



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region
DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

January 14, 2016

DIVISION MEMORANDUM

No. 18 ; s. 2016

**GUIDELINES FOR PUBLIC SENIOR HIGH SCHOOL WITH REQUEST FOR CHANGE IN
PROGRAM OFFERING**

TO : Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/Districts-In-Charge
Public and Private Secondary School Heads
All Others Concerned


Attached is Unnumbered Regional Memorandum dated January 12, 2016, informing the field regarding the "Guidelines for Public Senior High School with Request for Change in Program Offering".

All schools whose offerings are not the ones found in the online LIS early enrollment, and opt to add/change offerings should follow these guidelines.

Furthermore, be advised to submit all documents for change of program offering to the Division on or before January 16, 2016.

For more details, refer to the attachment of the Unnumbered Regional Memorandum.

For your information and widest dissemination.


LELANIE T. CABRERA, CESE
OIC, Schools Division Superintendent
1/14/16

LTC/raj

1.4 JAN 2016



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MEMORANDUM

0: 1/13/16

TO : SCHOOLS DIVISION SUPERINTENDENTS
OFFICERS-IN-CHARGE OF INTERIM/CITY DIVISION

SUBJECT : Guidelines for Public Senior High School with Request for Change
in Program Offering

DATE : January 12, 2016

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Please be informed that DepED Central Office is releasing the "Guidelines for Public Senior High School with Request for Change in Program Offering".

Furthermore, be advised to submit all documents for change of program offering to the Regional Office on or before January 19, 2016.

For more details, refer to the attached communication.

For the information and guidance of all concerned.

Juliet A. Jeruta
JULIET A. JERUTA, Ph.D., CESO V
Director III
OIC-Regional Director

Dir./AJeruta/FCS/Ttpastor
Page1-memo to sds (re: SHS)

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321
Website: <http://www.depedro7.com.ph>

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

Guidelines for Public Senior High School with Request for Change in Program Offering

A. Conditions for Public SHS with request for change in program offering. Schools requesting to change program offerings should satisfy all of the following:

- 1. SHS is included in the official list of 5902 public schools that will offer SHS**
- 2. Base-plan is LIS/Website SHS Program Offering**

B. Steps for requesting change in program offering:

- 1. Changes in program offering is submitted by the Principal and addressed to the Schools Division Superintendent through the SDO SHS Coordinator**

Requirement:

a. Letter of Request for Change in Program Offering

i. Previous Program

- 1. Total Slots**
- 2. Classroom**
- 3. Facilities**
- 4. Teachers**
- 5. Partnership, if any**

ii. Proposed Change in program and slots

iii. Justification

- 1. What is the reason for changing the program?**

iv. Will there be changes in program requirements?

- 1. Slots?**
- 2. Classroom?**
- 3. Facilities?**
- 4. Teachers?**
- 5. Partnership, if any?**

v. How will you address changes in program requirements?

- 1. Slots?**
- 2. Classroom?**
- 3. Facilities?**
- 4. Teachers?**
- 5. Partnership, if any?**

2. The Division Office vets the letter of request in consideration of the following:

a. Is the change aligned with the Division SHS Plan?

- i. Lay-out the proposed program offering within the Division against the previous program offering of all approved SHS (including private schools, HEIs, TVIs, SUCs and LUCs)**

b. Are the resources sufficient to support the change?

i. Slots

- ii. Classroom
 - iii. Facilities
 - iv. Teachers
 - v. Partnership, if any
- 3. The SDO SHS Coordinator recommends approval to the Schools Division Superintendent. If approved, the SDS writes a Letter of Request for Endorsement to the Central Office that is addressed to the Regional Director through the RO SHS Coordinator.
 - a. All requests within the Division are consolidated and laid-out in one Letter of Request for Endorsement to the Central Office
 - b. If change is Division-initiated, the Principals and SDO still accomplish requirement from Step 1

If not approved, the SDO must inform the school through the Principal about the disapproval thru a letter.

- 4. The Regional Office vets the Letter of Request for Endorsement to the Central Office in consideration of the following:
 - a. Is the change aligned with the Division SHS Plan?
 - i. Lay-out the program offering within the Region against previous program offering of all approved SHS (including private schools, HEIs, TVIs, SUCs and LUCs)
 - b. Are the resources sufficient to support the change?
 - i. Slots
 - ii. Classroom
 - iii. Facilities
 - iv. Teachers
 - v. Partnership, if any

The Regional Office may already approve the request for change in program offering if:

- a. The justification presented is meritorious.
- b. The request for change does not require additional resources in terms of classroom, facilities and teachers.

Provided further that the change is aligned with the regional SHS plan. Upon approval, a letter of information regarding the approval of the change in program will be forwarded to Zyra Cruz, SHS Technical Assistant via email (zyra.cruz@deped.gov.ph).

- 5. The RO SHS Coordinator recommends approval to the Regional Director. If approved, the RD writes a Letter of Endorsement to the Central Office that is addressed to Sec. Br. Armin A. Luistro FSC through the Senior High School Technical Assistant.
 - a. All requests within the Region are consolidated and laid-out in one Letter of Endorsement

- b. If change is Region-initiated, the Principals, SDO and RO accomplishes requirement from Step 1

If not approved, the Region Office must inform the SDO about the disapproval thru a letter

6. The Central Office, through the SHS Technical Assistant, informs the Regional Office of the Secretary's decision
7. Principal implements the change

In cases when the Division disapproves the request from a school and the school appeals for reconsideration, the Principal submits a Letter of Appeal to the Regional Director through the Regional SHS Coordinator. The Regional Director's decision is final and executory. The deadline for the submission of documents to the Central Office is January 22 (Friday), 2016. For questions or clarifications, you may contact Ms. Zyra Cruz at (02)638-3703 or via email zyra.cruz@deped.gov.ph.