



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

DepEd, Division of Zamboanga Sibugay	
<b>RECORD SECTION</b>	
NO: <b>311343</b>	TIME: <b>9:43 AM</b>
BY: _____	DATE: <b>26 MAR 2026</b>
<b>RELEASED</b>	

**Office of the Schools Division  
 Superintendent**

March 25, 2026

DIVISION MEMORANDUM  
 NO. **189**, s. 2026

**CONTEXTUALIZED GUIDELINES ON THE SUBMISSION, APPRAISAL, AND  
 EVALUATION OF RENEWAL APPLICATIONS FOR STRENGTHENED SENIOR  
 HIGH SCHOOL (SSHS) PROGRAM SY 2026-2027 AND ISSUANCE OF  
 CONTEXTUALIZED PRO-FORMA TEMPLATES**

To: Assistant Schools Division Superintendent  
 Chiefs of SGOD and CID  
 Public Schools District Supervisors/Districts in charge  
 Division Review and Evaluation Committee (DREC)  
 SDO Senior High School Coordinator  
 Public and Private Secondary School Heads  
 All Others Concerned

1. Pursuant to the national standards for educational quality and institutional readiness stipulated in **DepEd Memorandum No. 12, s. 2026**, titled *Full Implementation of the Strengthened Senior High School (SSHS) Curriculum in School Year 2026-2027*, and in accordance with **Regional Memorandum No. 134, s. 2026**, this Office directs all public and private schools, including State Universities and Colleges (SUCs), to facilitate the submission of renewal or new applications for their SSHS Provisional Permits for SY 2026–2027. This directive further solidifies the agreements established during the Division Orientation on SSHS held on March 3–5, 2026.

2. All applications must be submitted in **one (1) complete set (folder)**, organized and tabbed in strict accordance with the document sequence in **Enclosures B and C**. These must be submitted to the **Division Review and Evaluation Committee (DREC) Secretariat** at the **Planning and Research Section** no later than **April 13, 2026**. To ensure a verifiable audit trail, all submissions shall be processed through the **Document Tracking and Records Management System (DTRMS)**.

3. To ensure specialized and thorough appraisal, evaluation, and validation of all applications, the following phased process shall be strictly observed:

**Phase I- Initial Appraisal**

The **DREC Secretariat (Planning and Research Section)** shall conduct a preliminary review to verify the completeness of the submitted documentation. In cases of incomplete or non-compliant submissions, the Secretariat is authorized to facilitate the immediate issuance of a **Notice of Deficiency** to the concerned school.



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**Phase II- Technical Evaluation (Curriculum and Governance)**

For Public Schools - The **Division SHS Coordinator (CID)** shall lead the technical and curriculum-specific evaluation and validation.

For Private Schools and SUCs- The **SGOD-SMME** shall evaluate the governance and regulatory requirements of private schools and SUCs' applications. To ensure curriculum quality assurance, the **Division SHS Coordinator (CID)** shall provide technical assistance and lead evaluations of curriculum-related matters, track offerings, and ensure instructional alignment for all private school and SUC applications.

**Phase III- Validation (Ocular Inspection and Final Readiness)**

Upon clearance of the documentary requirements, the **SSHS Validation Task Force** shall conduct the final verification of physical facilities and program readiness through an ocular inspection to confirm adherence to regional and national standards.

**Phase IV- Endorsement to the Regional Office**

Validated applications with complete documentation and satisfactory ocular inspection results shall be endorsed by the **Schools Division Superintendent (SDS)** to the Regional Office. All endorsements must be transmitted on or before the **May 29, 2026** regional deadline.

4. To ensure a streamlined application process, the specific documentary requirements, including technical standards and descriptions initiated by the **DREC Secretariat through the Planning and Research Section (PRS)**—are provided in **Enclosure A (Public Schools)** and **Enclosure B (Private Schools/SUCs)**. Applicants are strictly enjoined to adhere to the prescribed sequences to facilitate an efficient technical evaluation by the Division Review and Evaluation Committee (DREC).

5. Furthermore, this Office officially issues the **Contextualized Pro-forma Templates (Enclosures E to U)** to assist School Heads in the preparation of their documents. These standardized instruments developed by the SEPS for PRS must be utilized to ensure the substantiality and accuracy of the data submitted, aligning all applications with the division's quality and research standards.

6. To ensure an organized and verifiable audit trail, all applicants are directed to file their documents in a single, durable folder. These must be arranged in strict accordance with the sequence outlined in the checklist of requirements, with each section clearly identified using a **labeled divider or tab** corresponding to the assigned letter or number of the requirement

7. Expenses relative to this SSHS appraisal, evaluation and validation shall be charged to MOOE and other local funds, subject to the standard accounting and auditing rules and regulations.





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MAR 16 2026

Office of the Regional Director

March 16, 2026

**REGIONAL MEMORANDUM**

No. 134, s. 2026

**RENEWAL OF PROVISIONAL PERMIT APPLICATION FOR THE IMPLEMENTATION OF THE STRENGTHENED SENIOR HIGH SCHOOL (SSHS) PROGRAM FOR SCHOOL YEAR 2026-2027**

To: **Schools Division Superintendent**  
**Assistant Schools Division Superintendent**  
**SDO Senior High School Coordinators**  
**SDO Private Schools Coordinators**  
This Region

1. In preparation for the implementation of the **Strengthened Senior High School (SSHS) Program** for **School Year (SY) 2026-2027**, all **public and private schools**, including **SHS-ALS implementers** currently implementing the program under a **Provisional Permit** are hereby advised to apply for the **Renewal of Provisional Permit** while awaiting the approval and issuance of the **DepEd Guidelines on the Application for Government Permit and Recognition for the Senior High School (SHS) Program**.

2. For this purpose, the designated focal person/s in the Schools Division Offices (SDOs) shall evaluate the completeness and compliance of the documentary requirements submitted by the schools (new and old school implementers). This evaluation shall include the conduct of ocular inspection and preparation of an evaluation report, in accordance with the attached Checklist of Requirements (Appendix A).

3. After the division-level evaluation, the Schools Division Offices shall endorse the complete set of documents to the Regional Office for validation and assessment before the issuance of the New/Renewal of Provisional Permit to Operate the Strengthened Senior High School (SSHS) Program.

4. The New/Renewal of Provisional Permit to Operate Strengthened SHS Program shall be issued and approved by the Regional Director upon satisfactory compliance with the prescribed requirements.

5. All Schools Division Offices are hereby directed to submit the complete documents to the Regional Office. The deadline for submission is on May 29, 2026.

6. Schools and SDOs are advised to ensure the accuracy, completeness, and authenticity of all submitted documents to facilitate the timely processing of applications.

7. Immediate and wide dissemination of this Memorandum is desired.

Digitally signed by Legaspi Ruth Fuentes  
DN: CN=Legaspi Ruth Fuentes,  
SERIALNUMBER=0128N0045d:0,  
DepEd Regional Office IX, C=PH  
Date: 2026.03.16 15:38:01+0800  
**RUTH L. FUENTES, CESO III**  
Regional Director

QAD/LLM/RM  
March 16, 2026





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**Appendix A**

**CHECKLIST OF DOCUMENTARY REQUIREMENTS**

**Renewal of Provisional Permit Application for Schools Implementing the Strengthened Senior High School (SSHS) Program  
 School Year 2026-2027**

School Name: \_\_\_\_\_  
 School ID: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School Division: \_\_\_\_\_  
 School Head: \_\_\_\_\_

**Instructions:**

The School Division Office (SDO) focal person shall review and validate the completeness of the documentary requirements submitted by the school. Put a check mark (✓) in the appropriate column.

Number	Documentary Requirements	Submitted	Evaluated by SDO	Validated by RO
<b>A.. Administrative AND Legal Documents</b>				
1	Letter of Intent / Application Letter from the School Principal to the Regional Director through the Schools Division Superintendent			
2	Endorsement of SDO (SDS/ASDS) to RO (Regional Director)			
3	Copy of existing Provisional Permit to Operate (Academic & TVL)			
4	Updated School Profile (Enrollment, Updated List of teachers (their qualifications and designations)			
5	Updated SEC Registration, Articles of Incorporation, or DTI Registration			
6	Proof of Site/Building Ownership (Current Transfer Certificate of Title (TCT), Contract of Lease, or Deed of Sale, Certificate of Occupancy of the Building			
7	Copy of notarized comprehensive Feasibility Study (for new applications)			
<b>B. Curriculum and Program Implementation</b>				
8	List of Tracks to be offered under the SSHS Program (Academic /Tech-Pro)			
9	Proposed Class Program / Schedule for SSHS (Academic /Tech-pro) and School Calendar			
10	Curriculum Implementation Plan Aligned with SSHS Requirements (Academic/Tech-Pro)			
<b>C. Teaching and Personnel Requirements</b>				
11	List of SHS Teachers with corresponding qualifications and subjects handled			
12	Copies of Teachers' PRC Licenses and relevant credentials			
13	Designation of SHS Coordinators or Program Head			
14	Updated list of Administrative Officials, Supervisory Officials, Non-Teaching Personnel			
<b>D. Facilities and Learning Resources</b>				
15	Inventory of Classrooms and Learning Facilities for SHS			
16	List of available Laboratories, Workshops, and Specialized Rooms (if applicable)			



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17	Inventory of Learning Resources, Equipment, and Instructional Materials			
18	Original Pictures -Classroom -School Stage -School Canteen -Medical & Dental Clinic -Computer/IT/Multimedia Room -Offering ICT -Library -Restroom (Separate for boys and girls) -Laboratories (if applicable) -School Buildings -Faculty Room -Flagpole -Guidance Office -Registrar's Office -Principal's Office -Other Facilities and Learning Resources align with the Tracks offerings (Academic /Tech-Pro)			
<b>E. Financial Documents</b>				
19	Updated School Budget approved by the Board of Directors			
20	Tuition and Other School Fees (TOSF) breakdown, and approved fees issued by the Regional Office			
<b>F. Ocular Inspection and Evaluation</b>				
21	Duly signed Ocular Inspection report conducted by the School Division Office regarding facilities and compliance with standards (Attached to the application documents)			
22	Compliance Report on previously noted findings (if applicable)			
<b>G. Other Supporting Documents</b>				
23	Partnership Agreements/ MOA with Industry Partners (for Tech-Pro Tracks, if applicable)			
24	Safety, Sanitation, and Health Compliance Documents			

REMARKS/ FINDINGS:

Date Processed: \_\_\_\_\_

\_\_\_\_\_

### RECOMMENDATIONS:

- ( ) For Endorsement to the Regional Office for issuance of New/Renewal of a provisional permit for SSHS Program
- ( ) For issuance of Notice of Deficiency or Disapproval

Evaluated by: (Division Inspectorate Team)

Reviewed by: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(SGOD Chief)

(CID Chief)

APPROVED :

\_\_\_\_\_  
Schools Division Superintendent



**Enclosure B - Checklist of Documentary Requirements for the Strengthened Senior High School (SSHS) Program  
 Application – Public Schools**

**DOCUMENTARY REQUIREMENTS FOR THE STRENGTHENED SENIOR HIGH SCHOOL (SSHS) PROGRAM APPLICATION –  
 PUBLIC SCHOOLS**

<b>Document Control Information</b>			
School Name		SSHS Track	
School ID		No. of Learners	
Address		Male:	
School Head		Female:	
Item Position		Total:	

No.	Documentary Requirements	Technical Description, Standards, & Signatory Requirements	Submitted (✓/X)  *To be accomplished by the DREC Secretariat/PRS	Secretariat Appraisal / Remarks	Evaluated by Div. SHS Coordinator	Validated by RO
<b>A. Administrative and Legal Documents</b>						
1	Letter of Intent / Application Letter from the School Principal to the Regional Director through the Schools Division Superintendent  *See Encl E for the Pro-Forma for LOI	Application must be on school letterhead; signed by the <b>School Principal/Head</b> . Must explicitly state the specific tracks/clusters for renewal				
2	Endorsement of SDO (SDS/ASDS) to RO (Regional Director)	Shall be facilitated by the secretariat when all documents are satisfied				





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3	<p>Copy of notarized comprehensive Feasibility Study (for new applications)</p> <p><i>*See Encl T for the Pro-Forma of the Feasibility Study</i></p>	<ul style="list-style-type: none"> <li>• <b>Strategic Justification:</b> A narrative and data-driven document proving the necessity and sustainability of the proposed SSHS Clusters.</li> <li>• <b>Market Demand:</b> Includes a <b>Learner Preference Survey (LPS)</b> with a minimum 3-year enrollment projection and narrative analysis.</li> <li>• <b>Resource Mapping:</b> Detailed tabular presentation of existing and needed human resources (Teachers/Staff), facilities (Classrooms/Labs), and funding sources (MOOE/LGU/PTA).</li> <li>• <b>Community Concurrence:</b> Must show documented support from the PTA and Barangay Council.</li> </ul>				
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		<ul style="list-style-type: none"> <li>• <b>Notarization:</b> The document must be signed by the <b>School Head</b> as the Proponent and duly <b>notarized</b> to certify the authenticity of all data and projections provided.</li> </ul>				
4	Copy of existing Provisional Permit to Operate (Academic & TVL)	Must be a clear copy of the current permit for both Academic and TVL tracks.				
5	Updated School Profile (Enrollment, Updated List of teachers (their qualifications and designations) <i>*See Encl F for the Pro-Forma for Updated School Profile</i>	<p>1. Enrollment Data: Current breakdown per Grade Level and Track/Strand (M/F/T).</p> <p>2. Faculty Registry: A complete table of SHS teachers including:</p> <ul style="list-style-type: none"> <li>• <b>Full Names:</b> Matching valid PRC IDs.</li> <li>• <b>Item Position:</b> Specify the permanent plantilla item (e.g., T-I, T-III, Master Teacher.</li> <li>• <b>Special Designation:</b> Specify <b>Ancillary Services</b> (e.g., School SHS Coordinator, LIS Coordinator, School</li> </ul>				



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		Registrar, Guidance Designate, or Dept. Head)  <ul style="list-style-type: none"> <li>• <b>Educational Qualifications:</b> Must specify Undergrad Major/Minor and relevant Post-Graduate degrees.</li> <li>• Signed by the Sch Head</li> </ul>				
<b>B. Curriculum and Program Implementation</b>						
6	List of Tracks to be offered under the SSHS Program (Academic /Tech-Pro) <i>*See Encl G for the Pro-Forma for List of Tracks and Clusters (SY 2026-2027)</i>	<ul style="list-style-type: none"> <li>• Must clearly distinguish between Academic and Tech-Pro tracks. Must match the school's capacity and facilities.</li> <li>• Signed by the Sch Head</li> </ul>				
7	Proposed Class Program / Schedule for SSHS (Academic /Tech-pro) and School Calendar  <i>*Just follow the existing template in the preparation of a School Program</i>	<ul style="list-style-type: none"> <li>• Must show the specific time allotment per subject according to DepEd standards.</li> </ul>				



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		<ul style="list-style-type: none"> <li>Signed by the <b>SHS Coordinator and School Head</b></li> </ul>				
8	<p>Curriculum Implementation Plan Aligned with SSSH Requirements (Academic/Tech-Pro)</p> <p><i>See Encl H for the Pro-Forma for Curriculum Implementation Plan (SY 2026-2027)</i></p>	<ul style="list-style-type: none"> <li>Must be aligned with <b>Strengthened SHS</b> standards. Must detail instructional strategies and assessment methods for each track</li> <li>Signed by the <b>School Head</b></li> </ul>				
<b>C. Teaching and Personnel Requirements</b>						
9	<p>List of SHS Teachers with corresponding qualifications and subjects handled</p> <p><i>*See Enclosure I for the customized List of SHS Teachers with Corresponding Qualifications and Subjects Handled</i></p>	<ul style="list-style-type: none"> <li>Academic Alignment: Undergraduate or Post-Graduate major must directly match the assigned Specialized/Applied subjects.</li> <li>Post-Grad Depth: Specify degree or units earned with field of concentration as evidence of content mastery.</li> <li>TVL Proficiency: Must list valid National Certificates (NC II, III, or</li> </ul>				



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		<p>IV) matching the specific competency taught.</p> <ul style="list-style-type: none"> <li>Recent Training: List relevant SSS-related trainings or industry immersions attended within the last three (3) years.</li> <li>Workload: Indicate total weekly teaching minutes/hours to verify adherence to loading guidelines.</li> <li>Signatories: Must be duly signed by the <b>SHS Coordinator</b> and <b>School Head</b>.</li> </ul>				
10	Copies of Teachers' PRC Licenses and relevant credentials	<ul style="list-style-type: none"> <li>Clear copies of valid (unexpired) PRC IDs. For TVL, must include <b>National Certificates (NC II/III)</b></li> </ul>				
11	Designation of SHS Coordinators or Program Head	<ul style="list-style-type: none"> <li>Formal designation letter signed by the SDS. Must outline specific duties and responsibilities.</li> </ul>				



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12	<p>Updated list of Administrative Officials, Supervisory Officials, Non-Teaching Personnel</p> <p><i>*See Enclosure J for the customized List of SHS Teachers with Corresponding Qualifications and Subjects Handled</i></p>	<ul style="list-style-type: none"> <li>• School Leadership: Must list the <b>School Head</b> (Principal I-IV, Assistant Principal, or Head Teacher/Officer-in-Charge) including their <b>Item Position</b> and years of administrative experience.</li> <li>• Supervisory/Management Team: Identify the <b>Department Heads</b> or <b>Master Teachers</b> who provide instructional supervision for the Senior High School program.</li> <li>• Essential Support Staff (Ancillary): Must list the personnel (regular or designated) performing critical SHS functions:             <ul style="list-style-type: none"> <li>• School Registrar / LIS Coordinator (for enrollment and records)</li> <li>• Guidance Counselor</li> <li>• Librarian</li> <li>• Laboratory Manager / Technician (for Tech-Pro/STEM tracks)</li> <li>• etc</li> </ul> </li> <li>• Administrative Support: Include <b>Admin. Officer,</b></li> </ul>				
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		<p><b>Administrative Assistants (ADAS)</b>          assigned to handle SHS-specific documentation and DTRMS tracking, and other administrative work</p> <ul style="list-style-type: none"> <li>• The list must be updated for SY 2026-2027 and <b>signed by the School Head</b></li> </ul>				
<b>D. Facilities and Learning Resources</b>						
13	<p>Inventory of Classrooms and Learning Facilities for SHS</p> <p><i>*See Enclosure K for the Pro-Forma for Inventory of SHS Facilities (SY 2026-2027)</i></p>	<ul style="list-style-type: none"> <li>• <b>Physical Capacity:</b>              Must list the total number of classrooms dedicated to SHS, specifying the building type (e.g., 2-Storey, 4-Classroom) and current physical condition (Functional/ Needs Repair).</li> <li>• <b>Laboratory Adequacy:</b>              Must detail specialized facilities required for the applied <b>Clusters</b> (e.g., Science Labs for STEM, Computer Labs for ICT, or Workshops for TVL).</li> <li>• <b>Ancillary Rooms:</b>              Include essential</li> </ul>				



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		<p>support spaces such as the <b>Library/LRC, Clinic, Guidance Office, and Faculty Room.</b></p> <ul style="list-style-type: none"> <li>• <b>Functional Status:</b> Inventory must include the availability of basic utilities (Power, Water, Internet Connectivity) and major equipment/tools per laboratory.</li> <li>• Must be signed by the <b>School Property Custodian</b> and the <b>School Head.</b></li> </ul>				
14	<p>List of available Laboratories, Workshops, and Specialized Rooms (if applicable)</p> <p><i>Enclosure L. Pro-Forma for List of Specialized Laboratories &amp; Workshops (SY 2026-2027)</i></p>	<ul style="list-style-type: none"> <li>• <b>Specialized Alignment:</b> Every room listed must be explicitly mapped to a specific SSHS Cluster (e.g., Cookery Lab for HE, Computer Lab for ICT, or Physics Lab for STEM).</li> <li>• <b>Technical Specifications:</b> Must include details on specialized installations such as high-voltage outlets,</li> </ul>				



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		<p>exhaust systems, sinks/faucets, and internet drops.</p> <ul style="list-style-type: none"> <li>• <b>Capacity per Station:</b> Must indicate the number of individual work stations/tools available to ensure the student-to-equipment ratio meets DepEd standards.</li> <li>• <b>Safety Compliance:</b> Must confirm the presence of safety features like fire extinguishers, first-aid kits, and emergency exits within the specialized area.</li> <li>• Must be signed by the <b>Laboratory Manager/Technician</b> (if applicable) and the <b>School Head</b>.</li> </ul>				
15	<p>Inventory of Learning Resources, Equipment, and Instructional Materials</p> <p><i>See Enclosure M for the Pro-Forma for Inventory of Learning Resources &amp; Equipment (SY 2026–2027)</i></p>	<ul style="list-style-type: none"> <li>• <b>Resource-to-Learner Ratio:</b> Must demonstrate that the quantity of textbooks, modules, and specialized equipment is sufficient for the</li> </ul>				



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		<p>projected enrollment per cluster.</p> <ul style="list-style-type: none"><li>• <b>Digital &amp; Print Resources:</b> Must list available Self-Learning Modules (SLMs), E-books, and digitized lesson exemplars specifically aligned with the <b>Strengthened SHS (SSHS)</b> curriculum.</li><li>• <b>Technical Equipment:</b> For <b>STEM</b> and <b>Tech-Pro</b> clusters, must list high-value equipment (e.g., microscopes, welding machines, servers) including their functional status.</li><li>• <b>Instructional Support:</b> Include multi-media equipment such as smart TVs, projectors, or document cameras used for daily instruction.</li><li>• Must be signed by the <b>School Librarian/LRC</b></li></ul>				
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		<b>Coordinator and the School Head.</b>				
16	<p>Original Pictures</p> <ul style="list-style-type: none"> <li>-Classroom</li> <li>-School Stage</li> <li>-School Canteen</li> <li>-Medical &amp; Dental Clinic</li> <li>-Computer/IT/Multimedia Room - Offering ICT</li> <li>-Library</li> <li>-Restroom (Separate for boys and girls)</li> <li>-Laboratories (if applicable)</li> <li>-School Buildings</li> <li>-Faculty Room</li> <li>-Flagpole</li> <li>-Guidance Office</li> <li>-Registrar's Office</li> <li>-Principal's Office</li> <li>-Other Facilities and Learning Resources align with the Tracks offerings (Academic /Tech-Pro)</li> </ul> <p><i>*See Enc. N for the Photo Documentary Guide</i></p>	<ul style="list-style-type: none"> <li>• <b>Recency &amp; Authenticity:</b> Must be original, colored, and recently taken (within the last 3 months). Printed photos must be clear and labeled.</li> <li>• <b>Contextual Evidence:</b> Photos must show the facility in a "ready-to-use" state. For <b>Laboratories/ICT Rooms</b>, photos must show the actual equipment (PCs, Tools, Science kits) mentioned in the inventory.</li> <li>• <b>Track Alignment:</b> Facilities must match the applied <b>Clusters</b>. (e.g., if offering the STEM Cluster, a Science Lab photo is mandatory).</li> <li>• <b>Health &amp; Sanitation:</b> Separate restrooms for boys and girls, and the Medical/Dental Clinic, must show basic</li> </ul>				



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		<p>functionality and hygiene standards.</p> <ul style="list-style-type: none"> <li>• <b>Geographical Context:</b> Includes a wide-angle shot of School Buildings, the Flagpole, and the School Stage to verify the institutional campus.</li> </ul>				
<b>F. Ocular Inspection and Evaluation</b>						
17	<p>Duly signed Ocular Inspection report conducted by the School Division Office regarding facilities and compliance with standards (Attached to the application documents)</p> <p><i>See Enc. O for the pro-forma on Ocular Inspection Summary</i></p>	<ul style="list-style-type: none"> <li>• <b>Official Validation:</b> Must be the formal report issued by the <b>Schools Division Office (SDO)</b> Inspectorate Team following a physical or hybrid validation of the school's facilities and documents.</li> <li>• <b>Standards Compliance:</b> The report must explicitly state that the school has "<b>Passed</b>" or "<b>Complied</b>" with the standards for the specific <b>Clusters</b> applied for (Academic/Tech-Pro).</li> <li>• <b>Deficit Resolution:</b> If a prior inspection found deficiencies, this report must include a "Follow-</li> </ul>				



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		<p>up" or "Compliance" section showing that all gaps have been filled.</p> <ul style="list-style-type: none"> <li>• Must be duly signed by the <b>Division Inspectorate Team Members</b> and approved by the <b>Schools Division Superintendent (SDS)</b> or the <b>ASDS</b>.</li> </ul>				
18	<p>Compliance Report on previously noted findings (if applicable)</p> <p><i>See Enc. P for the pro-forma on Ocular Inspection Summary</i></p>	<ul style="list-style-type: none"> <li>• Must explicitly list each deficiency or observation noted in the previous <b>Ocular Inspection Report</b> or <b>Regional Feedback Letter</b>.</li> <li>• Detail the specific steps taken by the school to address each finding (e.g., "Hired 2 licensed STEM teachers," "Purchased 10 additional welding machines").</li> <li>• Must refer to attached proofs such as new photos, appointment papers, or specialized equipment receipts.</li> <li>• Each finding must be labeled as "<b>Fully Complied,</b>" "<b>Partially</b></li> </ul>				



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		<p><b>Complied," or "In Progress"</b> with a timeline</p> <ul style="list-style-type: none"> <li>• Must be signed by the <b>School Head</b></li> </ul>				
<b>G. Other Supporting Documents</b>						
19	<p>Partnership Agreements/ MOA with Industry Partners (for Tech-Pro Tracks, if applicable)</p> <p><i>See Enc. R for the pro-forma on Summary of Industry Partnership</i></p>	<ul style="list-style-type: none"> <li>• <b>Specificity of Training:</b> The MOA must explicitly state the <b>Tech-Pro Cluster</b> it covers (e.g., Agri-Fishery, ICT, Home Economics) and the specific competencies learners will gain.</li> <li>• <b>Partner Legitimacy:</b> The Industry Partner must be a registered entity (DTI/SEC) or a recognized Local Government Unit (LGU) with facilities capable of hosting student immersion.</li> <li>• <b>Duration &amp; Validity:</b> The agreement must be valid for the <b>current School Year (2026-2027)</b> or have a multi-year clause that covers the implementation period.</li> </ul>				



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		<ul style="list-style-type: none"> <li>• <b>Safety &amp; Insurance:</b> Must include provisions for student safety and clear roles/responsibilities of the school and the partner.</li> <li>• Must be duly signed by the <b>School Head</b> and the <b>Authorized Representative</b> of the Industry Partner, with witnesses</li> </ul>				
20	Safety, Sanitation, and Health Compliance Documents  <i>See Enc. S for the pro-forma on Safety, Sanitation, and Health Compliance</i>	<ul style="list-style-type: none"> <li>• <b>Sanitary Readiness:</b> Must include a valid <b>Sanitary Permit</b> for the current year, ensuring that the school canteen, restrooms, and general campus meet local health standards.</li> <li>• <b>Structural &amp; Fire Safety:</b> Must include a <b>Fire Safety Inspection Certificate (FSIC)</b> and, if applicable, a Certificate of Annual Inspection for structural integrity</li> <li>• <b>Health Services:</b> Evidence of a functional <b>School Clinic</b> with basic medical supplies and a</li> </ul>				



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		<p>designated health personnel or first-aider.</p> <ul style="list-style-type: none"> <li>• <b>Potable Water Safety:</b> Must include a recent Water Analysis Report (Bacteriological Test). In the absence of a laboratory in the immediate locality, the school may submit a Certification of Potability from their Water Provider OR a Contract/MOA with a Licensed Water Refilling Station (including the station's valid test results).</li> <li>• <b>Waste Management:</b> Documentation of a functional waste segregation and disposal system, particularly for hazardous materials in Science or TVL labs.</li> </ul>				
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**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

**OVERALL REMARKS / FINDINGS:** *(The DREC Secretariat/Inspectorate Team shall summarize the technical status of the application here. Note any critical deficiencies or exceptional compliance.)*

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**Date Processed:** \_\_\_\_\_



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**FINAL RECOMMENDATIONS:**

*Instruction: Please check the appropriate box based on the technical validation.*

FOR ENDORSEMENT TO THE REGIONAL OFFICE

For the issuance of **New / Renewal of a Provisional Permit** for the **Strengthened Senior High School (SSHS) Program for SY 2026–2027.**

**FOR ISSUANCE OF NOTICE OF DEFICIENCY**

The applicant school has failed to meet specific technical standards. A formal notice shall be issued for compliance within **(No. of Days)**.

**FOR DISAPPROVAL** The application is denied due to major non-compliance with SSHS standards that cannot be rectified within the current application cycle.

**Evaluated by: (Division Inspectorate Team)**

*(Signature over Printed Name)*  
 Member / Position

*(Signature over Printed Name)*  
 Member / Position

*(Signature over Printed Name)*  
 Member / Position

**Reviewed by:**

**OLIVER B. TALAOC, EdD**  
 SGOD Chief

**RODOLF JOHN T. RODRIGUEZ, PhD**  
 CID Chief

**Verified by:**

**MA. COLLEEN L. EMORICHA, CESO VI**  
 Asst. Sch. Div. Superintendent / DREC Chair

Approved by:

**VIRGILIO P. BATAN JR., CESO V**  
 Schools Division Superintendent



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**Enclosure C -Checklist of Documentary Requirements for the Strengthened Senior High School (SSHS) Program Application – Private Schools and SUCs offering Basic Education**

**DOCUMENTARY REQUIREMENTS FOR THE STRENGTHENED SENIOR HIGH SCHOOL (SSHS) PROGRAM APPLICATION – PRIVATE SCHOOLS AND SUCs**

<b>Document Control Information</b>			
School Name		SSHS Track	
School ID		No. of Learners	
Address		Male:	
School Head		Female:	
Item Position		Total:	

No.	Documentary Requirements	Technical Description, Standards, & Signatory Requirements	Submitted (✓/X)  *To be accomplished by the DREC Secretariat /PRS	Secretariat Appraisal / Remarks	Evaluated by Div. SHS Coordinator	Validated by RO
<b>A. Administrative and Legal Documents</b>						
1	Letter of Intent / Application Letter from the School Principal to the Regional Director through the Schools Division Superintendent  <i>*See Encl D for the Pro-Forma for LOI</i>	Application must be on school letterhead; signed by the <b>School Principal/Head</b> . Must explicitly state the specific tracks/clusters for renewal				
2	Endorsement of SDO (SDS/ASDS) to RO (Regional Director)	Shall be facilitated by the secretariat when all documents are satisfied				



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3	Copy of notarized comprehensive Feasibility Study (for new applications)	<ul style="list-style-type: none"> <li>• <b>Strategic Justification:</b> A narrative and data-driven document proving the necessity and sustainability of the proposed SSHS Clusters.</li> <li>• <b>Market Demand:</b> Includes a <b>Learner Preference Survey (LPS)</b> with a minimum 3-year enrollment projection and narrative analysis.</li> <li>• <b>Resource Mapping:</b> Detailed tabular presentation of existing and needed human resources (Teachers/ Staff), facilities (Classrooms/ Labs), and funding sources (MOOE/LGU, PTA).</li> <li>• <b>Community Concurrence:</b> Must show documented support from the PTA and Barangay Council.</li> </ul>			
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		<ul style="list-style-type: none"> <li>• <b>Notarization:</b> The document must be signed by the <b>School Head</b> as the Proponent and duly <b>notarized</b> to certify the authenticity of all data and projections provided.</li> </ul>				
4	Copy of existing Provisional Permit to Operate (Academic & TVL)	Must be a clear copy of the current permit for both Academic and TVL tracks.				
5	Updated School Profile (Enrollment, Updated List of teachers (their qualifications and designations) <i>*See Encl E for the Pro-Forma for Updated School Profile</i>	<p>1. Enrollment Data: Current breakdown per Grade Level and Track/Strand (M/F/T).</p> <p>2. Faculty Registry: A complete table of SHS teachers including:</p> <ul style="list-style-type: none"> <li>• <b>Full Names:</b> Matching valid PRC IDs.</li> <li>• <b>Item Position:</b> Specify the permanent plantilla item (e.g., T-I, T-III, Master Teacher, or Full-time/Part-time for Private).</li> <li>• <b>Special Designation:</b> Specify <b>Ancillary Services</b> (e.g., School</li> </ul>				



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		<p>SHS Coordinator, LIS Coordinator, School Registrar, Guidance Designate, or Dept. Head)</p> <ul style="list-style-type: none"> <li>• <b>Educational Qualifications:</b> Must specify Undergrad Major/Minor and relevant Post-Graduate degrees.</li> <li>• Signed by the Sch Head</li> </ul>			
6	Updated SEC Registration, Articles of Incorporation, or DTI Registration	<ul style="list-style-type: none"> <li>• <b>Legal Personality:</b> Valid documentation proving the school's status as a registered corporation (SEC) or a sole proprietorship/partnership (DTI).</li> <li>• <b>Purpose Clause:</b> The <b>Articles of Incorporation</b> must explicitly include "operating an educational institution" or "offering basic education" as one of its primary purposes</li> <li>• <b>Currency:</b> Must be "Updated" (e.g., supported by the latest</li> </ul>			



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		<p><b>General Information Sheet (GIS)</b> for SEC-registered schools) to prove the entity is currently active and in good standing.</p> <ul style="list-style-type: none"> <li>• <b>Alignment:</b> The name appearing on the SEC/DTI registration must exactly match the name on the <b>Provisional Permit</b> and the <b>Letter of Intent</b>.</li> </ul>				
7	<p>Proof of Site/Building Ownership (Current Transfer Certificate of Title (TCT), Contract of Lease, or Deed of Sale, Certificate of Occupancy of the Building</p>	<ul style="list-style-type: none"> <li>• <b>Land Ownership:</b> A clear copy of the <b>Transfer Certificate of Title (TCT)</b> in the name of the school or the corporation. If not owned, a <b>Contract of Lease</b> (valid for at least 5 years) or a notarized <b>Deed of Sale/Donation</b>.</li> <li>• <b>Structural Safety:</b> A valid <b>Certificate of Occupancy</b> issued by the Office of the Building Official (OBO). This proves the building is safe for "Educational Use" and not just residential or commercial.</li> </ul>				



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		<ul style="list-style-type: none"> <li>• <b>Tax Clearance:</b> The latest <b>Real Property Tax (RPT)</b> receipt to ensure there are no legal encumbrances or pending litigations on the property.</li> <li>• <b>Alignment:</b> The address and land area (square meters) stated in the TCT/Lease must match the physical school site and the <b>School Profile</b>.</li> </ul>				
<b>B. Curriculum and Program Implementation</b>						
8	List of Tracks to be offered under the SSHS Program (Academic /Tech-Pro) <i>*See Encl F for the Pro-Forma for List of Tracks and Clusters (SY 2026-2027)</i>	<ul style="list-style-type: none"> <li>• Must clearly distinguish between Academic and Tech-Pro tracks. Must match the school's capacity and facilities.</li> <li>• Signed by the Sch Head</li> </ul>				
9	Proposed Class Program / Schedule for SSHS (Academic /Tech-pro) and School Calendar  <i>*Just follow the existing template in the preparation of a School Program</i>	<ul style="list-style-type: none"> <li>• Must show the specific time allotment per subject according to DepEd standards.</li> <li>• Signed by the <b>SHS Coordinator and School Head</b></li> </ul>				



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10	<p>Curriculum Implementation Plan Aligned with SSHS Requirements (Academic/Tech-Pro)</p> <p><i>See Encl G for the Pro-Forma for Curriculum Implementation Plan (SY 2026-2027)</i></p>	<ul style="list-style-type: none"> <li>• Must be aligned with <b>Strengthened SHS</b> standards. Must detail instructional strategies and assessment methods for each track</li> <li>• Signed by the <b>School Head</b></li> </ul>				
<b>C. Teaching and Personnel Requirements</b>						
11	<p>List of SHS Teachers with corresponding qualifications and subjects handled</p> <p><i>*See Enclosure H for the customized List of SHS Teachers with Corresponding Qualifications and Subjects Handled</i></p>	<ul style="list-style-type: none"> <li>• Academic Alignment: Undergraduate or Post-Graduate major must directly match the assigned Specialized/Applied subjects.</li> <li>• Post-Grad Depth: Specify degree or units earned with field of concentration as evidence of content mastery.</li> <li>• TVL Proficiency: Must list valid National Certificates (NC II, III, or IV) matching the specific competency taught.</li> <li>• Recent Training: List relevant SSHS-related trainings or industry</li> </ul>				



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		<p>immersions attended within the last three (3) years.</p> <ul style="list-style-type: none"> <li>• Workload: Indicate total weekly teaching minutes/hours to verify adherence to loading guidelines.</li> <li>• Signatories: Must be duly signed by the <b>SHS Coordinator</b> and <b>School Head</b>.</li> </ul>				
12	Copies of Teachers' PRC Licenses and relevant credentials	<ul style="list-style-type: none"> <li>• Clear copies of valid (unexpired) PRC IDs. For TVL, must include <b>National Certificates (NC II/III)</b></li> </ul>				
13	Designation of SHS Coordinators or Program Head	<ul style="list-style-type: none"> <li>• Formal designation letter signed by the SH. Must outline specific duties and responsibilities.</li> </ul>				
14	<p>Updated list of Administrative Officials, Supervisory Officials, Non-Teaching Personnel</p> <p><i>*See Enclosure I for the customized List of SHS Teachers with Corresponding Qualifications and Subjects Handled</i></p>	<ul style="list-style-type: none"> <li>• School Leadership: Must list the <b>School Head</b> (Principal I-IV, Assistant Principal, or Head Teacher/Officer-in-Charge) including their <b>Item Position</b> and years of administrative experience.</li> </ul>				



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		<ul style="list-style-type: none"> <li>• Supervisory/Management Team: Identify the <b>Department Heads</b> or <b>Master Teachers</b> who provide instructional supervision for the Senior High School program.</li> <li>• Essential Support Staff (Ancillary): Must list the personnel (regular or designated) performing critical SHS functions:             <ul style="list-style-type: none"> <li>• School Registrar / LIS Coordinator (for enrollment and records)</li> <li>• Guidance Counselor</li> <li>• Librarian</li> <li>• Laboratory Manager / Technician (for Tech-Pro/STEM tracks)</li> <li>• etc</li> </ul> </li> <li>• Administrative Support: Include <b>Admin. Officer, Administrative Assistants (ADAS)</b> assigned to handle SHS-specific documentation and DTRMS tracking, and other administrative work</li> <li>• The list must be updated for SY 2026-</li> </ul>				
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		2027 and <b>signed by the School Head</b>				
<b>D. Facilities and Learning Resources</b>						
15	Inventory of Classrooms and Learning Facilities for SHS  <i>*See Enclosure J for the Pro-Forma for Inventory of SHS Facilities (SY 2026-2027)</i>	<ul style="list-style-type: none"> <li>• <b>Physical Capacity:</b> Must list the total number of classrooms dedicated to SHS, specifying the building type (e.g., 2-Storey, 4-Classroom) and current physical condition (Functional/ Needs Repair).</li> <li>• <b>Laboratory Adequacy:</b> Must detail specialized facilities required for the applied <b>Clusters</b> (e.g., Science Labs for STEM, Computer Labs for ICT, or Workshops for TVL).</li> <li>• <b>Ancillary Rooms:</b> Include essential support spaces such as the <b>Library/LRC, Clinic, Guidance Office, and Faculty Room.</b></li> <li>• <b>Functional Status:</b> Inventory must include the availability of basic</li> </ul>				



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		<p>utilities (Power, Water, Internet Connectivity) and major equipment/tools per laboratory.</p> <ul style="list-style-type: none"> <li>• Must be signed by the <b>School Property Custodian</b> and the <b>School Head</b>.</li> </ul>				
16	<p>List of available Laboratories, Workshops, and Specialized Rooms (if applicable)</p> <p><i>Enclosure K. Pro-Forma for List of Specialized Laboratories &amp; Workshops (SY 2026-2027)</i></p>	<ul style="list-style-type: none"> <li>• <b>Specialized Alignment:</b> Every room listed must be explicitly mapped to a specific SSHS Cluster (e.g., Cookery Lab for HE, Computer Lab for ICT, or Physics Lab for STEM).</li> <li>• <b>Technical Specifications:</b> Must include details on specialized installations such as high-voltage outlets, exhaust systems, sinks/faucets, and internet drops.</li> <li>• <b>Capacity per Station:</b> Must indicate the number of individual work stations/tools available to ensure the student-to-equipment ratio meets DepEd standards.</li> </ul>				



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		<ul style="list-style-type: none"> <li>• <b>Safety Compliance:</b> Must confirm the presence of safety features like fire extinguishers, first-aid kits, and emergency exits within the specialized area.</li> <li>• Must be signed by the <b>Laboratory Manager/Technician</b> (if applicable) and the <b>School Head</b>.</li> </ul>				
17	<p>Inventory of Learning Resources, Equipment, and Instructional Materials</p> <p><i>See Enclosure L for the Pro-Forma for Inventory of Learning Resources &amp; Equipment (SY 2026–2027)</i></p>	<ul style="list-style-type: none"> <li>• <b>Resource-to-Learner Ratio:</b> Must demonstrate that the quantity of textbooks, modules, and specialized equipment is sufficient for the projected enrollment per cluster.</li> <li>• <b>Digital &amp; Print Resources:</b> Must list available Self-Learning Modules (SLMs), E-books, and digitized lesson exemplars specifically aligned with the <b>Strengthened SHS (SSHS)</b> curriculum.</li> <li>• <b>Technical Equipment:</b> For <b>STEM</b> and <b>Tech-Pro</b> clusters, must list</li> </ul>				



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		<p>high-value equipment (e.g., microscopes, welding machines, servers) including their functional status.</p> <ul style="list-style-type: none"> <li>• <b>Instructional Support:</b> Include multi-media equipment such as smart TVs, projectors, or document cameras used for daily instruction.</li> <li>• Must be signed by the <b>School Librarian/LRC Coordinator</b> and the <b>School Head</b>.</li> </ul>				
18	<p>Original Pictures</p> <ul style="list-style-type: none"> <li>-Classroom</li> <li>-School Stage</li> <li>-School Canteen</li> <li>-Medical &amp; Dental Clinic</li> <li>-Computer/IT/Multimedia Room - Offering ICT</li> <li>-Library</li> <li>-Restroom (Separate for boys and girls)</li> <li>-Laboratories (if applicable)</li> <li>-School Buildings</li> <li>-Faculty Room</li> <li>-Flagpole</li> <li>-Guidance Office</li> <li>-Registrar's Office</li> <li>-Principal's Office</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Recency &amp; Authenticity:</b> Must be original, colored, and recently taken (within the last 3 months). Printed photos must be clear and labeled.</li> <li>• <b>Contextual Evidence:</b> Photos must show the facility in a "ready-to-use" state. For <b>Laboratories/ICT Rooms</b>, photos must show the actual equipment (PCs, Tools, Science kits)</li> </ul>				



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	<p>-Other Facilities and Learning Resources align with the Tracks offerings (Academic /Tech-Pro)</p>	<p>mentioned in the inventory.</p> <ul style="list-style-type: none"> <li>• <b>Track Alignment:</b> Facilities must match the applied <b>Clusters</b>. (e.g., if offering the STEM Cluster, a Science Lab photo is mandatory).</li> <li>• <b>Health &amp; Sanitation:</b> Separate restrooms for boys and girls, and the Medical/Dental Clinic, must show basic functionality and hygiene standards.</li> <li>• <b>Geographical Context:</b> Includes a wide-angle shot of School Buildings, the Flagpole, and the School Stage to verify the institutional campus.</li> </ul>				
<b>E. Financial Documents</b>						
19	<p>Updated School Budget approved by the Board of Directors</p>	<ul style="list-style-type: none"> <li>• Strategic Allocation: A comprehensive financial plan for the current or upcoming school year, specifically highlighting allocations for SHS teacher salaries, laboratory consumables, <b>and</b></li> </ul>				



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		<p><b>instructional materials.</b></p> <ul style="list-style-type: none"> <li>• Specialized Funding: Must include a dedicated line item for the maintenance and repair of specialized equipment (e.g., Computer Labs, Agri-Fishery tools, or Science equipment).</li> <li>• Board Approval: The document must be officially approved and bear the signature of the Chairman of the Board of Directors or the Board Secretary.</li> <li>• Supporting Evidence: Should be accompanied by a Board Resolution or Secretary's Certificate attesting to the budget's approval for the SSHS program implementation.</li> </ul>				
20	Tuition and Other School Fees (TOSF) breakdown, and approved fees issued by the Regional Office	<ul style="list-style-type: none"> <li>• Detailed Itemization: A clear, itemized list of all fees to be collected (Tuition, Miscellaneous, and Other Fees). Each "Other Fee" must be</li> </ul>				



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		<p>specifically named and justified.</p> <ul style="list-style-type: none"> <li>• Regional Approval: A copy of the Letter of Approval or Certification issued by the DepEd Regional Office for the specific school year, authorizing the current fee structure.</li> <li>• SHS Context: The breakdown must clearly distinguish fees applicable to the Senior High School program, especially specialized lab or material fees for Tech-Pro clusters.</li> <li>• Public Notice: Evidence that the fee schedule was presented to and discussed with the Parents and Teachers Association (PTA) during a consultation meeting (e.g., Minutes of the Meeting).</li> </ul>				
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<b>F. Ocular Inspection and Evaluation</b>						
21	Duly signed Ocular Inspection report conducted by the School Division Office regarding facilities and compliance with standards	<ul style="list-style-type: none"> <li>• <b>Official Validation:</b> Must be the formal report issued by the <b>Schools Division Office (SDO)</b> Inspectorate</li> </ul>				



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	(Attached to the application documents)	<p>Team following a physical or hybrid validation of the school's facilities and documents.</p> <ul style="list-style-type: none"> <li>• <b>Standards Compliance:</b> The report must explicitly state that the school has "<b>Passed</b>" or "<b>Complied</b>" with the standards for the specific <b>Clusters</b> applied for (Academic/Tech-Pro).</li> <li>• <b>Deficit Resolution:</b> If a prior inspection found deficiencies, this report must include a "Follow-up" or "Compliance" section showing that all gaps have been filled.</li> <li>• Must be duly signed by the <b>Division Inspectorate Team Members</b> and approved by the <b>Schools Division Superintendent (SDS)</b> or the <b>ASDS</b>.</li> </ul>				
22	Compliance Report on previously noted findings (if applicable)	<ul style="list-style-type: none"> <li>• Must explicitly list each deficiency or observation noted in the previous <b>Ocular Inspection Report</b> or <b>Regional Feedback Letter</b>.</li> </ul>				



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		<ul style="list-style-type: none"> <li>• Detail the specific steps taken by the school to address each finding (e.g., "Hired 2 licensed STEM teachers," "Purchased 10 additional welding machines").</li> <li>• Must refer to attached proofs such as new photos, appointment papers, or specialized equipment receipts.</li> <li>• Each finding must be labeled as "<b>Fully Complied</b>," "<b>Partially Complied</b>," or "<b>In Progress</b>" with a timeline</li> <li>• Must be signed by the <b>School Head</b></li> </ul>				
<b>G. Other Supporting Documents</b>						
23	Partnership Agreements/ MOA with Industry Partners (for Tech-Pro Tracks, if applicable)	<ul style="list-style-type: none"> <li>• <b>Specificity of Training:</b> The MOA must explicitly state the <b>Tech-Pro Cluster</b> it covers (e.g., Agri-Fishery, ICT, Home Economics) and the specific competencies learners will gain.</li> </ul>				



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		<ul style="list-style-type: none"> <li>• <b>Partner Legitimacy:</b> The Industry Partner must be a registered entity (DTI/SEC) or a recognized Local Government Unit (LGU) with facilities capable of hosting student immersion.</li> <li>• <b>Duration &amp; Validity:</b> The agreement must be valid for the <b>current School Year (2026-2027)</b> or have a multi-year clause that covers the implementation period.</li> <li>• <b>Safety &amp; Insurance:</b> Must include provisions for student safety and clear roles/responsibilities of the school and the partner.</li> <li>• Must be duly signed by the <b>School Head</b> and the <b>Authorized Representative</b> of the Industry Partner, with witnesses</li> </ul>				
24	Safety, Sanitation, and Health Compliance Documents	<ul style="list-style-type: none"> <li>• <b>Sanitary Readiness:</b> Must include a valid</li> </ul>				



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	<p><b>Sanitary Permit</b> for the current year, ensuring that the school canteen, restrooms, and general campus meet local health standards.</p> <ul style="list-style-type: none"> <li>• <b>Structural &amp; Fire Safety:</b> Must include a <b>Fire Safety Inspection Certificate (FSIC)</b> and, if applicable, a Certificate of Annual Inspection for structural integrity</li> <li>• <b>Health Services:</b> Evidence of a functional <b>School Clinic</b> with basic medical supplies and a designated health personnel or first-aider.</li> <li>• <b>Potable Water Safety:</b> Must include a recent Water Analysis Report (Bacteriological Test). In the absence of a laboratory in the immediate locality, the school may submit a Certification of Potability from their Water Provider OR a Contract/MOA with a Licensed Water Refilling Station (including the</li> </ul>				
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		station's valid test results). • <b>Waste Management:</b> Documentation of a functional waste segregation and disposal system, particularly for hazardous materials in Science or TVL labs.				
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**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

**OVERALL REMARKS / FINDINGS:** *(The DREC Secretariat/Inspectorate Team shall summarize the technical status of the application here. Note any critical deficiencies or exceptional compliance.)*

**Date Processed:** \_\_\_\_\_



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**FINAL RECOMMENDATIONS:**

*Instruction: Please check the appropriate box based on the technical validation.*

FOR ENDORSEMENT TO THE REGIONAL OFFICE

For the issuance of **New / Renewal of a Provisional Permit** for the **Strengthened Senior High School (SSHS) Program for SY 2026–2027.**

**FOR ISSUANCE OF NOTICE OF DEFICIENCY**

The applicant school has failed to meet specific technical standards. A formal notice shall be issued for compliance within **(No. of Days)**.

**FOR DISAPPROVAL** The application is denied due to major non-compliance with SSHS standards that cannot be rectified within the current application cycle.

**Evaluated by: (Division Inspectorate Team)**

*(Signature over Printed Name)*  
 Member / Position Member / Position

*(Signature over Printed Name)*  
 Member / Position Member / Position

**Reviewed by:**

**OLIVER B. TALAOC, EdD**  
 SGOD Chief

**RODOLF JOHN T. RODRIGUEZ, PhD**  
 CID Chief

**Verified by:**

**MA. COLLEEN L. EMORICHA, CESO VI**  
 Asst. Sch. Div. Superintendent / DREC Chair

Approved by:

**VIRGILIO P. BATAN JR., CESO V**  
 Schools Division Superintendent



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*Enclosure D. Process Flow for SSHS Renewal Applications*

Stage	Phase	Office/Unit	Action
1	Submission	School Head	Submits one (1) folder to the Planning and Research Section on or before April 13, 2026; must be logged in <b>DTRMS</b> .
2	Phase I: Initial Appraisal	DREC Secretariat/PRS	Conducts a documentary completeness check. Issues <b>Notice of Deficiency</b> if incomplete.
3	Phase II: Evaluation (Public)	CID (SHS Coordinator)	Leads technical and curriculum-specific validation for all <b>Public Schools</b> .
4	Phase II: Evaluation (Private/SUC)	SGOD-SMME	Evaluates governance/regulatory requirements. <b>CID</b> provides technical support for curriculum alignment.
5	Phase III: Validation	SSHS Task Force	Conducts <b>Ocular Inspection</b> of facilities and program readiness.
6	Phase IV: Endorsement	Office of the SDS through the DREC Secretariat	Endorses validated applications to the Regional Office on or before May 29, 2026.



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Enclosure E. Pro-Forma for Letter of Intent (SY 2026–2027)  
 (Note: This must be printed on the **Official School Letterhead**)

Date: \_\_\_\_\_

**RONELO AL K. FIRMO, PhD, CESO IV**  
 Regional Director  
 DepEd Regional Office IX  
 (Through Channels)

**VIRGILIO P. BATAN, JR., CESO VI**  
 Schools Division Superintendent  
 Schools Division of Zamboanga Sibugay

Sir:

In accordance with the existing guidelines for the implementation of the Senior High School program, the **(Name of School)** with **(School ID)**, located at **(Complete Address)**, hereby expresses its formal intent to apply for the **(Select: Renewal / New Application)** of the **Strengthened Senior High School (SSHS) Program** for the **School Year 2026–2027**.

Our school is committed to providing quality and relevant education through the following specific tracks and their corresponding clusters:

Track	Specific Cluster/s
Academic	(e.g., STEM Cluster, Humanities & Social Sciences Cluster)
Tech-Pro	(e.g., ICT Cluster, Agri-Fishery Arts Cluster)

We certify that we have conducted the necessary **Learner Preference Survey (LPS)** and **Technical Feasibility** assessments to ensure that these cluster offerings remain responsive to the needs of our learners and the local community. Furthermore, we manifest our readiness for the technical validation and ocular inspection to be conducted by the **Division Inspectorate Team**.

Attached are the complete documentary requirements as prescribed in the **Updated Checklist for SSHS Issuance of Permit** for your review and appraisal.

Thank you for your continued support of our school's initiatives toward educational innovation and excellence.

Very truly yours,

Signature over Printed Name of School Head



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*Enclosure F. Suggested Pro-Forma for Updated School Profile (SY 2026–2027)*  
**UPDATED SCHOOL PROFILE (SY 2026–2027)**

School Name: \_\_\_\_\_ School ID: \_\_\_\_\_  
 Address: \_\_\_\_\_

**I. Enrollment Data**

*Instruction: Provide the current enrollment breakdown as of the application date.*

Grade Level	Track/Strand	Male	Female	Total
11				
12				
<b>Total</b>				

**II. Faculty Registry**

*Instruction: List all teachers currently handling Senior High School subjects. Ensure names match their valid PRC IDs.*

Full Name	PRC License No.	Item Position	Special Designation (Ancillary Services)	Educational Qualifications (Undergrad & Post-Grad)
Ex. Juan Dela Cruz	1234567	Teacher III	School SHS Coordinator	BSE-Math; MAEd (12 units)

**III. Administrative and Support Staff**

*Instruction: List the personnel responsible for the management and support of the SHS program.*

Name of Personnel	Position	Special Designation
Ex. Juan Dela Cruz	Teacher III	LIS Coordinator
Ex. Elena Cruz	Teacher II	School Registrar
Ex. Roberto Lim	Teacher I	Guidance Designate

**CERTIFICATION**

I hereby certify that the information provided above is true and correct based on the school's current records and personnel status for the Strengthened Senior High School (SSHS) Program.

**Signature over Printed Name of School Head**

Date: \_\_\_\_\_



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Enclosure G. PRO-FORMA FOR LIST OF TRACKS AND CLUSTERS (SY 2026–2027)

(Note: This must be printed on the **Official School Letterhead**)

**LIST OF TRACKS AND CLUSTERS (SY 2026–2027)**

School Name: \_\_\_\_\_ School ID: \_\_\_\_\_

**CERTIFICATION OF TRACK AND CLUSTER OFFERINGS**

This is to certify that for the **School Year 2026–2027**, (**Name of School**) shall offer the following tracks and clusters under the **Strengthened Senior High School (SSHS)** Program, which have been verified to match our existing instructional capacity and physical facilities:

**I. Academic Track**

*Instruction: List the specific Academic Clusters your school is equipped to handle.*

Specific Cluster	Justification of Capacity (e.g., Number of specialized rooms/teachers)
Ex: STEM Cluster	3 Science Labs; 4 Math/Science specialized teachers

**II. Tech-Pro Track**

*Instruction: List the specific Tech-Pro Clusters and the corresponding specialized facilities available.*

Specific Cluster	Justification of Capacity (e.g., Number of specialized rooms/teachers)
Ex: ICT Cluster	Computer Laboratory with 45 functional units
Ex: Agri-Fishery Arts Cluster	1-Hectare Demo Farm; Toolshed with complete equipment

**III. Capacity and Facility Alignment Statement**

I further certify that the school has sufficient classrooms, learning resources, and qualified personnel to implement the above-mentioned clusters effectively. The total number of learners projected to be served by these offerings is (**Total Number**), which is within the school's maximum absorptive capacity.

Prepared and Submitted by:

**Signature over Printed Name of School Head**

Date: \_\_\_\_\_



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Enclosure H. Pro-Forma for Curriculum Implementation Plan (SY 2026–2027)  
 (Note: This must be printed on the **Official School Letterhead**)

**CURRICULUM IMPLEMENTATION PLAN (SY 2026–2027)**

School Name: \_\_\_\_\_ School ID: \_\_\_\_\_  
 Applied Tracks/Clusters: \_\_\_\_\_

**I. PROGRAM PHILOSOPHY AND GOALS**

*Instruction: Briefly describe how the school will implement the "Strengthened" aspect of the SHS curriculum. Focus on how the program will prepare learners for their chosen exits (Employment, Entrepreneurship, or Higher Education).*

**II. INSTRUCTIONAL STRATEGIES PER CLUSTER**

*Instruction: Detail the specific teaching methodologies to be used. For SSHS, emphasize contextualization, localization, and the integration of 21st-century skills.*

Specific Cluster	Key Instructional Strategies (e.g., Project-Based Learning, Work-Based Learning, Blended Learning)	Resource/Tool Integration (e.g., Digital modules, specialized lab equipment)
Ex: STEM Cluster	Inquiry-based learning through laboratory experimentation and research capstones.	Use of virtual simulations and physical science laboratory apparatus.
Ex: ICT Cluster	Hands-on demonstration and industry-simulated tasks for animation and programming	High-spec computer units and industry-standard software.

**III. ASSESSMENT METHODS AND TOOLS**

*Instruction: Describe how learner learning will be measured. SSHS standards require a balance of formative and summative assessments, with a heavy emphasis on performance-based tasks.*

Type of Assessment	Description of Tools/Methods	Frequency
Ex: Written Work	Standardized unit tests, reflection journals, and research papers.	Weekly / Monthly
Ex: Performance Tasks	Skills demonstrations, portfolio assessment, and industry-modeled projects.	End of each Topic



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End of Term Assessment	Comprehensive examinations or major capstone presentations.	Every End of Term
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**IV. MONITORING AND EVALUATION OF LEARNING OUTCOMES**

*Instruction: Explain how the school will track student progress and intervene for learners at risk. Mention the role of the SHS Coordinator in monitoring the implementation.*

**CERTIFICATION**

I hereby certify that this Curriculum Implementation Plan is aligned with the **Strengthened Senior High School (SSHS)** standards and shall be strictly followed to ensure the quality of instruction and assessment in our school.

**Signature over Printed Name of School Head**

Date: \_\_\_\_\_



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*Enclosure I. Suggested "Loading and Competency Matrix" for item No. 8 of the List of Requirements*

**List of SHS Teachers with Corresponding Qualifications and Subjects Handled,  
 SY 2026-2027**

Name of Teacher	Undergrad Major	Post-Graduate Degree / Units	Subjects Handled	Relevant Training (Last 3 Years)	Total Weekly Workload (Minutes/Hours)
Ex: Elena Cruz	BSE - English	MA in Reading Education (Graduated)	Oral Comm, Reading & Writing	Division Workshop on SSHS Literacy Standards (2025)	1,200 mins / 20 hrs
Ex: Robert Lim	BS - Biology	MS in Biology (24 Units)	<i>Earth &amp; Life Science, STEM Biology</i>	First SHS Research Caravan (2025)	1,080 mins / 18 hrs
Ex: Jose Rizal	BS - Info Tech	N/A	Computer Programming (ICT)	NC III - Animation / Industry Immersion (2024)	1,320 mins / 22 hrs

Prepared by:

Certified True and Correct:

\_\_\_\_\_  
 Designated SHS Focal Person

\_\_\_\_\_  
 School Head



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*Encl. J. Pro-Forma for Updated List of Administrative and Non-Teaching Personnel  
 (SY 2026–2027)*

*(Note: This must be printed on the **Official School Letterhead**)*

**UPDATED LIST OF ADMINISTRATIVE AND NON-TEACHING PERSONNEL  
 (SY 2026–2027)**

**School Name:** \_\_\_\_\_ **School ID:** \_\_\_\_\_

**I. SCHOOL LEADERSHIP & SUPERVISORY TEAM**

*Instruction: List the School Head and the Master Teachers/Dept. Heads tasked with SHS instructional supervision.*

Name of Personnel	Item Position (e.g., P-II, MT-I, HT-III)	Assignment/Area of Supervision	Years of Admin/Supervisory Experience
School Head			

**II. ESSENTIAL SUPPORT STAFF (ANCILLARY SERVICES)**

*Instruction: Identify the personnel (regular or designated) performing these critical SHS functions.*

Function	Name of Personnel	Item Position	Designation (Regular or Designated)
School Registrar			
LIS Coordinator			
Guidance Counselor			
Librarian			
Lab Manager / Tech			

**III. ADMINISTRATIVE SUPPORT TEAM**

*Instruction: List the Administrative Officers and Assistants handling SHS documentation and other administrative-related tasks.*

Name of Personnel	Item Position (e.g., AO-II, ADAS-III)	Specific Administrative Tasks
		Property Custodian
		SHS Documentation



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**CERTIFICATION**

I hereby certify that the personnel listed above are duly authorized and assigned to perform their respective roles for the **Strengthened Senior High School (SSHS)** program for the School Year 2026-2027.

**Signature over Printed Name of School Head**

Date: \_\_\_\_\_



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 DepEd Tayo Zamboanga Sibugay Division

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Encl. K. Pro-Forma for Inventory of SHS Facilities (SY 2026–2027)  
 (Note: This must be printed on the **Official School Letterhead**)

**INVENTORY OF SHS FACILITIES (SY 2026–2027)**

**School Name:** \_\_\_\_\_ **School ID:** \_\_\_\_\_  
**Track/Clusters Offered:** \_\_\_\_\_

**I. INSTRUCTIONAL SPACES (CLASSROOMS)**

Building Name / ID	No. of Rooms	Dimensions (sq.m.)	Seating Capacity	Physical Condition
Ex: DepEd Standard 2-Storey	4	7m x 9m	40	Functional / Good

**II. SPECIALIZED LEARNING LABORATORIES**

Instruction: List only labs relevant to your approved SSHS Clusters.

Type of Laboratory	Dedicated for Cluster	Major Equipment Available (e.g., 45 PCs, 10 Gas Ranges)	Status of Utilities (Water/Light)
Ex: Computer Lab	ICT Cluster	45 Desktop Units; 1 Server	Stable Power & Internet
Ex: Science Lab	STEM Cluster	Complete Microscope Set; Fume Hood	With Running Water & Gas

**III. ANCILLARY AND SUPPORT FACILITIES**

Facility Type	Location / Room No.	Status / Remarks
Library / LRC		
Guidance Office		
School Clinic		
SHS Faculty Room		

**CERTIFICATION**

I hereby certify that the facilities and laboratories listed above are exclusively or primarily utilized for the Strengthened Senior High School (SSHS) program and are in functional condition to support student learning for SY 2026-2027.

Prepared by: \_\_\_\_\_  
 Signature over Printed Name of School Property Custodian  
 Date: \_\_\_\_\_  
 Approved by: \_\_\_\_\_  
 Signature over Printed Name of School Head  
 Date: \_\_\_\_\_



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Enclosure L. Pro-Forma for List of Specialized Laboratories & Workshops (SY 2026–2027)

(Note: This must be printed on the **Official School Letterhead**)

**LIST OF SPECIALIZED LABORATORIES & WORKSHOPS (SY 2026–2027)**

**School Name:** \_\_\_\_\_ **School ID:** \_\_\_\_\_

**Applied Clusters:** \_\_\_\_\_

**I. SPECIALIZED INSTRUCTIONAL SPACES**

Instruction: List only those rooms designed for specialized/hands-on instruction.

Name of Laboratory / Workshop	Specific Cluster Served	Floor Area (sq.m.)	Student Capacity (per session)	Key Technical Features (e.g., Fume hood, 220V Outlets, Fiber connection)
Ex: HE-Cookery Workshop	Agri-Fishery/HE	80	25	Individual Gas Ranges, Grease Trap
Ex: Computer Laboratory	ICT Cluster	60	45	Air-conditioned, LAN-cabled

**II. MAJOR EQUIPMENT & TOOL INVENTORY (PER ROOM)**

Location	Major Equipment / Tool	Quantity	Status (Functional / Defective)
Ex: Computer Lab	Desktop Computers (i5, 8GB RAM)	45	Functional
Ex: Science Lab	Compound Microscopes	10	Functional

**III. SAFETY AND ANCILLARY FEATURES**

Room Name	Fire Extinguisher (Y/N)	First Aid Kit (Y/N)	Emergency Exit (Y/N)
Ex: Computer Lab	Desktop Computers (i5, 8GB RAM)	45	Functional
Ex: Science Lab	Compound Microscopes	10	Functional



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**CERTIFICATION**

I hereby certify that the specialized rooms and laboratories listed above are properly maintained and equipped to handle the requirements of the Strengthened Senior High School (SSHS) curriculum for the upcoming school year.

**Prepared by:** \_\_\_\_\_

**Signature over Printed Name of Lab Manager / Property Custodian**

**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Signature over Printed Name of School Head**

**Date:** \_\_\_\_\_



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*Enclosure M. Pro-Forma for Inventory of Learning Resources & Equipment  
 (SY 2026–2027)*

*(Note: This must be printed on the **Official School Letterhead**)*

**INVENTORY OF LEARNING RESOURCES & EQUIPMENT (SY 2026–2027)**

**School Name:** \_\_\_\_\_ **School ID:** \_\_\_\_\_  
**Track/Clusters Offered:** \_\_\_\_\_

**I. PRINTED AND DIGITAL LEARNING RESOURCES**

*Instruction: List the primary resources used for Specialized and Applied subjects.*

Subject / Cluster	Title of Resource (Textbook / Module / E-Book)	Quantity (Physical)	Access Link (if Digital)	Learner-to-Resource Ratio
Ex: STEM - Biology	SSHS Biology Exemplar Vol. 1	50	School Drive/LMS	1:1
Ex: ICT Cluster	Animation NC II Modules	45	Offline Server	1:1

**II. SPECIALIZED EQUIPMENT AND TOOLS**

*Instruction: List major equipment required for hands-on technical or scientific instruction.*

Description of Equipment / Tool	Specification (Model/Brand if applicable)	Quantity	Functional Status (100% / Needs Repair)
Ex: Compound Microscope	Optika B-150	10	100% Functional
Ex: Desktop PC	i5-12th Gen / 16GB RAM	45	42 Functional / 3 Repair

**III. MULTI-MEDIA AND INSTRUCTIONAL TECHNOLOGY**

Type of Equipment	Location (Room No.)	Quantity	Condition
Smart TV / Projector			
Document Camera			
Internet Router/AP			



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**CERTIFICATION**

I hereby certify that the learning resources and equipment listed above are available, functional, and sufficient to support the instructional needs of the learners enrolled in the Strengthened Senior High School (SSHS) program for SY 2026-2027.

**Prepared by:** \_\_\_\_\_  
**Signature over Printed Name of Librarian / LRC Coordinator**  
Date: \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
**Signature over Printed Name of School Head**  
Date: \_\_\_\_\_



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Enclosure N. Pro-Forma for Photo Documentary Annex (SY 2026–2027)

**PHOTO DOCUMENTARY ANNEX (SY 2026–2027)**

*Instruction to School Heads: Please paste high-resolution, colored photos in the boxes below. Provide a brief caption for each.*

**School Name:** \_\_\_\_\_ **Date Photos Taken:** \_\_\_\_\_

**I. ADMINISTRATIVE & ANCILLARY OFFICES**

(Space for Principal's/Registrar's Office Photo)

(Space for Guidance/Medical Clinic Photo)

Caption: *Ex:* Principal's Office & Admin

Caption: *Ex:* Guidance/Medical Clinic

**II. ACADEMIC & CLUSTER-SPECIFIC FACILITIES**

**III. SUPPORT & SANITATION FACILITIES**

**IV. GENERAL CAMPUS VIEW**

**CERTIFICATION OF AUTHENTICITY**

I hereby certify that the attached photographs are original, unaltered, and represent the actual current state of the facilities at **(Name of School)** as of **(Date)**.

**Signature over Printed Name of School Head**

Date: \_\_\_\_\_



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Enclosure O. Pro-forma for Ocular Inspection Report Summary (SY 2026-2027)

**NOTE: To be utilized by the Division Inspection Team only**

**OCULAR INSPECTION REPORT SUMMARY**

**School Name:** \_\_\_\_\_ **School ID:** \_\_\_\_\_

**Date of Inspection:** \_\_\_\_\_

**I. INSPECTION SCOPE & FINDINGS**

Area of Inspection	Compliance Status (Complied/Not Complied)	Remarks / Observations
<b>Instructional Facilities</b> (Classrooms/Labs)		
<b>Faculty &amp; Personnel</b> (Qualification/Loading)		
<b>Curriculum Implementation</b> (Contextualization)		
<b>Safety &amp; Sanitation</b> (Clinic/Restrooms)		

**II. FINAL RECOMMENDATION**

- Recommended for Approval of SSHS Permit for SY 2026-2027.
- Recommended for Conditional Approval (Subject to minor compliance).
- Not Recommended (Major deficiencies noted).

**Validated by the Division Inspectorate Team:**

**Signature over Printed Name**

*Team Leader / Position*

**Signature Over Printed Name**

*Member / Position*

**Signature Over Printed Name**

*Member / Position*

Approved:

**VIRGILIO P. BATAN, JR., CESO V**

Schools Division Superintendent



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Enclosure P. Pro-forma for Compliance Report (SY 2026–2027)  
(Note: This must be printed on the **Official School Letterhead**)

**Compliance Report (SY 2026–2027)**

**School Name:** \_\_\_\_\_ **School ID:** \_\_\_\_\_

**Reference Documents:** (e.g., Inspection Report dated Apr. 15, 2026, Documentary Requirements for the Strengthened Senior High School (SSHS) Program Application – Public Schools)

<b>Previously Noted Finding / Deficiency</b>	<b>Corrective Action Taken</b>	<b>Status of Compliance</b>	<b>Reference Evidence (Annex No.)</b>
Ex: Lack of NC II for ICT Teacher	Teacher attended and passed the NC III Assessment last Jan 2026.	Fully Complied	Annex A: NC III Certificate
Ex: No separate comfort rooms	Constructed 2 new cubicles (1 Male, 1 Female) in Building B	Fully Complied	Annex B: Recent Photos

**ATTESTATION**

I hereby attest that the above-mentioned corrective actions have been fully implemented and the evidence provided is true and authentic. We are now ready for final technical validation for the **Strengthened Senior High School (SSHS)** permit.

**Prepared by:** \_\_\_\_\_  
**Signature over Printed Name of School SHS Coordinator**

**Approved by:** \_\_\_\_\_  
**Signature over Printed Name of School Head**



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Enclosure R. Pro-forma for Summary of Industry Partnerships (SY 2026–2027)  
 (Note: This must be printed on the **Official School Letterhead**)

**SUMMARY OF INDUSTRY PARTNERSHIPS (SY 2026–2027)**

(Instruction: School Heads should use this table as a cover sheet for their **compiled MOAs** to assist the DREC Secretariat in quick validation.)

**School Name:** \_\_\_\_\_ **School ID:** \_\_\_\_\_

Name of Industry Partner	Tech-Pro Cluster Covered	Nature of Partnership (Immersion/ Donation / Training)	Validity Period (From-To)	Status of MOA (Original/ Certified True Copy)
Ex: Zamboanga Agri-Hub	Agri-Fishery Arts	Work Immersion (80 hrs)	June 2026 - May 2027	Original
Ex: Ipil Tech Solutions	ICT Cluster	On-the-Job Training	Aug 2025 - Aug 2028	Certified True Copy

**CERTIFICATION**

I hereby certify that the attached Memoranda of Agreement (MOA) are valid and that the partners listed have been vetted for their capacity to provide relevant technical exposure to our **Strengthened Senior High School (SSHS)** learners.

**Signature over Printed Name of School Head**

Date: \_\_\_\_\_



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*Enclosure S. Pro-forma for Safety, Sanitation, and Health Compliance (SY 2026–2027)*

(Note: This must be printed on the **Official School Letterhead**)

**SAFETY, SANITATION, AND HEALTH COMPLIANCE (SY 2026–2027)**

**School Name:** \_\_\_\_\_ **School ID:** \_\_\_\_\_

**I. MANDATORY STATUTORY PERMITS (LGU/BFP)**

*Instruction: Attach clear photocopies of the following documents as Annexes A, B, and C.*

Document Required	Issuing Agency	Control/Permit No.	Expiry Date (Must cover 2026-2027)
Sanitary Permit	Municipal Health Office		
Fire Safety Inspection Cert. (FSIC)	Bureau of Fire Protection		
Cert. of Structural Integrity	Municipal Engineering/Office		

**II. POTABLE WATER SAFETY EVIDENCE**

*Instruction: Check the box for the evidence provided (Choose one).*

- Water Analysis Report:** Bacteriological Test Result from an accredited lab.
- Certification of Potability:** From the Water District/Provider.
- MOA with Water Refilling Station:** Attached with the Station's valid Permit and Test Results.

**III. HEALTH SERVICES AND CLINIC READINESS**

**Designated Health Personnel/First-Aider:** \_\_\_\_\_

**Certification/Training of Personnel:** (e.g., Red Cross First Aid, RN, etc.) \_\_\_\_\_

**Basic Medical Supplies Availability:**  Yes  No

**IV. WASTE MANAGEMENT SYSTEM**

*Instruction: Describe the disposal system, especially for Science/TVL hazardous waste.*

**General Waste:**  Segregation (Biodegradable/Non-Bio/Recyclable)

**Hazardous/Chemical Waste (for Labs):** \_\_\_\_\_

**Final Disposal Method:** (e.g., Municipal Collection, Compost Pit, Septic Vault) \_\_\_\_\_



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**CERTIFICATION**

I hereby certify that **(Name of School)** strictly adheres to the safety and health standards set by DepEd and local authorities. All attached permits are authentic, and the school remains a safe environment for the implementation of the **Strengthened Senior High School (SSHS)** program.

**Prepared by:** \_\_\_\_\_  
Signature over Printed Name of School Safety Officer / Health Designate

**Approved by:** \_\_\_\_\_  
**Signature over Printed Name of School Head**  
Date: \_\_\_\_\_



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Enclosure T. Simplified Feasibility Study Outline

**SIMPLIFIED FEASIBILITY STUDY OUTLINE**

**I. GENERAL INFORMATION**

1. **Proposed Tracks/Clusters:** Specify the Academic or Tech-Pro tracks intended for SY 2026–2027.

**Format:** Short Statement or Bullet Point.

**How to write it:** Simply name the specific tracks.

Example: "The school proposes the implementation of the Technical-Vocational Livelihood (TVL) Track, specifically the Agri-Fishery Cluster (Organic Agriculture and Animal Production), for SY 2026–2027."

2. **Rationale:** Provide a strategic justification proving the necessity and sustainability of the clusters.

- o *Essential Element: Connect the program to the specific accessibility gaps or economic needs of the local community.*

**Format:** Purely Narrative (2–3 Paragraphs).

**How to write it:** This is a strategic argument. You must connect the program to the **economic needs** of Zamboanga Sibugay.

**Paragraph 1 (The Gap):** Describe the current problem. Are students dropping out because the nearest SHS is too far?

**Paragraph 2 (The Solution):** Explain how your proposed track solves this. If the community is a rubber-producing area, explain how an Agri-Fishery track creates a local "labor-to-industry" pipeline.

**Paragraph 3 (Sustainability):** Briefly state that the school has the community's support (LGU/PTA) to keep the program running.

3. **Catchment Area:** Identify the neighboring barangays and junior high schools that will serve as the primary student sources.

**Format:** Hybrid (Narrative Intro + Numbered List).

**How to write it:** Start with a sentence explaining the school's geographical advantage, followed by the specific sources of students.

Example: "The school is strategically located to serve learners within a 5-kilometer radius, specifically targeting Grade 10 completers from the following areas:"



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1. Barangay (Name)
2. (Name) Junior High School
3. Barangay [Name]

**II. MARKET / DEMAND ANALYSIS**

- Enrollment Projections: (Tabular + Analysis)
- Pro-Forma Table:

Grade level	SY 2026-2027 (Year 1)	SY 2027- 2028 (Year 2)	SY 2028- 2029 (Year 3)
Grade 11			
Grade 12			
Total			

**Interpretation/Analysis:** (Narrative) Explain the trend. If there is a 10% increase, where are the learners coming from? Mention if the school has the physical capacity to house this specific growth.

- **Learner Preference Survey (LPS): (Purely Narrative)**
- **Critical Data Element:** You **must** state the exact percentage of intent.
- *Example:* "Based on the LPS conducted on Feb 2026, 82% (120 out of 146) of current Grade 10 students expressed their first priority to be the ICT Cluster."

**III. TECHNICAL & OPERATIONAL READINESS**

- **Facility Plan: (Tabular + Analysis)**
- Pro-Forma Table:

Facility Type	Requirement	Currently Available)	Gap/Action Plan)
Classrooms			
Specialized Lab			

**Analysis:** Cross-reference this with your **Physical Inventory**. If there is a "Gap," describe the specific room conversion or construction plan.

**Personnel Plan: (Tabular + Analysis)**

- Pro-forma Table:

Name of Teacher	Degree/Major	Specialization	NC II/III (if TVL)

- **Essential Element:** Explicitly match the teacher's major to the subjects they will teach.



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- **Industry Linkages: (Narrative List)**

- Critical Data Element: List the specific partners for Work Immersion.
- Example: "
  1. (Name of Company) - Status: Signed MOA;
  2. (LGU Office) - Status: Letter of Intent."

**IV. FINANCIAL PLAN**

- **Source of Funds: (Purely Narrative)** Identify the mix of School MOOE, LGU-SEF, and PTA/Private support.
- **Estimated Annual Operating Cost: (Tabular + Analysis)**
- Pro-forma Table:

Expense Category	Annual Budget	Source
Instructional Materials		
Lab		
Utilities/Consumables		
Maintenance/Repairs		

**V. RECOMMENDATION & CONCLUSION**

- **Final Statement: (Purely Narrative)** Provide a concluding argument.
  - *Essential Element:* "Based on the high learner demand (82%) and the 100% personnel readiness, the school highly recommends the approval of the (Cluster Name) to serve the youth of [Barangay/Municipality]."

**Signatories & Notarization: (Sworn Document)**

- **Requirement:** Signature of the School Head is **mandatory for Notarization.**
- **Community Concurrence:** Signatures of the **PTA President** and **Barangay Chairperson** must be present to prove the community is co-owners of this program.



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Enclosure U. Pro-forma on the Issuance of Notice of Deficiency

**NOTICE OF DEFICIENCY**

Date: \_\_\_\_\_

TO: **[NAME OF SCHOOL HEAD]**  
School Head, **[Name of School]**  
**[School ID], [District]**

**SUBJECT: Technical Deficiencies in the Application for the SSHS Program for SY 2026–2027**

1. Relative to the technical appraisal conducted by the Division Review and Evaluation Committee (DREC) Secretariat through the Planning and Research Section (PRS), your application for the **Strengthened Senior High School (SSHS) Program** has been found to have the following technical deficiencies:

<b>Enclosure / Requirement</b>	<b>Nature of Deficiency</b>	<b>Required Corrective Action</b>
Ex: Enclosure G (FS)	Inconsistent Enrollment Projections	Resubmit the Feasibility Study ensuring the 3-year projection table matches the narrative analysis.
Ex: Enclosure J (Profile)	Missing PRC Credentials	Update the Faculty Registry to include valid PRC License Numbers for all specialized teachers
Ex: Enclosure N (CIP)	Non-standard Template	Utilize the Contextualized Pro-forma for the Curriculum Implementation Plan (Enclosure N)

2. In view of the above, your application is currently tagged as **PENDING** and cannot be endorsed to the Regional Office until all listed gaps are sufficiently addressed.
3. Pursuant to the timelines set in **Division Memorandum No. \_\_, s. 2026**, you are hereby given \_\_\_\_ (\_\_) **working days** from receipt of this notice to submit the corrected documents to the **Planning and Research Section (PRS)**.



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4. Failure to comply within the prescribed period or to utilize the mandated contextualized pro-forma templates may result in the non-endorsement of your application for the upcoming school year.
5. For technical assistance or clarification, please coordinate with the **DREC Secretariat** through the hotline 09608885078.

For your immediate action and compliance.

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SEPS, Planning and Research  
Head, DREC Secretariat

Noted:

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SGOD Chief