



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **430** s. 2026

02 JUL 2026

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR APPLICATION FOR
GOVERNMENT RECOGNITION OF PRIVATE BASIC EDUCATION INSTITUTIONS
OFFERING THE SENIOR HIGH SCHOOL (SHS) PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Concerned Private Secondary School Heads
All Others Concerned

1. Pursuant to the provisions of DepEd Order No. 12, s. 2026 titled *Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program* and in compliance to Regional Memorandum 817 s. 2026, this Office hereby informs all eligible private Senior High Schools of the prescribed timeline and documentary requirements for applications for Government Recognition.
2. In accordance with the aforementioned Order, applications for Government Recognition, together with the complete documentary requirements, shall be submitted on or before December 31 of the year preceding the intended school year of implementation. Applications submitted beyond the prescribed deadline shall be acted upon in accordance with existing policies and guidelines.
3. All concerned private SHs are likewise reminded to strictly comply with the documentary requirements prescribed under Section VII of the said DepEd Order to facilitate timely evaluation and processing of applications for Government Recognition.
4. The soft copy of the said guideline including the complete list of documentary requirements can be accessed through the link: <https://tinyurl.com/DepEdOrderNo012s2026>.
5. Immediate dissemination of this Memorandum is desired.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: none
Reference: DO No. 012 s. 2026
To be included in the Perpetual Index
Under the following subject:

PRIVATE SCHOOLS RECOGNITION SENIOR HIGH SCHOOL

By the Authority of the SDS:


ARNEL S. BANDIOLA
Assistant Schools Division Superintendent

SGOD/dau/DM 26-013 SHS Private Recognition
2609703/July 1, 2026



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