**Application for Establishment of a**

**Stand-alone Senior High School (SHS)**

**Requesting Office/School : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Proponent(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position/Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Name of School : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Address**  **:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DOCUMENTARY REQUIREMENTS**

Pursuant to DepEd Order No. 51, s. 2015

\_\_\_\_\_\_ 1. Letter-request from interested parties addressed to the Schools Division Superintendent e.g. from PTA or Barangay Council, etc., or recommendation from the SDS to open a stand-alone SHS

\_\_\_\_\_ a. Justification on the need to establish a Stand-Alone SHS

\_\_\_\_\_\_ 2. Track(s)/Strand(s) to be offered as well as their respective numbers of prospective enrollees

\_\_\_\_\_\_ 3. School Environment indicating environmental scanning/situational analysis

\_\_\_\_\_\_ 4. Proposed Site Development Plan

\_\_\_\_\_\_ 5. Proposed School Improvement Plan

\_\_\_\_\_\_ 6. Proposed Budget/Budgetary Requirements covering the proposed SHS’s crucial resources

\_\_\_\_\_\_ 7. SHS Implementation Plan

\_\_\_\_\_\_ 8. Sangguniang Bayan/Panglungsod Resolution supporting the establishment of a stand-alone SHS, duly approved by the City/Municipal Mayor, indicating therein the Track(s) and Strand(s) to be offered and its **proposed name**

\_\_\_\_\_\_ 9. List of prospective enrollees per track and strand, indicating their names, Learner Reference Numbers (LRNs), where applicable, ages, addresses, school names and DepED School Identification Numbers where they are currently or previously enrolled

\_\_\_\_\_\_a. Justification signed by the SDS, in case the required minimum enrolment and/or number of tracks are not satisfied

\_\_\_\_\_\_10. Map, preferably drawn to scale, showing the distances of the existing public schools offering SHS program within the catchment area of the proposed stand-alone SHS, duly certified by the City/Municipal Engineer

\_\_\_\_\_\_11. Certification from the City/Municipal Engineer, duly attested by the City/Municipal Mayor, that the proposed stand-alone SHS is not within the1 km radius (for urban areas), 2-km radius (for rural areas), or 3-km radius (for remote areas) from any existing public schools offering SHS program

\_\_\_\_\_\_a. Justification by the SDS for the waiver on the 1, 2, or 3 - km.

radius requirement

\_\_\_\_\_\_12. Any document such as but not limited to: 1) Deed of Donation; 2) Deed of Sale; 3) Contract of Usufruct for 50 years executed in favor of DepED; 4) Original Transfer Certificate Title (TCT) in the name of DepED; 5) Presidential Proclamation; or 6) Special Patent, reflecting the area and boundaries of the school site

\_\_\_\_\_\_ a. Justification from the SDS in case the required size of school site

cannot be met

\_\_\_\_\_\_13. Clearance/Permit from the Provincial Mines and Geosciences Bureau (MGB), Regional Office of the Department of Environment and Natural Resources (DENR), or other relevant authority(ies) stating that the proposed school site is not a high risk area and/or declared as a no-build zone

\_\_\_\_\_\_14. Clearance/permit from the provincial Mines and Geosciences Bureau (MGB), Regional Office of the Department of Environment and Natural Resources (DENR), or other relevant authority(ies) stating that the proposed school site is not a high risk area and/or declared as a no-build zone

\_\_\_\_\_\_15. Certification from the SDS that the track(s) and strand(s) to be offered are aligned with the Local Development Plan, as evident in the list provided by the City/Municipal Mayor, and decided upon by the RD or SDS and Division Planning Officer

\_\_\_\_\_\_16. Results of internal assessments or surveys done with the prospective enrollees

\_\_\_\_\_\_ 17. List of tracks and strands to be offered, duly signed by the RD or SDS, Planning Officer and School Head.

\_\_\_\_\_\_ 18. Accomplished SHS Site Appraisal Form (refer to Annex E)

\_\_\_\_\_\_\_19. SHS Building Plan indicating the number and technical specifications of the classrooms to be built

\_\_\_\_\_\_\_20. SHS Building Permit issued by the City Municipal Engineer

\_\_\_\_\_\_\_21. Bureau of Fire Protection Certificate

\_\_\_\_\_\_\_22. . In case classrooms are already constructed, Inspection Report from Division In-Charge of Facilities Section

\_\_\_\_\_\_\_23. MOA executed between the SDS and the partner entity enumerating the respective roles of both parties

\_\_\_\_\_\_\_24. Immersion deployment plan

\_\_\_\_\_\_\_25 Division Review and Evaluation Committee (DREC) Processing Form (Refer to page 43 Annex D-2, DepED Order No. 51, s. 2015)

**Notes:**

1. Please indicate N/A, if not applicable\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Kindly submit all the lacking documents on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Documents to be submitted must be two (2) sets, placed in separate folders, arranged following the sequence above and labelled appropriately.
4. To facilitate evaluation, please do not include other documents not listed above.

**Findings/Recommendations:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Processed by**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Processor/Reviewer**

(Signature over printed name and designation)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Validated by :**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chief Education Supervisor**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date