies

---

**Tracks / Strands / Specializations:**

---

**Documents Evaluated by Team of Evaluators:**

---

(Signature over Printed Name)  
(Signature over Printed Name)  
(Signature over Printed Name)

Reviewed by:

Team Leader:

(Signature over Printed Name)
QAD Form No. 5.a

SENIOR HIGH SCHOOL – ON-SITE VALIDATION PHASE

Division: ___________________________ School/Organization: ___________________________
Contact Person: ___________________________ Address: ___________________________
Designation: ___________________________ Contact No. / E-mail: ___________________________
Date of Occular Inspection: ____ SY (Proposed Operation): ______ Category: ___A___B___C___D

CATEGORIES:

☐ Category A – Private schools, which have been granted at least Level II accreditation by any of the accrediting agencies under the Federation of Accrediting Agencies in the Philippines (FAAP).
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<table>
<thead>
<tr>
<th>No.</th>
<th>Recommended Action</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1.</td>
<td>Issuance of SHS Provisional Permit (Indicate track / strand and specializations for Tech-Voc Track) (specify)</td>
<td></td>
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<td>2.</td>
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<td>3.</td>
<td>For revalidation on (Date):</td>
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Inspected by:

(Signature over Printed Name)

Noted by: (Signature over Printed Name)

Confirmed by: (Signature over Printed Name)

Team Leader: (Signature over Printed Name)

School Principal/Administrator: (Signature over Printed Name)
<table>
<thead>
<tr>
<th>Name of Personnel</th>
<th>Educational Qualifications</th>
<th>Job Description (Stipulated in the Notarized Employment Contract)</th>
<th>Teaching Load (Core, Applied, and/or Specialized subjects to teach per semester)</th>
<th>Number of Working Hours per Week (Total number of hours of actual teaching)</th>
<th>Certification from recognized national / international agencies (TESDA, ABA, and others)</th>
<th>License (LIC etc.)</th>
<th>Teaching Experience (Training relevant to the subjects to be taught in the SHS)</th>
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Prepared by: ____________________________

Noted: _________________________________
<table>
<thead>
<tr>
<th>Name of Personnel</th>
<th>Educational Qualifications</th>
<th>Job Description (Stipulated in the Notarized Employment Contract)</th>
<th>Number of Working Hours per Week</th>
<th>Certification from recognized national/international agencies (TESDA, ABA, and others)</th>
<th>Work/Training Experience</th>
<th>Eligibility (Optional)</th>
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Prepared by:

Noted:

______________________________
School Principal
QAD FORM NO. 6

PUBLIC SCHOOL SENIOR HIGH SCHOOL

Division: ____________________________ School: ____________________________
School Principal: ____________________________ School Address: ____________________________
Designation/Position: ____________________________ Contact No. / E-mail: ____________________________
SY: __________________ SY ID #: __________________

CHECKLIST OF REQUIREMENTS

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of Document/Requirement</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Classification of School Site:</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Stand Alone</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Integrated to existing Junior High School</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Within the existing Elementary School Compound</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Specific Track, Strand and/or Specializations:</td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>ACADEMIC</td>
<td></td>
</tr>
<tr>
<td>2.1.1</td>
<td>ABM</td>
<td></td>
</tr>
<tr>
<td>2.1.2</td>
<td>HUMZZ</td>
<td></td>
</tr>
<tr>
<td>2.1.3</td>
<td>STEM</td>
<td></td>
</tr>
<tr>
<td>2.1.4</td>
<td>GAS</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>TECH - VOC</td>
<td></td>
</tr>
<tr>
<td>2.2.1</td>
<td>AFA - Specializations in</td>
<td></td>
</tr>
<tr>
<td>2.2.2</td>
<td>IA - Specializations in</td>
<td></td>
</tr>
<tr>
<td>2.2.3</td>
<td>H.E - Specializations in</td>
<td></td>
</tr>
<tr>
<td>2.2.4</td>
<td>ICI - Specializations in</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>ARTS AND DESIGN</td>
<td></td>
</tr>
<tr>
<td>2.3.1</td>
<td>Performing Arts</td>
<td></td>
</tr>
<tr>
<td>2.3.2</td>
<td>Arts Production</td>
<td></td>
</tr>
</tbody>
</table>
2.4 SPORTS – Specializations in

3. Purpose (Specific Track, Strand and Specialization to Offer)

3.1 Results of survey from students, parents, industry partners, etc.

4. SHS Curriculum for the track/s and strand/s to be offered

4.1 Downloaded Curriculum from w.w.deped.gov.ph

4.2 YES  NO

5. School Calendar (By Semester)

5.1 Point of Reference (DepEd Order No. 9 s.2015)

5.2 YES  NO

6. Profile of academic and non-academic personnel in the Junior High School

6.1 Using the Template – Refer to Annexes A and B

6.2 YES  NO

7. Number of Existing Academic and Non-Academic Personnel who can teach the SHS

7.1 Portfolio of Teachers (Transcript of Records and Training Certificates, License, etc.)

7.2 Bachelor's Degree (Bachelor of Secondary Education) majoring in fields under the Strand; or any Bachelor's Degree with 18 Professional units in Education and plus 15 units of Specialization in the Strand

7.3 For Tech-Voc Track – Bachelor's Degree (Bachelor of Secondary Education majoring in fields under the Strand; or Bachelor's Degree with 18 Professional units in Education and plus 15 units of Specialization in the Strand; or equivalent in training/ experiences along the field of Technical-Vocational Education and Training or must have National TVET Trainer Certificate (NTT Level II), which means National Certificate (at least Level II level higher than course to be taught) and Trainers Methodology Certificate

7.4 Number of Teachers in Academic Track

7.4.1 ABM

7.4.2 HUMSS

7.4.3 STEM

7.4.4 GAs

7.5 Number of Teachers in Tech-Voc Track

7.5.1 AFA

7.5.2 IA

7.5.3 H.E.

7.5.4 ICT

7.6 Number of Teachers in Arts and Design

7.6.1 Performing Arts

7.6.2 Arts Production

7.7 Number of Teachers in Sports Track
<table>
<thead>
<tr>
<th>8.1.3 STEM</th>
<th>Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1.4 GAs</td>
<td></td>
</tr>
</tbody>
</table>

- **8.2 TECH-VOC TRACK**
  - **STRAND**
    - 8.2.1 AFA
    - 8.2.2 IA
    - 8.2.3 HE
    - 8.2.4 ICT

- **8.3 ARTS AND DESIGN TRACK**
  - **STRAND**
    - 8.3.1 PERFORMING ARTS

- **8.4 SPORTS TRACK**
  - **STRAND**

---

9. **Existing Facilities which can be used by the SHS:** (Please reflect the number of available rooms)

- **Number of Rooms**
  - 9.1 Instructional rooms
  - 9.2 Laboratories
    - 9.2.1 Computer
    - 9.2.2 Science (for STEM minimum of 3 labs - General Science, Biology, Chemistry, and Physics)
    - 9.2.3 Workshop Room / Studios
  - 9.3 Athletic facilities
  - 9.4 Learners' Resource Center / Library
  - 9.5 Internet facilities
  - 9.6 Ancillary services
  - 9.7 Guidance Room
  - 9.8 Canteen
  - 9.9 AVR
  - 9.10 Clinic
  - 9.11 Others (Please specify)

---

<table>
<thead>
<tr>
<th>Available Tools / Equipment Per Track, Strand, and/or Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1 ACADEMIC TRACK</td>
</tr>
<tr>
<td>8.1.1 STEM</td>
</tr>
<tr>
<td>8.1.2 HUMSS</td>
</tr>
<tr>
<td>8.1.3 STEM</td>
</tr>
<tr>
<td>8.1.4 GAs</td>
</tr>
</tbody>
</table>

- **10.2 TECH-VOC TRACK**
  - 8.2.1 AFA
  - 8.2.2 IA
  - 8.2.3 HE
  - 8.2.4 ICT

- **10.3 ARTS AND DESIGN TRACK**
  - 8.3.1 PERFORMING ARTS

- **10.4 SPORTS TRACK**

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11. A**copy of Memorandum / Memoranda of Agreement (MOA) / Memorandum of Understanding (MOU) for Partnership arrangements relative to the SHS Program Implementation:** These arrangements may include:

- 11.1 Engagement of stakeholders in the localization of the curriculum
<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>11.2 Work immersion</td>
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<td>11.3 Apprenticeship</td>
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<td>11.4 Research</td>
<td></td>
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<tr>
<td>11.5 Provision of equipment and laboratories, workshops, and other facilities</td>
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<tr>
<td>11.6 Organization of career guidance and youth formation activities</td>
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<td>11.7 Others</td>
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</table>

**12. Ownership of School Site:**

- [ ] 12.1 Documents of ownership of school sites under the name of the schools, or deed of usufruct

**Summary:**

- [ ] Complete
- [ ] Incomplete
- [ ] Recommended for Ocular Inspection
- [ ] With Deficiencies

**Evaluated by:**

- [Signature over Printed Name]

**Reviewed by:**

- [Signature over Printed Name]

**Team Leader:**

- [Signature over Printed Name]