DEPARTMENT OF EDUCATION
EL SALVADOR CITY- RECORDS SECTION
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October 28, 2026

DIVISION MEMORANDUM
No. 366, s. 2026

DIVISION ORIENTATION ON DEPED ORDER NO. 012, s. 2026, ON GOVERNMENT RECOGNITION OF PRIVATE SENIOR HIGH SCHOOLS

To: Assistant Schools Division Superintendent
Chief, SGOD
Chief, CID
SGOD Personnel
CID Personnel
School Heads/Principals of Private Schools Offering Senior High School
Private School Registrars and Other Concerned Personnel

1. The Schools Division of El Salvador City shall conduct an orientation on DepEd Order No. 012, s. 2026, on government recognition of private SHS programs to strengthen the implementation of current DepEd policies on Senior High School (SHS) on November 6, 2026, from 8:00 a.m. to 5:00 pm at the Conference Room, Diamond Building. The detailed program shall be issued separately.

2. The activity aims to clarify curriculum implementation requirements, documentary requirements, evaluation procedures, and the respective responsibilities of the Division MEIT and private school personnel.

3. The orientation aims to enable participants to:
a. understand the key provisions of both DepEd Orders;
b. identify curriculum implementation requirements and government recognition standards, including required documents and Means of Verification (MOVs);
c. clarify the roles of Division MEIT, school heads, registrars, and other concerned personnel in evaluation and inspection

4. Participants shall include the concerned CID and SGOD personnel, private school heads/principals, registrars, and other personnel involved in SHS implementation and government recognition.

List of participants
1. ROLLY B. LABIS, EdD- Chief, SGOD
2. NINIAN A. ALCASID- Chief, CID
3. JADE MARIE A. CACAYAN, PhD- Education Program Supervisor
4. ROQUE B. SABASAJE -Education Program Supervisor
5. MARILOU Y. DESCALLAR- EPS II/Private School Coordinator
6. SJAES Principal, Registrar, Other Concerned Personnel
7. TNESC, Inc. Principal, Registrar, Other Concerned Personnel

5. The Orientation shall cover:

a. Salient provisions of DO 012, s. 2026;
b. curriculum implementation requirements and government recognition standards, including required documents and Means of Verification (MOVs);
c. Government recognition requirements, documentary evidence, and MOVs;

6. The SGOD, in coordination with the CID, shall lead the activity.

7. Private school heads/principals shall ensure that their registrars and other concerned personnel attend and bring their food provision and other relevant school documents for possible reference.

8. Attached is the Program Flow of the Activity.

9. This office shall adhere to the Equal Opportunity Principle (EEOP), in all steps to be undertaken for this activity. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

10. Immediate dissemination of and compliance with this Memorandum are directed.

RANDOLPH B. TORTOLA
Schools Division Superintendent

Attachment.: As stated
Reference: DepEd Order No. 012, s. 2026-Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program

To be indicated in the Perpetual Index
under the following subjects:

PRIVATE SCHOOLS
QUALITY STANDARDS

SGOD/M&E/myd

PROGRAM FLOW

DIVISION ORIENTATION ON DEPED ORDER NO. 012, s. 2026, ON GOVERNMENT RECOGNITION OF PRIVATE SENIOR HIGH SCHOOLS

November 6, 2026 @ Conference Room, Diamond Building, El Salvador City

Part I.	**Preliminaries**	
8:00-8:15	Registration/Attendance	
8:15-8:30	Marilou Y. Descallar, RGC EPS II/Private School Coordinator	
	Prayer	
	Welcome/Message	**ROLLY B. LABIS, EdD** Chief, SGOD
Part II.	**Program Proper**	
8:30-9:30	Salient provisions of DO 012, s. 2026	
		ROLLY B. LABIS, EdD Chief, SGOD
9:30-10:30	Curriculum Implementation Requirements and Government Recognition Standards	
		JADE MARIE A. CACAYAN, PhD Education Program Supervisor
		ROQUE B. SABASAJE Education Program Supervisor
10:30-11:30	Government Recognition Requirements, Documentary Evidence, and MOVs	
		MARILOU Y. DESCALLAR, RGC EPS II/Private School Coordinator
11:30-12:00	Open Forum	

Moderator: Marilou Y. Descallar, RGC
EPS II/Private School Coordinator