**Senior High School – Qualitative Evaluation Processing Sheet**

*Region/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No./Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SY Intended Operation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Category: \_\_\_\_\_\_A \_\_\_\_\_\_B \_\_\_\_\_\_\_C \_\_\_\_\_\_\_\_D*

***Remarks:***

*Category A – Private schools, which have been granted at least Level II accreditation by any of the accrediting agencies under the Federation of Accrediting Agencies in the Philippines (FAAP).*

*Category B -Non-DepEd Schools, which have been issued a permit or government recognition by Commission on Higher Education (CHED)to offer any higher education program.*

*Category C– Private schools, which have been granted recognition by the DepEd to offer secondary education (Years I-IV/Grades7 to10).*

*Category D– Non-DepEd schools, which have been issued a permit or recognition by Technical Education and Skills Development Authority (TESDA) to offer any training course, and other individuals, corporations, foundations or organization duly recognized by the Securities and Exchange Commission (SEC).*

**REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **√ or ×** | **REMARKS** | |
| **Document Evaluation** | **Ocular Inspection** |
| **Letter of Intent** |  |  |  |
| **Board Resolution certified by the secretary and approved by the Board of Directors/Board of Trustees** | | | |
| a. Purpose |  |  |  |
| b. school year of intended operation |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| c. SHS Curriculum for the track/s and strand/s to be offered |  |  | |  |
| **ITEM** | **√ or ×** | **REMARKS** | | |
| **Document Evaluation** | **Ocular Inspection** | |
| **Certificate of Recognition of any of the following:** | | | | |
| a. Secondary Education  Program– DepED |  |  |  | |
| b. Training Program-  TESDA |  |  |  | |
| c. Higher Education  Program– CHED |  |  |  | |
| d. Others:   * FAAP recognized accrediting agencies *  Asia Pacific Accreditation and Certification Commission (APACC) |  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed tuition and other fees** |  |  |  |
| **Proposed School Calendar** |  |  |  |
| **Proposed list of academic and non-academic personnel** | | | |
| a. qualifications |  |  |  |
| b. job descriptions |  |  |  |
| c. teaching load |  |  |  |
| d. number of working hours per  week |  |  |  |
| e. certification from  recognized national/  international agencies  (TESDA, ABA, and others) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **√ or ×** | **REMARKS** | |
| **Document Evaluation** | **Ocular Inspection** |
| **Curriculum Offering** | | | |
| \_\_\_\_\_ Academic Track Strand: \_\_\_\_\_ GAS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_ ABM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_ HUMSS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_ STEM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_ Tech-Voc Track Strand: \_\_\_\_\_ AFA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_ IA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_ HE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_ ICT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_ Arts and Design Track Strand: \_\_\_\_\_ Performing Arts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_ Arts Production \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_ Sports Track \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | | | |
| **Minimum program requirements for the SHS tracks/strands:** | | | |
| a. Instructional rooms |  |  |  |
| b. Laboratories |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| b.1 Computer |  |  |  | |
| b.2 Science (for STEM  minimum of 3 labs) |  |  |  | |
| b.3 Workshop Room/studios |  |  |  | |
| c. Athletic facilities |  |  |  | |
| **ITEM** | **√ or ×** | **REMARKS** | | |
| **Document Evaluation** | **Ocular Inspection** | |
| d. Learner’s resource center or  library |  |  |  | |
| e. Internet Facilities |  |  |  | |
| f. Ancillary services |  |  | |  |
| f.1 Guidance room |  |  | |  |
| f.2 Clinic |  |  | |  |
| f.3 Registrar’s office |  |  | |  |
| f.4 Cafeteria/canteen |  |  | |  |
| g. School Grounds (check for  cleanliness, presence of  trash bin, etc.) |  |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **A copy of Memorandum/Memoranda of Agreement/Memorandum of Understanding for partnership arrangements relative to the SHS Program** **Implementation. These arrangements may include:** | | | |
| 1. engagement of   stakeholders in the localization of the curriculum |  |  |  |
| b. Work immersion |  |  |  |
| c. Apprenticeship |  |  |  |
| d. Research |  |  |  |
| e. provision of equipment and  laboratories, workshops,  and other facilities |  |  |  |
| f. organization of career  guidance and youth  formation activities |  |  |  |
| g. Others |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **√ or x** | **REMARKS** | |
| **Document Evaluation** | **Ocular Inspection** |
|  | | | |
| ***Additional requirements for Category D:*** | | | |
| **Articles of Incorporation and by-laws for private**  **schools only** |  |  |  |
| **Documents of ownership of school sites under the**  **name of the school, or deed of usufruct** |  |  |  |
| **Proposed annual budget and annual expenditures** |  |  |  |
| **Certificate of Occupancy (Institutional/Educational)** |  |  |  |

**Reviewed by: Remarks:** \_\_\_\_\_ Complete

\_\_\_\_\_ Incomplete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**SEPS, M & E**

*(signature over printed name and designation)*

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

**Remarks:**

Recommended for Ocular Inspection Tracks/Strands/Specializations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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With Deficiencies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Processed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Private Schools-In-Charge/Coordinator**  **SHS Coordinator**

(signature over printed name and designation) (signature over printed name and designation)

**Date of Ocular Inspection:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommended Action:

\_\_\_\_\_ Issuance of SHS Provisional Permit (*Indicate track/strand and specializations for tech voc track*)

(specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Defer issuance of Provisional Permit upon completion of K to 12 SHS Program requirements

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

SDO Validator/s:

Re-Validation on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CID Chief** **SGOD Chief**

(signature over printed name and designation) (signature over printed name and designation)

Noted by:

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

**Schools Division Superintendent**

(signature over printed name and designation)

Remarks:

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

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Action Taken:

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Regional Validator/s:

Validated by:

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**QAD-EPS**

(signature over printed name and designation)

Remarks:

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Action Taken:

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Conforme:

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

**QAD-Chief**

(signature over printed name and designation)