



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION (NIR)

**REGIONAL MEMORANDUM**

No. 765 s. 2026

JUL 22 2026

**OPERATIONAL GUIDELINES ON THE TRANSITION TO PERMANENT  
GOVERNMENT RECOGNITION FOR PRIVATE SENIOR HIGH SCHOOLS (SHS)**

TO: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. This Office, through the Quality Assurance Division (QAD), directs all Schools Division Offices (SDOs) within the Negros Island Region to strictly adopt and enforce the standardized operational procedures for transitioning private Senior High Schools from temporary permits to permanent Government Recognition. SDOs shall act as the primary gatekeepers in the receipt and preliminary validation of all application documents.
2. Pursuant to DepEd Order (DO) No. 012, s. 2026, a one-year transition period is established for School Year (SY) 2026–2027 to move all private SHSs to full recognition. This mandate addresses the existing policy gap where institutions have operated under provisional permits for over a decade. SDOs are reminded that the maximum "permit status" for any track is six school years; failure to secure recognition within this timeframe necessitates program closure.
3. The primary objective of this transition is to ensure institutional credibility and programmatic stability. Most critically, only private SHSs that secure Government Recognition within SY 2026–2027 shall be eligible to accept new Grade 11 SHS Voucher Program (SHSVP) beneficiaries starting SY 2027–2028.
4. To achieve these outcomes, the following regional strategies are hereby implemented:
  - a. Standardized Regional Coding: All applications must be assigned a unique code following the NIR convention: NIR-SHS-GRC-SDO###;
  - b. SDOs must use official codes (e.g., BAC for Bacolod City), see Annex A;
  - c. Procedural Rigor (10-Day Windows): SDO-SGOD must complete the validation of documentary completeness within 10 working days of receipt;
  - d. If deficiencies are noted, a Return Slip (Annex H of DO 12, s. 2026) must be issued; schools then have exactly 10 working days to comply or face automatic application denial;
  - e. Dual-Track Processing:
    - i. Automatic Grant (SY 2026-2027 only): For FAAP-accredited or PEAC-certified schools (Substantial Compliance+), SDOs shall validate proof of eligibility. The RO-QAD will handle internal verification of legal and subsidy findings, and



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- ii. Regular Application: Schools must undergo a full Ocular Inspection by the Monitoring, Evaluation, and Inspection Team (MEIT), using the 4-point Likert Scale.
  - f. MEIT Composition: Regional MEIT must include at least one RO representative and two authorized SDO representatives (typically from SGOD and CID).
  - g. Ethical Compliance: SDOs shall strictly enforce the Zero-Fee Policy; no fees shall be collected for processing recognition applications.
  - h. Any submission of fraudulent documents constitutes prima facie ground for the revocation of recognition.
  - i. Learner Safeguards: In the event of program closure, SDOs are primarily responsible for ensuring voucher portability and the immediate release of learner records without additional fees.
5. DO No. 88, s. 2010 remains applicable in a suppletory manner for governance matters not explicitly covered by the new SHS-specific guidelines, provided they are not inconsistent with DO 012, s. 2026.
6. The full text of DepEd Order No. 12, s. 2026 can be viewed and downloaded through the DepEd portal at [<https://tinyurl.com/wbnzv67j>].
7. For queries and clarifications, contact Glenda G. Cadelina, OIC-Education Program Supervisor, Quality Assurance Division, at 09511505571 or via email at [glenda.cadelina@deped.gov.ph](mailto:glenda.cadelina@deped.gov.ph).
8. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated

References: DepEd Order No. 012, s. 2026; DepEd Order No. 88, s. 2010

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

- ACCREDITATION
- PERMITS
- POLICY
- PRIVATE EDUCATION
- RULES AND REGULATIONS
- SENIOR HIGH SCHOOL PROGRAM

NIR/QAD/Memo/ggc



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**Annex A.** List of Schools Division Office (SDO) Codes

| SDO                 | SHS<br>Transaction<br>Code | SDO                   | SHS<br>Transaction<br>Code |
|---------------------|----------------------------|-----------------------|----------------------------|
| 1. Bacolod City     | BAC                        | 12. La Carlota City   | LCC                        |
| 2. Bago City        | BGO                        | 13. Negros Occidental | NOC                        |
| 3. Bais City        | BAI                        | 14. Negros Oriental   | NOR                        |
| 4. Bayawan City     | BAY                        | 15. Sagay City        | SAG                        |
| 5. Cadiz City       | CAD                        | 16. San Carlos City   | SCC                        |
| 6. Canlaon City     | CAN                        | 17. Silay City        | SIL                        |
| 7. Dumaguete City   | DGT                        | 18. Sipalay City      | SIP                        |
| 8. Escalante City   | ESC                        | 19. Siquijor          | SIQ                        |
| 9. Guihulngan City  | GUI                        | 20. Talisay City      | TAL                        |
| 10. Himamaylan City | HIM                        | 21. Tanjay City       | TAN                        |
| 11. Kabankalan City | KAB                        | 22. Victorias City    | VIC                        |