



I. Quality Assurance Division

1. Application for the Opening/Additional Offering of SHS Program for Private Schools

This service based on DM 4, s. 2014 requires private high schools that wish to offer senior high school (SHS) under the K to 12 Basic Education Program to apply for government permit by presenting their plans for the SHS which includes curriculum, instruction, personnel, and facilities. The application must be submitted with the endorsement from the Schools Division Superintendent to the Regional Director for approval.

Office or Division:	Quality Assurance Division
Classification:	Highly Technical
Type of Transaction:	Government to Business (G2B)
Who may avail:	Private Schools within the Region
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of application	Private School
2. Endorsement	
3. Curriculum Proposal, Justification of the need to offer new curriculum	
4. Drafted Curriculum with list of writers with CV and references	
5. Certification of Authenticity	
6. Division Validation Report signed by the Division Curriculum Inspection Team	
7. DepEd School ID	
8. Letter Request for Implementation of the SHS Program	
9. Certification Signed by the SDS	
10. Implementation Plan for SHS Program covering five (5) years that includes the following: a. Current and projected enrollment for five (5) years by grade level requirements for its personal service, maintenance and others b. Proposed budgetary operating expenses and capital outlay c. Operational Plan regarding curriculum and instructional supervision of proposed SHS d. School Site Development Plan to include proposed school buildings, as needed	

11.Certification Signed by the School Head				
12.Inventory of Learning Resources				
13.Updated Personal Service Itemization and Plantilla of Personnel				
14.Updated Status Report				
15.Map of Proposed SHS Classrooms				
16.List of Prospective Enrollees in SHS				
17.List of Types of Establishments and Industries in the Community				
18.Results of Interval Assessments and Surveys				
19.List of Tracks and Strands to be Offered				
20.MOA executed between the SDS and the partner entity				
21.Immersion Deployment Plan				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete school application documents from SDO (hard copy or online)	1.1. Receive the application documents	None	10 minutes	ADAS
	1.2 Evaluate the documentary requirements If 100% compliant - Recommend to RIT for ocular inspection; No-Return the documentary requirements to SDO	None	5 days	EPS
	1.4 Conduct online on-site Inspection/ Validation of facilities to	None	5 days	RIT

	those areas with internet connectivity			
	1.5 Prepare inspection/ validation report and recommendation based on the findings of the on-site validation If 100% compliant - Proceed to preparation of government permit No - Notify SDO of found deficiencies	None	4 days	RIT
	1.6 Submit the findings to the CES	None	5 minutes	EPS
	1.7 Review and check the findings; affix signature on the validation/ inspection report	None	4 hours	Chief Education Supervisor
	1.8 Prepare the government permit	None	2 days	EPS
	1.9 Review and countersign	None	1 hour	Chief Education Supervisor
	1.10 Approve the government permit	None	1 day	RD
2. Receive approved proposed curriculum for SHS Offering	2.1. Record release the approved Government Permit	None	30 minutes	Records Section
TOTAL:		None	17 days, 5 hours, 45 minutes	