



Republic of the Philippines  
**Department of Education**  
REGION IX

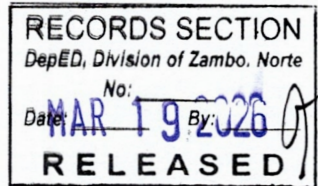
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Office of the Schools Division Superintendent**

March 18, 2026

Division Memorandum

No. 171, s. 2026



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

TO : **Assistant Schools Division Superintendent  
Chiefs, SGOD & CID  
Education Program Supervisors/Specialists  
Public Schools District Supervisors  
School Heads/Administrators, Public & Private Secondary /Integrated Schools  
All Others Concerned**

1. In reference to Regional Memorandum No. 134, s. 2026, re: RENEWAL OF PROVISIONAL PERMIT APPLICATION FOR THE IMPLEMENTATION OF THE STRENGTHENED SENIOR HIGH SCHOOL (SSHS) PROGRAM FOR SCHOOL YEAR 2026-2027, this Office hereby reiterates its directives for strict compliance by all concerned offices and personnel.
2. All Public and Private Schools, including SHS-ALS implementers, currently implementing Senior High School Program, are enjoined to carefully review, disseminate, and implement the provisions stipulated in the said memorandum. Immediate and appropriate actions must be undertaken to ensure alignment with the prescribed guidelines and timelines.
3. Particular attention is directed to Paragraph No. 5, which requires the submission of complete documents on or before **May 29, 2026**.
4. Any issues or concerns relative to this matter shall be promptly communicated to this Office for appropriate guidance and resolution through the following personnel: Nilda Y. Galaura, EPS (09959531229); Wilson H. Inding, SEPS-SMME (09387375625); and Jed A. Nieves, EPS II-SMME (09097552642).
5. For immediate dissemination and strict compliance.

**MAJARANI M. JACINTO, Ed.D, CESO V**  
Schools Division Superintendent

SGOD/janwhi/SSHS-027-03182026



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Republic of the Philippines  
**Department of Education**

REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



MAR 16 2026

Office of the Regional Director

March 16, 2026

**REGIONAL MEMORANDUM**

No. 134, s. 2026

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

To: **Schools Division Superintendent**  
**Assistant Schools Division Superintendent**  
**SDO Senior High School Coordinators**  
**SDO Private Schools Coordinators**  
This Region

1. In preparation for the implementation of the **Strengthened Senior High School (SSHS) Program for School Year (SY) 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, the designated focal person/s in the Schools Division Offices (SDOs) shall evaluate the completeness and compliance of the documentary requirements submitted by the schools (new and old school implementers). This evaluation shall include the conduct of ocular inspection and preparation of an evaluation report, in accordance with the attached Checklist of Requirements (Appendix A).
3. After the division-level evaluation, the Schools Division Offices shall endorse the complete set of documents to the Regional Office for validation and assessment before the issuance of the New/Renewal of Provisional Permit to Operate the Strengthened Senior High School (SSHS) Program.
4. The New/Renewal of Provisional Permit to Operate Strengthened SHS Program shall be issued and approved by the Regional Director upon satisfactory compliance with the prescribed requirements.
5. All Schools Division Offices are hereby directed to submit the complete documents to the Regional Office. The deadline for submission is on May 29, 2026.
6. Schools and SDOs are advised to ensure the accuracy, completeness, and authenticity of all submitted documents to facilitate the timely processing of applications.
7. Immediate and wide dissemination of this Memorandum is desired.

*Ruth L. Fuentes*  
**RUTH L. FUENTES, CESO III**  
Regional Director

Digitally signed by Legaspi Ruth Fuentes  
DN: cn=Legaspi Ruth Fuentes,  
serial=14610718904802, o=,  
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QAD/LLM/RM  
March 16, 2026



Republic of the Philippines  
**Department of Education**  
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

**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: \_\_\_\_\_

**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.

Number	Documentary Requirements	Submitted	Evaluated by SDO	Validated by RO
<b>A. Administrative AND Legal Documents</b>				
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>B. Curriculum and Program Implementation</b>				
8	List of Tracks to be offered under the SSHS Program (Academic /Tech-Pro)			
9	Proposed Class Program / Schedule for SSHS (Academic /Tech-pro) and School Calendar			
10	Curriculum Implementation Plan Aligned with SSHS Requirements (Academic/Tech-Pro)			
<b>C. Teaching and Personnel Requirements</b>				
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			
<b>D. Facilities and Learning Resources</b>				
15	Inventory of Classrooms and Learning Facilities for SHS			
16	List of available Laboratories, Workshops, and Specialized Rooms (if applicable)			



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 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

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)			
<b>E. Financial Documents</b>				
19	Updated School Budget approved by the Board of Directors			
20	Tuition and Other School Fees (TOSF) breakdown, and approved fees issued by the Regional Office			
<b>F. Ocular Inspection and Evaluation</b>				
21	Duly signed Ocular Inspection report conducted by the School Division Office regarding facilities and compliance with standards (Attached to the application documents)			
22	Compliance Report on previously noted findings (if applicable)			
<b>G. Other Supporting Documents</b>				
23	Partnership Agreements/ MOA with Industry Partners (for Tech-Pro Tracks, if applicable)			
24	Safety, Sanitation, and Health Compliance Documents			

REMARKS/ FINDINGS:

Date Processed: \_\_\_\_\_

\_\_\_\_\_

RECOMMENDATIONS:

( ) For Endorsement to the Regional Office for issuance of New/Renewal of a provisional permit for SSHS Program

( ) For issuance of Notice of Deficiency or Disapproval

Evaluated by: (Division Inspectorate Team)

Reviewed by: \_\_\_\_\_  
 (SGOD Chief)

\_\_\_\_\_

(CID Chief)

APPROVED :

\_\_\_\_\_  
 Schools Division Superintendent



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