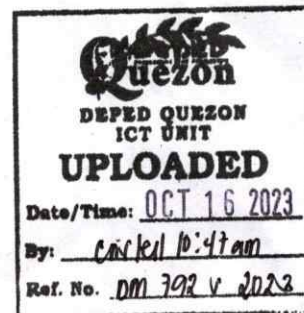




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



05 October 2023

**DIVISION MEMORANDUM**

DM No. 792, s. 2023

**SUBMISSION OF SENIOR HIGH SCHOOL PROGRAM PERMIT AND IMPLEMENTATION DOCUMENTS**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Public Secondary Schools with SHS Offering  
All Others Concerned

1. In compliance with the Department of Education's (DepEd) guidelines and to ensure the accuracy and completeness of our records, all public Senior High Schools within the jurisdiction of DepEd Quezon are required to submit their updated permits to offer Senior High School Programs with specific tracks, strands, and specializations and implementation documents indicated in item 3 of this Memorandum.
2. The purpose of this Memorandum is to confirm the completeness and accuracy of all documents and information related to the permits for Senior High School Programs. This includes comprehensive details concerning the specific tracks, strands, and specializations offered by each public Senior High School under DepEd Quezon.
3. Each public Senior High School shall submit the following documents to the Office of the Schools Division Superintendent through the Curriculum Implementation Division (CID):
  - a. Permit to offer Senior High School Programs, signed by the Regional Director, indicating the specific tracks, strands, and specializations the school intended to offer;
  - b. List of core, applied, and specialized subjects available to Grade 11 and 12 students for both the first and second semesters per track, strand, and specialization;
  - c. List of teachers, indicating their designation (e.g., Master Teacher II, Master Teacher I, etc.) and qualifications (e.g., educational attainment, area of specialization/major, with

DEPEDQUEZON-TM-SDS-04-009-003



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- or without TM, with or without NC I, II, III or IV, with or without updated license to teach);
- d. List of available facilities (e.g., laboratories, classroom with chairs, etc.) for utilization of Senior High School Learners;
  - e. List of needed facilities (e.g., laboratories, classroom with chairs, etc.) to sustain the needs of the Senior High School Program;
  - f. List of available tools and equipment for utilization of the Senior High School learners;
  - g. List of needed tools and equipment to sustain the needs of the Senior High School Program;
  - h. List of available printed materials such as books for utilization of the Senior High School learners; and
  - i. List of needed printed materials such as books to sustain the needs of the Senior High School Program.
4. The submission deadline of the above-mentioned documents is on **October 28, 2023**.
  5. For inquiries and further clarification regarding the submission of permits, please contact the Division In-Charge of the Senior High School Program at [juanito.merle@yahoo.com](mailto:juanito.merle@yahoo.com).
  6. Your prompt and accurate compliance with this Memorandum is highly appreciated as we aim to keep our records up to date and ensure the quality of education in our public Senior High Schools.
  7. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

cid-ims/jam/rqn10/05/2023

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