



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

25 March 2026

DIVISION MEMORANDUM

No. 144, s. 2026

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

To: Chief Education Supervisors, CID and SGOD
 OSDS, CID, and SGOD Officials and Personnel
 Public & Private SHS School Heads
 All Others Concerned

1. Relative to the Regional Memorandum No. 134, s.2026 RE: RENEWAL OF PROVISIONAL PERMIT APPLICATION FOR THE IMPLEMENTATION OF STRENGTHENED SENIOR HIGH SCHOOL (SSHS) PROGRAM FOR SCHOOL YEAR 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, all school heads of public & private SHSs are advised to submit a complete portfolio of documents for evaluation to the school's division office-SGOD-SMME Section on or before **April 17, 2026**. This evaluation shall include the conduct of ocular inspection and presentation of evaluation report in accordance with the attached Checklist of Requirements (Appendix A).
3. For queries and information kindly contact the CES-SGOD or the SEPS-SMME in the School Governance and Operations Division (SGOD).
4. For information and guidance.

JAY S. MONTEALTO, CESO VI
 Schools Division Superintendent

Department of Education
 Division of Dapitan City
RELEASED
 NO 144 DATE 3/25/26
 TIME 2:33 BY Go.

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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: _____

SSHS Track : _____
 No. of Learners: M _____ F _____ T _____

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 & put (N/A) for items that are not applicable.

Number	Documentary Requirements	Submitted	Evaluated by SDO	Validated by RO
A.. Administrative and Legal Documents				
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. Curriculum and Program Implementation				
8	List of Tracks to be offered under the SSHS Program (Academic /Tech-Pro)			



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9	Proposed Class Program / Schedule for SSHS (Academic /Tech-pro) and School Calendar			
10	Curriculum Implementation Plan Aligned with SSHS Requirements (Academic/Tech-Pro)			
C. Teaching and Personnel Requirements				
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			
D. Facilities and Learning Resources				
15	Inventory of Classrooms and Learning Facilities for SHS			
16	List of available Laboratories, Workshops, and Specialized Rooms (if applicable)			
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)			
E. Financial Documents				