



## DepEd – DIVISION OF QUEZON

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Registration Number:  
QAC/R63/0216

August 6, 2019

### DIVISION MEMORANDUM

DM No. 002, s. 2019

### ADDITIONAL REQUIREMENTS AND INFORMATION TO DIVISION MEMORANDUM NO. 37, s. 2019: REISSUANCE OF THE GUIDELINES ON THE APPLICATION FOR ADDITIONAL TRACK/ STRAND/ SPECIALIZATION IN SENIOR HIGH SCHOOL (SHS)

To: **All Public Schools District Supervisors, Secondary School Heads,  
Senior High School (SHS) Coordinators**

1. This Office issues this Memorandum for the additional information and requirements on the application for additional track/ strand/ specialization of Public Senior High School (SHS) in DepEd Quezon following the details spelled out in DM-PFO-2017-0697 re: Agreements Regarding Senior High School Program Offerings and Division Memorandum No. 37, s. 2019 re: Reissuance of the Guidelines on the Application for Additional Track/ Strand/ Specialization in Senior High School (SHS).
2. This Office advises all School Heads of SHS who wish to offer additional tracks/ strands/ specializations to submit the following documents as required by DM-PFO-2017-0697:
  - a. Letter of Intent;
  - b. Certification;
  - c. Eligibility of Teachers; and,
  - d. Photo Documentation.
3. In addition to the requirements stated in Item No. 2 of this Memorandum, the following documents are also required for submission:
  - a. List of Teachers who shall handle the subjects under the requested additional track/ strand/ specialization;
  - b. Class and School Program;
  - c. Copy of Appointment of Teachers; and,
  - d. List of Possible Work Immersion Industries/ Partners in the community related to the track/ strand/ specialization applied to.

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By: <b>CRISTINE</b>
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4. The following guidelines are hereby issued for the effective facilitation of application for SHS additional track, strand and specialization in DepEd Quezon:

### 4.1. Completeness of Documents

- 4.1.1. Submit application documents in two (2) sets/copies in separate folder.
- 4.1.2. All School Heads are advised to check and review the completeness and authenticity of the documents and its compliance to the required policies.
- 4.1.3. Use the provided checklist in Annex A of this Memorandum in checking the completeness of the documents.

### 4.2. Submission Timeline and Reminders

- 4.2.1. All additional tracks/ strands/ specializations shall be submitted a school year before prior to its implementation (e.g. New TVL-HE specialization to be offered in SY 2020-2021 should be already submitted and approved in SY 2019-2020).
- 4.2.2. Please avoid submitting application two (2) months prior to the opening of the school year (e.g. Submission in March 2019 to be offered in June 2019). This is to facilitate appropriate review process, provision of technical assistance, and sufficient time for compliance of the school in case of incomplete submission.

### 4.3. Curriculum Appropriateness and Relevance

- 4.3.1. All additional specializations in TVL requiring prerequisite subjects shall be allowed if the required subjects are already offered and taken by the learners. Otherwise, prerequisite subjects shall be applied and offered first too. Example is given below:

Specialization Applied For	Prerequisite	Remarks
Telecom OSP Installation (Fiber Optic Cable) NC II  (To be offered in Grade 12)	Computer Systems Servicing (CSS) NC II  (Should be taken in Grade 11)	Ensure that all specialization subjects with prerequisites are properly offered and given in SHSs.

For full list of TVL specializations with prerequisites, please refer to Annex F.

### 4.4. Teachers' Eligibility Concerns







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4.4.1. Ensure that all tracks, strands and specializations applied for additional offering has sufficient number of qualified teachers.

4.4.2. Ensure that teachers possess the appropriate eligibility required to teach the track, strand, and specialization being applied for.

Area	Specialization Required
Academic STEM	Atleast with Science and Mathematics education majors (Bachelors, Diploma, Masters or Doctorate) or with related specialization under the STEM strand
Academic ABM	Atleast with Accounting, Business or Entrepreneurship related degree/s (Bachelors, Diploma, Masters or Doctorate) or with major/specialization under the ABM strand
Academic HUMSS	Atleast with Social Sciences, Languages and related degree/s (Bachelors, Diploma, Masters or Doctorate) or with major/specialization under the HUMSS strand
Academic GAS	Atleast with degree/s relevant to the specialization subjects to be offered (either in STEM, ABM, HUMSS)
TVL Specializations (AFA, HE, IA, ICT)	TESDA National Certificate of at least the same level as the specialization subject to be taught (e.g. NC II in SMAW to teach SMAW NC II);  Preferably with related degree to the specialization (e.g. Engineering Technology in Welding);  Preferably with Trainer's Methodology Certificate (TMC) I
Arts and Design	Atleast with degree/s (Bachelors, Diploma, Masters or Doctorate) having major/specialization under the Arts and Design track
Sports	Atleast with degree/s (Bachelors, Diploma, Masters or Doctorate) having major/specialization under the Sports Track

### 4.5. Work Immersion (WI) Concerns

4.5.1. Ensure that there are available industries in the community for work immersion activities. Avoid offering new tracks, strands and specializations if there are no available partner industry in the community.

4.5.2. In case there is no available venue for work immersion in the community, the school may opt to employ WI alternative options for Academic, Arts and Design, and Sports

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Tracks as stated in DepEd Order No. 39, s. 2018 re: Clarifications and Additional Information to DepEd Order No. 30, s. 2017 Guidelines on Work Immersion. TVL specializations are required to have WI.

4.5.3. Use the template provided in Annex G for the list of possible work immersion industries in the community.

### 4.6. Clarifications on Certification Concerns

4.6.1. All School Heads are required to review the certification and its content before signing.

4.6.2. The School Head attests that the school is ready in offering the new track, strand and specialization in terms of the (a) sufficiency of classroom, (b) assignment of qualified teachers, (c) sufficiency of armchair, (d) availability of laboratories, and (e) provision of TVL tools and equipment. Hence, there should be no issue to arise that they need additional teacher item to handle and teach the newly approved additional track.

4.6.3. If there are insufficiency of any of the aforementioned points in item 4.6.2, the SHS is discouraged to apply for additional track. The school shall be given appropriate time to prepare for its readiness and resource sufficiency.

5. Request for unique tracks such as Maritime and new program offerings that are not presently part of the regular program offering shall be submitted up to the Central Office. Application should be addressed to the Bureau of Curriculum Development (BCD).
6. All photocopied documents shall be stamped as "certified true copy" to be signed by school head or the Public Schools District Supervisor.
7. Immediate dissemination and strict compliance to this Memorandum is earnestly desired.

**MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

cid-ims/rmv/08/06/2019

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### Annex A. REQUIREMENT CHECKLIST

#### APPLICATION FOR ADDITIONAL TRACK/ STRAND/ SPECIALIZATION IN SENIOR HIGH SCHOOL (SHS)

##### Requirement Checklist DM \_\_\_, s. 2019

	1. Letter of Intent
	2. Notarized Certification
	3. List of Teachers
	4. Copy of Appointment of Teachers
	5. Eligibility Documents of Teachers
	6. Class and School Program
	7. List of Possible Work Immersion Industries/ Partners
	8. Photo Documentation

\* to be attached in the submission folder





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## Annex B. APPLICATION CHECKLIST FOR ADDITIONAL TRACK/ STRAND/ SPECIALIZATION IN SENIOR HIGH SCHOOL (SHS) EVALUATION CHECKLIST 1: ACADEMIC TRACK

Checkbox	Documents	Remarks		
	1. <b>Letter of Intent</b>	<ul style="list-style-type: none"> <li>Letter address to the Regional Director</li> <li>Specifically indicate the additional track/ strand/ specialization</li> <li>Indicate the school year</li> <li>Include all relevant details</li> </ul>		
	2. <b>Certification</b>	<ul style="list-style-type: none"> <li>If possible, please submit a notarized certification</li> <li>Use the attached template (form may be re-typed so all entries are printed and computerized; ensure proper content format)</li> </ul>		
	3. <b>List of Teachers</b>	<ul style="list-style-type: none"> <li>List down the names of teachers who will handle all the subjects for the additional track, strand and specialization applied for using Annex H</li> <li>Arrange the documents based on the list of teachers</li> </ul>		
	4. <b>Copy of Appointment and Eligibility of Teachers</b>	<ul style="list-style-type: none"> <li>Copy of Appointment</li> <li>Transcript of Records (TOR) (degree should be relevant to the track offering)</li> <li>Certificate of Relevant Training (please select relevant recent training programs attended)</li> </ul>		
	5. <b>Class and School Program</b>	<ul style="list-style-type: none"> <li>Provide a copy of class program (per teacher) and school program</li> <li>Please include all the names of the teachers who shall handle all the subjects in the track, strand, and specialization applied for</li> </ul>		
	6. <b>Photo Documentation *</b> (include at least one of the following categories)	<b>Facilities</b> <ul style="list-style-type: none"> <li>Classroom</li> <li>Laboratory (particularly in STEM)</li> </ul>	<b>Equipment and Learning Materials</b> <ul style="list-style-type: none"> <li>Learning Materials and/or</li> <li>Laboratory equipment (particularly in STEM)</li> </ul>	<b>Materials and Tools</b> <ul style="list-style-type: none"> <li>Learning Materials and/or</li> <li>Laboratory tools/ apparatus</li> </ul>
	7. <b>List of Possible Work Immersion Industries/ Partners</b>	<ul style="list-style-type: none"> <li>List down all possible work immersion industry partners in the community using Annex G</li> <li>It is highly encouraged that the WI partners are within the local community or municipality to avoid additional expenses to the parents. However, if there will be much better industries in other places that will cover all the expenses of the SHS learners for WI, then it could be included as a potential partner.</li> </ul>		
	8. <b>Other Relevant Documents ** (if available only)</b>	<ul style="list-style-type: none"> <li>List of learning materials</li> <li>List of laboratory materials/ equipment (for STEM)</li> </ul>		

\* Please include atleast one (1) photo documentation category (e.g. facilities); But the applicant school may submit photo documentation in each area (e.g. facilities, equipment, materials, tools)

\*\* Please submit other relevant documents if it is only available

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## Annex C. APPLICATION CHECKLIST FOR ADDITIONAL TRACK/ STRAND/ SPECIALIZATION IN SENIOR HIGH SCHOOL (SHS) EVALUATION CHECKLIST 2: TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL) TRACK

Checkbox	Documents	Remarks		
	1. <b>Letter of Intent</b>	<ul style="list-style-type: none"> <li>Letter address to the Regional Director</li> <li>Specifically indicate the additional track/ strand/ specialization</li> <li>Indicate the school year</li> <li>Include all relevant details</li> </ul>		
	2. <b>Certification</b>	<ul style="list-style-type: none"> <li>If possible, please submit a notarized certification</li> <li>Use the attached template (form may be re-typed so all entries are printed and computerized; ensure proper content format)</li> </ul>		
	3. <b>List of Teachers</b>	<ul style="list-style-type: none"> <li>List down the names of teachers who will handle all the subjects for the additional track, strand and specialization applied for using Annex H</li> <li>Arrange the documents based on the list of teachers</li> </ul>		
	4. <b>Copy of Appointment and Eligibility of Teachers</b>	<ul style="list-style-type: none"> <li>Copy of Appointment</li> <li>Transcript of Records (TOR)</li> <li>Certificate of Relevant Training and Experiences</li> <li>Certified Photocopy of the National Certificate (NC) (at least of the same level)</li> <li>Certified Photocopy of the Trainers Methodology Certificate (TMC) (if available)</li> </ul>		
	5. <b>Class and School Program</b>	<ul style="list-style-type: none"> <li>Provide a copy of class program (per teacher) and school program</li> <li>Please include all the names of the teachers who shall handle all the subjects in the track, strand, and specialization applied for</li> </ul>		
	6. <b>List of Possible Work Immersion Industries/ Partners</b>	<ul style="list-style-type: none"> <li>List down all possible work immersion industry partners in the community using Annex G</li> <li>It is highly encouraged that the WI partners are within the local community or municipality to avoid additional expenses to the parents. However, if there will be much better industries in other places that will cover all the expenses of the SHS learners for WI, then it could be included as a potential partner.</li> </ul>		
	7. <b>Photo Documentation</b> * (include at least one of the following categories; provide at least 3 photos)	<b>Facilities</b> <ul style="list-style-type: none"> <li>Training area and/or</li> <li>Workshop area</li> </ul>	<b>Equipment and Learning Materials</b> <ul style="list-style-type: none"> <li>Learning Materials and/or</li> <li>Training equipment</li> </ul>	<b>Materials and Tools</b> <ul style="list-style-type: none"> <li>Training materials and tools</li> <li>Learning materials (e.g. TRB)</li> </ul>
	8. <b>Other Relevant Documents</b> ** (if available only)	<ul style="list-style-type: none"> <li>Certificate of Industry Experience (relevant to the specialization to be offered)</li> <li>List of laboratory materials/ equipment</li> </ul>		

\* Please include atleast one (1) photo documentation category (e.g. facilities); But the applicant school may submit photo documentation in each area (e.g. facilities, equipment, materials, tools)

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## Annex D. APPLICATION CHECKLIST FOR ADDITIONAL TRACK/ STRAND/ SPECIALIZATION IN SENIOR HIGH SCHOOL (SHS) EVALUATION CHECKLIST 3: SPORTS TRACK

Checkbox	Documents	Remarks		
	1. Letter of Intent	<ul style="list-style-type: none"> <li>Letter address to the Regional Director</li> <li>Specifically indicate the additional track/ strand/ specialization</li> <li>Indicate the school year</li> <li>Include all relevant details</li> </ul>		
	2. Certification	<ul style="list-style-type: none"> <li>If possible, please submit a notarized certification</li> <li>Use the attached template (form may be re-typed so all entries are printed and computerized; ensure proper content format)</li> </ul>		
	3. List of Teachers	<ul style="list-style-type: none"> <li>List down the names of teachers who will handle all the subjects for the additional track, strand and specialization applied for using Annex H</li> <li>Arrange the documents based on the list of teachers</li> </ul>		
	4. Copy of Appointment and Eligibility of Teachers	<ul style="list-style-type: none"> <li>Transcript of Records (TOR) (degree should be relevant to the track offering)</li> <li>Certificate of Relevant Training</li> </ul>		
	5. Class and School Program	<ul style="list-style-type: none"> <li>Provide a copy of class program (per teacher) and school program</li> <li>Please include all the names of the teachers who shall handle all the subjects in the track, strand, and specialization applied for</li> </ul>		
	6. List of Possible Work Immersion Industries/ Partners	<ul style="list-style-type: none"> <li>List down all possible work immersion industry partners in the community using Annex G</li> <li>It is highly encouraged that the WI partners are within the local community or municipality to avoid additional expenses to the parents. However, if there will be much better industries in other places that will cover all the expenses of the SHS learners for WI, then it could be included as a potential partner.</li> </ul>		
	7. Photo Documentation <i>* (include at least one of the following categories; provide at least 3 photos)</i>	<b>Facilities</b> <ul style="list-style-type: none"> <li>Classroom and/or</li> <li>Training area</li> </ul>	<b>Equipment and Learning Materials</b> <ul style="list-style-type: none"> <li>Learning Materials and/or</li> <li>Training equipment</li> </ul>	<b>Materials and Tools</b> <ul style="list-style-type: none"> <li>Learning materials and/or</li> <li>Training materials</li> </ul>
	8. Other Relevant Documents ** (if available only)	<ul style="list-style-type: none"> <li>Certificate of Relevant Training Experience in Sports (e.g. Officiating Events, Management of Sports or Recreation Centers, Events Participated, Sports Awards and the likes)</li> <li>List of available materials/ equipment</li> </ul>		

\* Please include atleast one (1) photo documentation category (e.g. facilities); But the applicant school may submit photo documentation in each area (e.g. facilities, equipment, materials, tools)

\*\* Please submit other relevant documents if it is only available

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## Annex E. APPLICATION CHECKLIST FOR ADDITIONAL TRACK/ STRAND/ SPECIALIZATION IN SENIOR HIGH SCHOOL (SHS) EVALUATION CHECKLIST 4: ARTS AND DESIGN TRACK

Checkbox	Documents	Remarks		
	1. <b>Letter of Intent</b>	<ul style="list-style-type: none"> <li>Letter address to the Regional Director</li> <li>Specifically indicate the additional track/ strand/ specialization</li> <li>Indicate the school year</li> <li>Include all relevant details</li> </ul>		
	2. <b>Certification</b>	<ul style="list-style-type: none"> <li>If possible, please submit a notarized certification</li> <li>Use the attached template (form may be re-typed so all entries are printed and computerized; ensure proper content format)</li> </ul>		
	3. <b>List of Teachers</b>	<ul style="list-style-type: none"> <li>List down the names of teachers who will handle all the subjects for the additional track, strand and specialization applied for using Annex H</li> <li>Arrange the documents based on the list of teachers</li> </ul>		
	4. <b>Copy of Appointment and Eligibility of Teachers</b>	<ul style="list-style-type: none"> <li>Transcript of Records (TOR) (degree should be relevant to the track offering)</li> <li>Certificate of Relevant Training</li> </ul>		
	5. <b>Class and School Program</b>	<ul style="list-style-type: none"> <li>Provide a copy of class program (per teacher) and school program</li> <li>Please include all the names of the teachers who shall handle all the subjects in the track, strand, and specialization applied for</li> </ul>		
	6. <b>List of Possible Work Immersion Industries/ Partners</b>	<ul style="list-style-type: none"> <li>List down all possible work immersion industry partners in the community using Annex G</li> <li>It is highly encouraged that the WI partners are within the local community or municipality to avoid additional expenses to the parents. However, if there will be much better industries in other places that will cover all the expenses of the SHS learners for WI, then it could be included as a potential partner.</li> </ul>		
	7. <b>Photo Documentation</b> <i>* (include at least one of the following categories; provide at least 3 photos)</i>	<b>Facilities</b> <ul style="list-style-type: none"> <li>Classroom and/or</li> <li>Workshop area</li> </ul>	<b>Equipment and Learning Materials</b> <ul style="list-style-type: none"> <li>Learning Materials and/or</li> <li>Visual arts and design equipment/ materials</li> </ul>	<b>Materials and Tools</b> <ul style="list-style-type: none"> <li>Learning materials and/or</li> <li>Workshop materials</li> </ul>
	8. <b>Other Relevant Documents ** (if available only)</b>	<ul style="list-style-type: none"> <li>Certificate of Relevant Experience in Visual or Applied Arts (e.g. Exhibits, Shows, Awards, Art Publications)</li> <li>List of available materials/ equipment</li> </ul>		

\* Please include atleast one (1) photo documentation category (e.g. facilities); Applicant school may submit photo documentation in each area (e.g. facilities, equipment, materials, tools)

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## Annex F.

### LIST OF SENIOR HIGH SCHOOL (SHS) – TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL) SPECIALIZATIONS WITH PREREQUISITE SUBJECTS

Strand	Specialization	Number of Hours	Prerequisite Specialization
<b>Agri-Fishery Arts (AFA)</b>	Agricultural Crops Production NC III	640	Agricultural Crops Production NC II
	Animal Health Care Management NC III	320	Animal Production (Poultry-Chicken) NC II or Animal Production (Ruminants) NC II or Animal Production (Swine) NC II
	Artificial Insemination (Large Ruminants) NC II	160	Animal Production (Large Ruminants) NC II
	Artificial Insemination (Swine) NC II	160	Animal Production (Swine) NC II
	Horticulture NC III	640	Agricultural Crops Production NC II
<b>Home Economics (HE)</b>	Commercial Cooking NC III	320	Cookery NC II
	Fashion Design (Apparel) NC III	640	Dressmaking NC II or Tailoring NC II
	Hairdressing NC III	640	Hairdressing NC II
<b>Industrial Arts (IA)</b>	Automotive Servicing NC II	640	Automotive Servicing NC I
	Carpentry NC III	320	Carpentry NC II
	Electric Power Distribution Line Construction NC II	320	Electrical Installation and Maintenance NC II
	Instrumentation and Control Servicing NC II	320	Electronic Products Assembly and Servicing (EPAS) NC II
	Gas Metal Arc Welding (GMAW) NC II	320	Shielded Metal Arc Welding (SMAW) NC II

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	Gas Tungsten Arc Welding (GTAW) NC II	320	Shielded Metal Arc Welding (SMAW) NC II
	Machining NC II	640	Machining NC I
	Mechatronics Servicing (NC II)	320	Electronic Products Assembly and Servicing (EPAS) NC II
	Plumbing NC II	320	Plumbing NC I
	Refrigeration and Air-Conditioning (Packaged Air-Conditioning Unit [PACU]/Commercial Refrigeration Equipment [CRE]) Servicing NC III	640	Domestic Refrigeration and Air-conditioning (DOMRAC) Servicing NC II
	Shielded Metal Arc Welding (SMAW) NC II	320	Shielded Metal Arc Welding (SMAW) NC I
	Transmission Line Installation and Maintenance NC II	640	Electrical Installation and Maintenance (EIM) NC II
<b>Information, Communications and Technology (ICT)</b>	Broadband Installation (Fixed Wireless Systems) NC II	160	Computer Systems Servicing (CSS) NC II
	Telecom OSP and Subscriber Line Installation (Copper Cable/POTS and DSL) NC II	320	Computer Systems Servicing (CSS) NC II
	Telecom OSP Installation (Fiber Optic Cable) (NC II)	160	Computer Systems Servicing (CSS) NC II





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## Annex G. LIST OF POSSIBLE WORK IMMERSION PARTNER INDUSTRIES IN THE COMMUNITY

No	Name of Possible Work Immersion Partner Industries	Complete Address (Bldg, Street, Brgy, Municipality)	SHS Track, Strand and Specialization to take WI
	Sample: RMV Electronics	143 Mapagmahal Bldg., Yngente Ave., Brgy. Talolong, Lopez, Quezon	TVL-IA-EPAS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			







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## Annex H.

### LIST OF TEACHERS

Track/ Strand/ Specialization Applied for:

No	Name of Teacher	Degree/s (Bachelor, Master, Doctorate)	Specialization/s	Subjects to Handle in SHS (Relevant to the track/ strand/ specialization applied for)
	Sample 1: Juan A. Dela Cruz	BSEd, MA, PhD	Physical Science, Chemistry	General Physics 1, General Physics 2, General Chemistry 1, General Chemistry 2
	Sample 2: Maria A. Makiling	BIT	Food Technology, Cookery (NC II)	Cookery (NC II)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Prepared by:

Noted:

SHS Coordinator

School Head

DEPEDQUEZON-TM-SDS-04-010-001

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

Cell No: 09175824629

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# CERTIFICATION

I, \_\_\_\_\_, of legal age, married/single, Filipino  
(name of affiant)  
and with office address at \_\_\_\_\_,  
(school address)

after sworn do hereby depose and state that:

1. I am the \_\_\_\_\_ of \_\_\_\_\_;  
(position of affiant in the school) (name of school)
2. I am expressing my intent to offer additional track/ strand of Senior High School for School Year (SY) \_\_\_\_\_ with corresponding number of prospective enrollees:

Track/ Strand	No. of Enrollees
_____	_____
_____	_____
_____	_____
_____	_____

3. I attest the readiness of the school as to:
  - a. sufficiency of classrooms;
  - b. assignment of qualified teachers to handle the subject offerings;
  - c. sufficiency of armchair;
  - d. availability of science laboratories, computer laboratory, workshop rooms and ancillary services for the intended additional course offerings; and,
  - e. provision of TVL tools and equipment (as case may be);

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_,  
in the \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

Noted:

**MERTHEL M. EVARDOME, CESO V**  
Schools Division Superintendent





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