



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



October 7, 2026

DIVISION MEMORANDUM

No. **679-2026**

**APPLICATION, EVALUATION AND OCULAR INSPECTION, MONITORING, AND
ISSUANCE OF GOVERNMENT RECOGNITION FOR PRIVATE BASIC
EDUCATION INSTITUTIONS OFFERING THE
SENIOR HIGH SCHOOL (SHS) PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Private Schools In-Charge
Division Senior High School Coordinator
Division Monitoring, Evaluation, and Inspection Team (MEIT)
School Heads/Administrators of Private Schools Offering Senior High School
All Others Concerned

1. In reference to **DepEd Order No. 12, s. 2026**, titled "*Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program*," this Office reiterates the prescribed procedures for the application, evaluation, ocular inspection, monitoring, endorsement, and issuance of Government Recognition for private Senior High Schools. This Memorandum specifically provides the schedule to be observed by concerned **Private Senior High Schools** in the Schools Division of Baguio City.
2. Private Senior High Schools applying for Government Recognition shall ensure that all applicable documentary requirements and Means of Verification (MOVs) are complete, valid, properly organized, and submitted within the period prescribed by the Schools Division Office. The following timelines shall be strictly observed:

Activity	Schedule	Responsible Office/Person
Preparation and completion of documentary requirements and MOVs	Immediately upon receipt of this Memorandum and within the prescribed application period	Applicant Private SHS
Submission of COMPLETE documentary requirements	On or before October 29, 2026, 5:00 PM to be received by the Records Section	Applicant Private SHS / SGOD

Assessment and pre-evaluation of submitted documentary requirements and MOVs	Immediately after receipt and within the prescribed evaluation period	SDO - MEIT
Ocular inspection and on-site verification	November 9–20, 2026	SDO-MEIT / Applicant Private SHS
Consolidation of findings and preparation of Evaluation Report/Certification of Inspection	November 2026	MEIT
Endorsement and recommendation to RO-QAD	First week of December 2026	Schools Division Office
Regional processing and decision-making	Before December 31, 2026, subject to completion of the prescribed process	Regional Office / Regional Director

3. All concerned officials and personnel are enjoined to strictly comply with the provisions of DepEd Order No. 12, s. 2026 and this Memorandum to ensure the effective, transparent, and timely processing of applications for Government Recognition.
4. For inquiries and clarifications, concerned personnel may coordinate with the SGOD-SMME Unit, through **Arlani B. Buccat, EPS II, SMME- PRIVATE SCHOOL Focal Person**, at telephone number **074-4466738**.
5. Immediate dissemination of and strict compliance with this Memorandum is desired

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent 