



DepEd – DIVISION OF QUEZON

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June 21, 2018

DIVISION MEMORANDUM

DM No. 177, s. 2018

ADOPTION OF RECOMMENDED POLICIES ON THE IMPLEMENTATION OF SENIOR HIGH SCHOOL PROGRAM

To: Assistant Schools Division Superintendents, CID Chief, SGOD Chief, Education Program Supervisors, Education Program Specialists, Public School District Supervisors, Elementary and Secondary School Heads, Teachers and Non-Teaching Personnel


1. DepEd Quezon, in its desire to better serve its clients, announces the **Adoption of Recommended Policies on the Implementation of Senior High School Program**, an output of a research study entitled "The Challenges Encountered by DepEd Quezon Schools in the Initial Implementation of Senior High School Program: Basis for SHS Program Adjustments and Policy Formulation for Enhanced SHS Program Implementation" (Please see attached **Policy Note** for details.)
2. To insure the full implementation of the recommended policies, all **Public School District Supervisors (PSDSs)** are advised to monitor the full implementation of the formulated policies for SHS Program implementation and to submit a written report of the results of their monitoring to the ASDS In-Charge of the SGOD not later than June 29, 2018.
3. Likewise, this office commends the valuable contribution of the researchers of the study, "The Challenges Encountered by DepEd Quezon Schools in the Initial Implementation of Senior High School Program: Basis for SHS Program Adjustments and Policy Formulation for Enhanced SHS Program Implementation" and at the same time encourages the researchers in DepEd Quezon to conduct researches that would address the problems felt in their respective workplaces.

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UPLOADED
Date/Time: <u>06/22/18</u>
By: <u>Rommel</u>
Ref. no. <u>177</u>



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4. Immediate dissemination of this Memorandum is desired.

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

parjam06/21/2018

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POLICY NOTE

I. **Topic:** Adoption of Policy on Senior High School Program Implementation

I. **Overview**

This policy note presents policy recommendations on Senior High School Program Implementation in DepEd Quezon schools. Anchored on research findings, these policy recommendations address the challenges encountered by DepEd Quezon schools in the implementation of Senior High School Program.

Implementation of policy recommendations is hoped to lessen if totally eradicate the school-related problems pertaining to the implementation of SHS Program in DepEd Quezon schools.

II. **Authors**

SGOD Chief Elizabeth de Villa and SEPS Juanito A. Merle

III. **Background and Rationale**

In 2016, a research entitled "**The Challenges Encountered by DepEd Quezon Schools in the Initial Implementation of Senior High School Program: Basis for SHS Program Adjustments and Policy Formulation for Enhanced SHS Program Implementation**" was conducted by SGOD Chief Elizabeth M. de Villa and SEPS Juanito A. Merle. It was conducted with the aim of enhancing the SHS Program implementation through the analysis of the challenges encountered by the DepEd Quezon schools in the initial implementation of the SHS Program.

The result of the study conducted by de Villa and Merle revealed the following findings: (1) The School Heads, SHS coordinators, and SHS Teachers of DepEd Quezon encountered a lot of challenges in the initial implementation of the SHS Program such as difficulty in the promotion of SHS Program offerings, inadequate school facilities, tools, and equipment, and insufficient qualified teaching and non-teaching personnel; (2) The three sets of respondents encountered the same challenges in terms of availability

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4. The SHS shall adjust the strategic plan on the promotion (advocacy campaign) of SHS Program offerings of the school based on the result of the evaluation.

On the Acquisition and Utilization of School Facilities, Tools, and Equipment

1. The School Head, in partnership with the school stakeholders, shall tap the local resources through networking/linkaging to satisfy the needs of the SHS Program.
2. Entering into networking/linkaging, the School Head shall properly document the activity through a memorandum of agreement/understanding with the Schools Division Superintendent as the signatory representing DepEd Quezon.
3. In the absence of school facilities, tools, and equipment for SHS, the School Head shall allow the SHS teachers to use the Junior High School resources without sacrificing the quality of JHS Program implementation.
4. The School Heads shall periodically update the assigned Public Schools District Supervisor on the status of the Senior High School particularly on matters pertaining to acquisition and utilization of school facilities, tools, and equipment.

On the Recommendation for Hiring of Qualified Teaching and Non-teaching Personnel

1. The School Head shall strictly observe the DepEd Order/Guidelines for hiring of teachers.
2. In the absence of qualified SHS teacher-applicants, the School Head shall assign the JHS teachers provided that they possess the expertise required of the SHS offering(s) and are properly oriented on the Senior High School workloads.
3. In the absence of qualified SHS non-teaching personnel, the School Head shall temporarily distribute the non-teaching functions among the SHS teachers.

On the Selection, Admission, and Retention of Students

1. The School Head shall create a Screening Committee headed by the SHS Guidance Counselor/ Guidance Teacher to guide the incoming SHS students in the selection of their SHS track.

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2. Incoming SHS students and their parents shall be provided with orientation on school policies implemented in the Senior High School with emphasis on SHS Program requirements and students' promotion/retention.
3. The School Head, through the Guidance Counselor/Teacher of the SHS, shall strengthen the SHS Career Guidance Program in coordination with the Guidance Counselor/Teacher of the JHS and Grade 10 class advisers.

On the Holding of Orientation Program for Students, Teachers, Parents, and Other Stakeholders

1. The School Head shall insure that orientation/re-orientation program for students, teachers, parents, and other stakeholders is held before the semester begins.
2. The School Head shall require the students, teachers, and parents to sign a pledge of commitment to the effective implementation of the SHS Program.
3. The School Head or his/her representative shall monitor the fulfillment of the written pledge of commitment to the effective implementation of the SHS Program.

On the Management of Students' Attendance

1. The School Head through the class advisers and SHS Coordinator shall insure that effective management of students' attendance is in place through weekly submission of attendance report to the SHS Coordinator.
2. Counselling of students who are at risk of dropping out shall be provided by the respective class adviser or SHS Guidance Counsellor to prevent learners from dropping out.

On the Distribution of Teaching Load and Assignment

1. The School Head through the SHS Coordinator shall distribute the teaching load/assignment of SHS teachers based on teachers' qualification and competence.

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2. SHS teachers shall be provided with adequate trainings to make them more confident and competent in handling the subjects which are not their area of specialization.

On the Preparation of Schedule of Classes

1. The School Head through the SHS Coordinator shall prepare the Schedule of SHS Classes in consultation with the SHS class advisers.
2. The School Head shall insure that classes in the SHS are conducted as scheduled.
3. Schedule of classes shall be approved by the School Head.

On the Supervision of Instruction and Professional Development of Teachers

1. The School Head shall insure that effective instruction takes place in the school through rigid monitoring of classes.
2. In the absence of School Head, the SHS Coordinator shall take charge of the monitoring of classes.
3. Formative observation of classes shall be done by the School Head or his/her delegated authority to insure that quality learning takes place in the school.
4. Pre- and Post-observation of classes shall be held to insure that teachers grow professionally.
5. School Learning Action Cell (SLAC) Sessions for SHS teachers shall be held once a week to insure continued professional advancement of teachers.

On the Supervision of Co-curricular Undertakings

1. The School Head shall assign a SHS teacher to take charge of SHS Co-Curricular Program.
2. The School Head shall create a committee headed by the SHS focal person for Co-Curricular Program to prepare a **Need Based Co-Curricular Program for the Senior High School**.
3. The SHS students shall be consulted about the **Need Based Co-Curricular Program for the Senior High School** before its implementation.

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