Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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BY:
DATE: NOV 10 2026

REGIONAL MEMORANDUM
No. 149 s. 2026

UPDATES ON APPLICATION FOR REGULAR RECOGNITION OF SENIOR HIGH SCHOOL PROGRAM THROUGH E-APPLICATION FOR PRIVATE SCHOOLS (E-APS)

To: Schools Division Superintendents
Heads, Private Elementary and Secondary Schools
All Others Concerned

1. This Office, through the Quality Assurance Division (QAD) hereby issues the updates on the application of private senior high schools for regular recognition through E-APS.

2. This application process applies to private senior high schools that are **not covered** by Regional Memorandum No.1103, s. 2026, titled "Dissemination on the List of Private Basic Education Institutions (PBEIs) Granted Automatic Recognition for the Senior High School Program".

3. Attached is the updated operational guidelines and process flow for the **Regular Application of Government Recognition to Operate Senior High School Program**, for reference.

4. Furthermore, this Office shall conduct an online orientation for all Private Education Institutions (PEIs) applying for Regular Recognition through MS Teams on November 16, 2026, at 9:00 AM. The orientation may be accessed through this link: https://tinyurl.com/OnlineOrientationRegularRecog. The SDO Personnel-in-Charge of Private Schools are likewise required to attend the said orientation.

5. All other provisions of Regional Memorandum No. 653, s. 2022, including its applicable implementing guidelines, which are not inconsistent with the provisions of this issuance shall remain in effect.

6. Immediate dissemination of and strict compliance with this Memorandum is directed.

ESTELA P. LEON-CARIÑO, Ed CESO III
Director IV/Regional Director

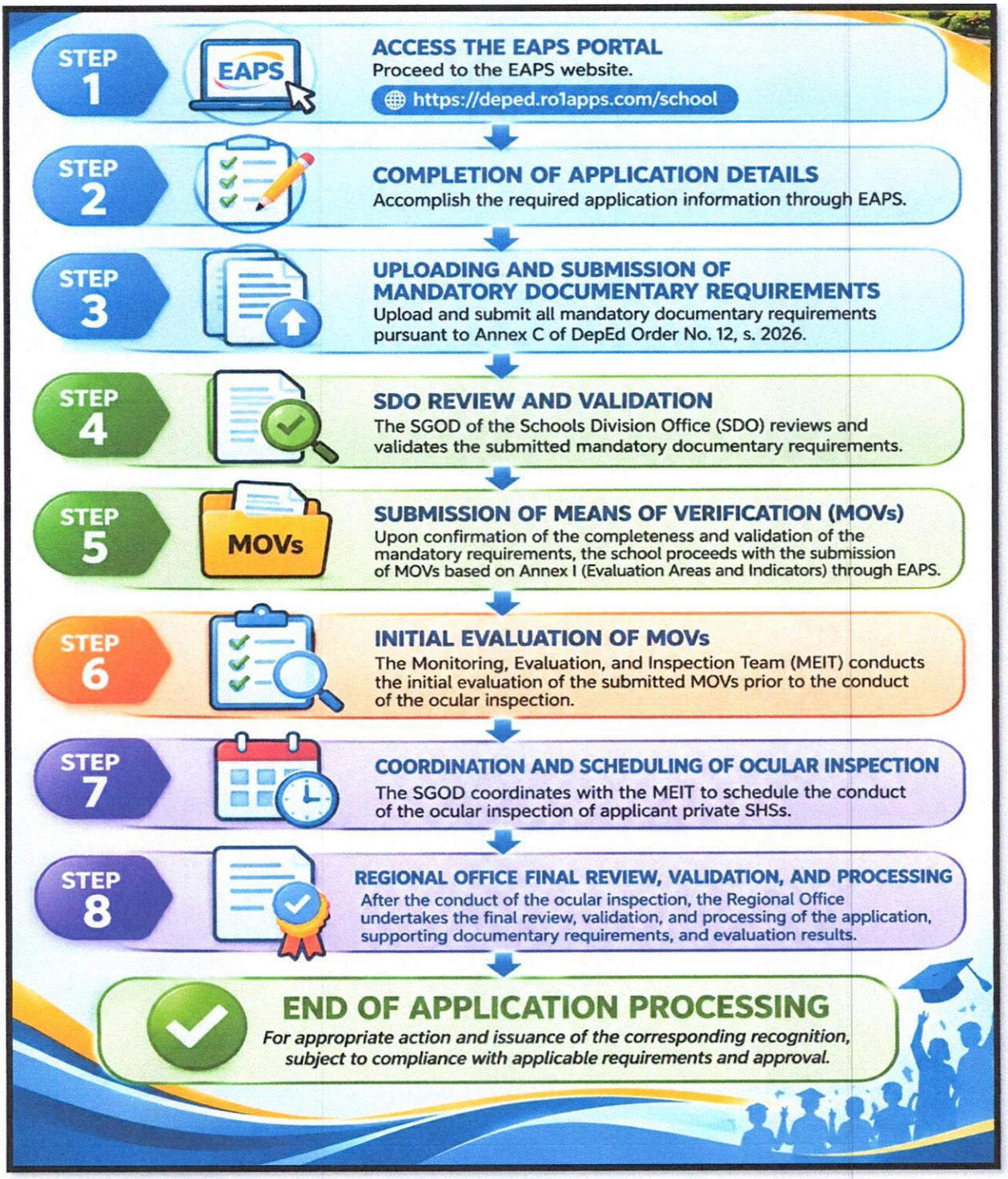
Encl.: As stated
Reference: RM No. 653, s. 2022
DepEd Order No. 88, s.2010
To be indicated in the Perpetual Index:
under the subjects:

SCHOOLS RULES AND REGULATIONS

QAD/lpm/updatesonregularrecognitionapplication
November 9, 2026

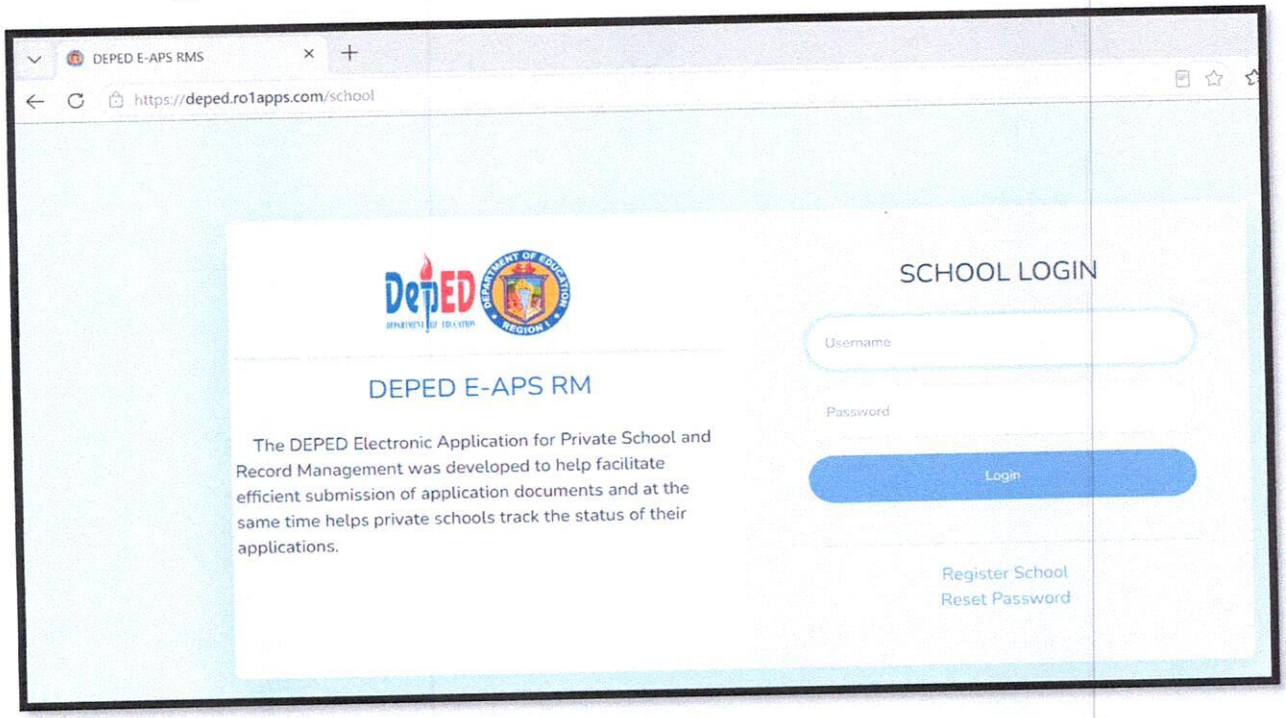
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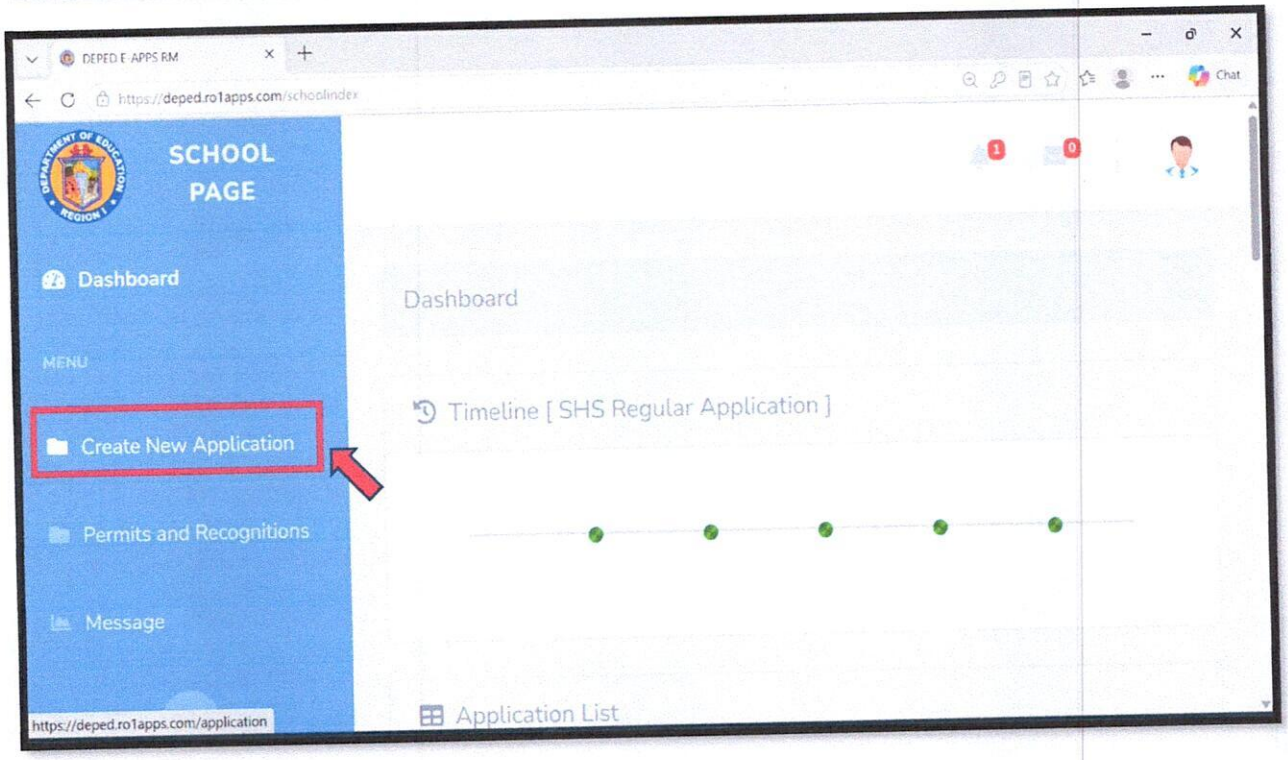
Operational Guidelines and Process Flow for the GRANT OF REGULAR GOVERNMENT RECOGNITION TO OPERATE SENIOR HIGH SCHOOL PROGRAM

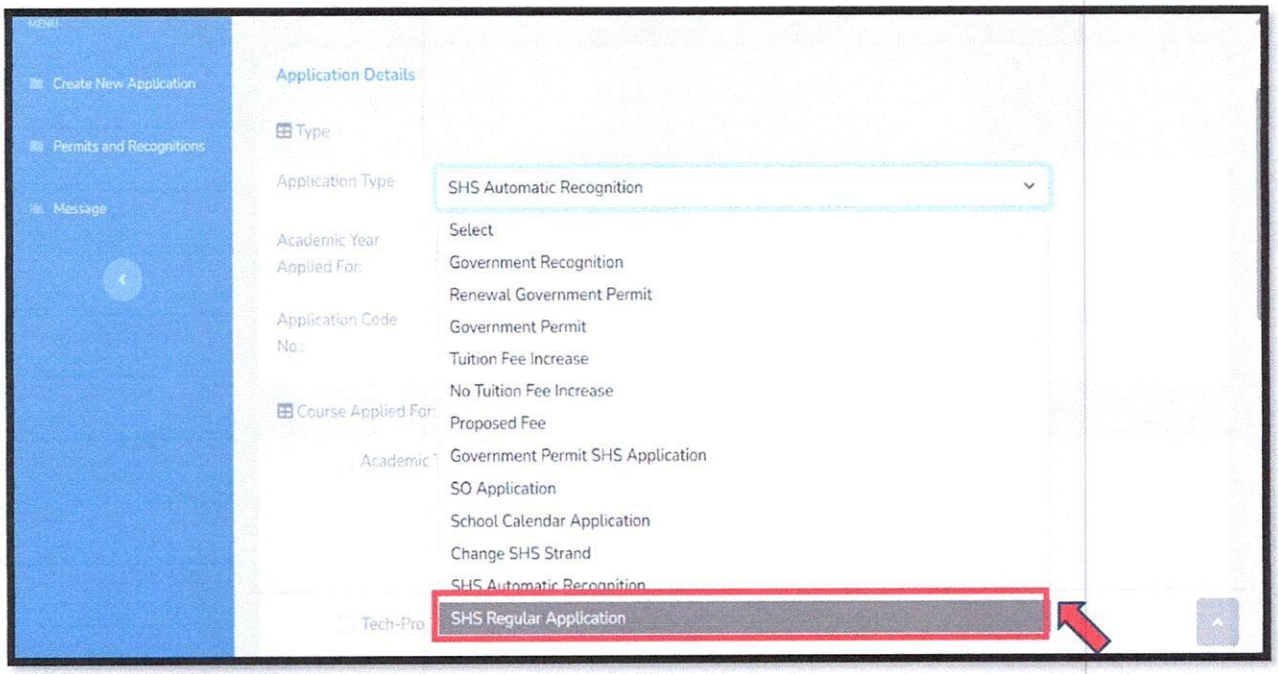


Step 1: Accessing the EAPS Portal

Using the school's registered account, log in to the system and proceed to the Dashboard. Click **"Create New Application"** and Select **"SHS Regular Application"** from the Application Type options.

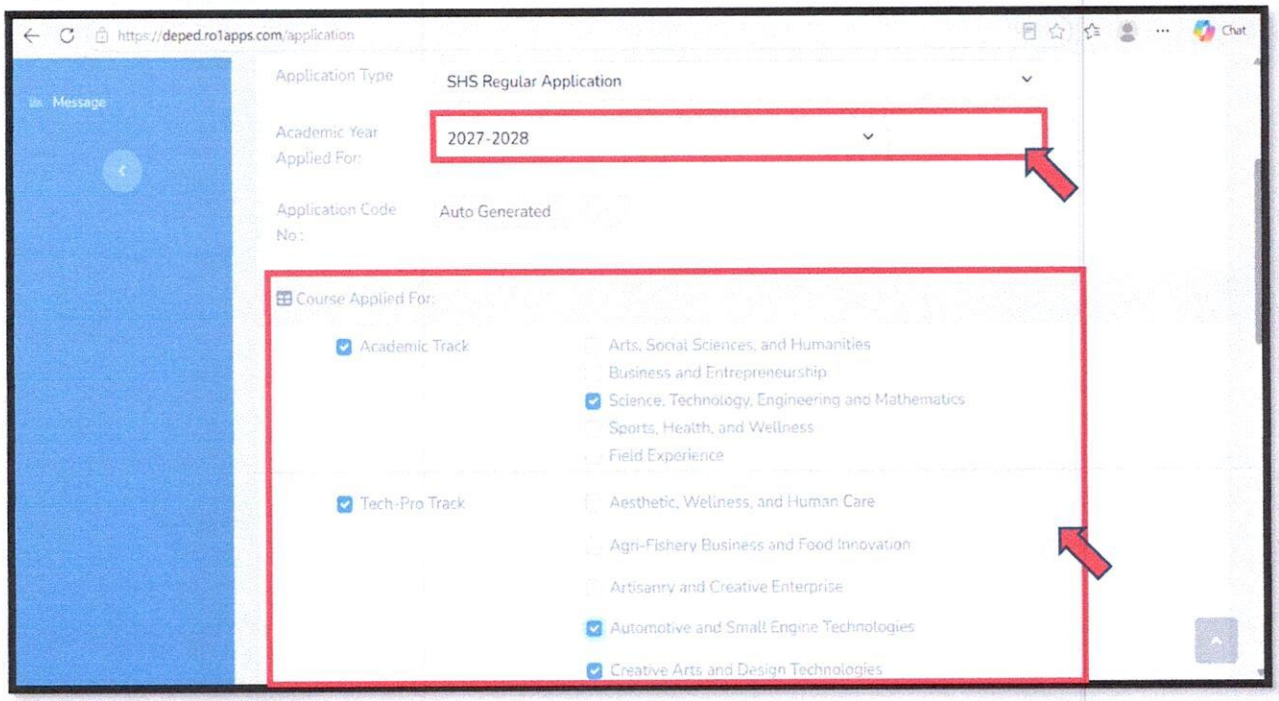






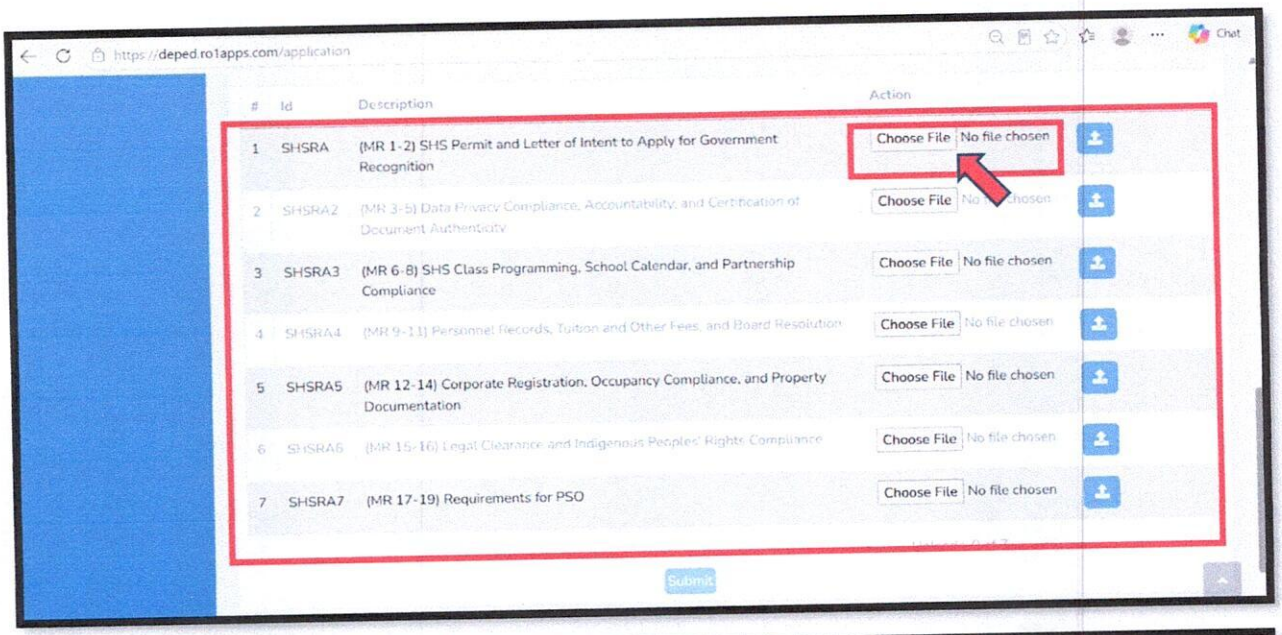
Step 2: Application Details

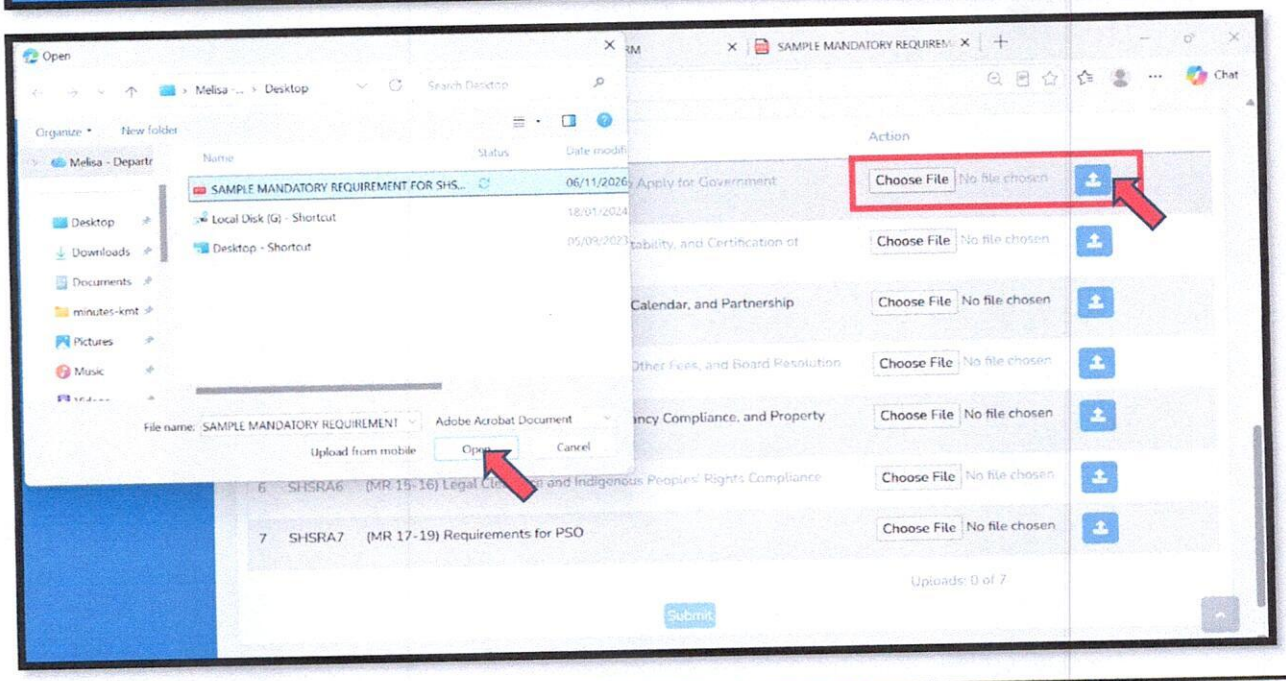
Provide all the required information accurately and completely. Under **"Course Applied For,"** select the applicable options corresponding to the programs or specializations offered under the Strengthened Senior High School (SHS) Curriculum. Under **"Academic Year Applied For,"** select **School Year 2027–2028**, which is the application period.

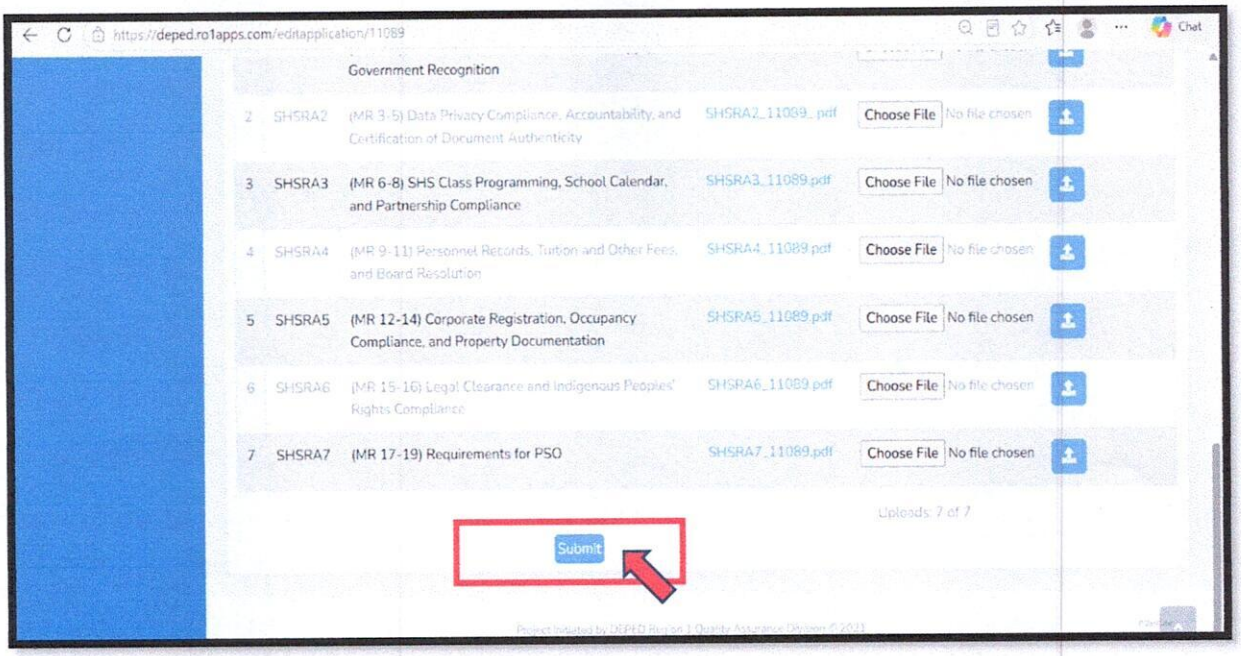


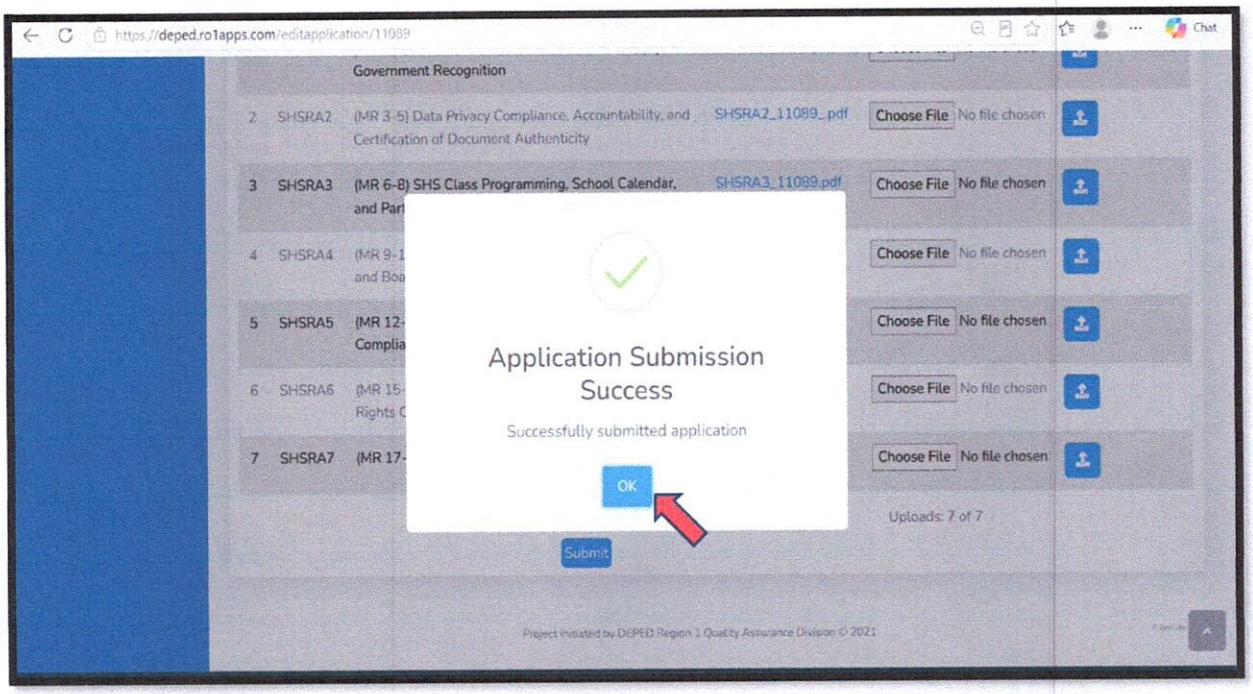
Step 3: Uploading and Submission of Mandatory Documentary Requirements
Upload all required documentary requirements in PDF format, following the prescribed file groupings indicated in the EAPS.

Each upload field is labeled with its corresponding MR (Mandatory Requirement) number/s. The number/s indicate which documentary requirements must be consolidated into a single PDF file before uploading. For example, if the upload field is labeled MR 1–2, combine Mandatory Requirements 1 and 2 into one PDF file and upload it under that field. Refer to Annex C of DepEd Order No. 12, s. 2026 for the complete list and specific details of each Mandatory Requirement (MR) to ensure that the correct documents are grouped and uploaded under the appropriate field.

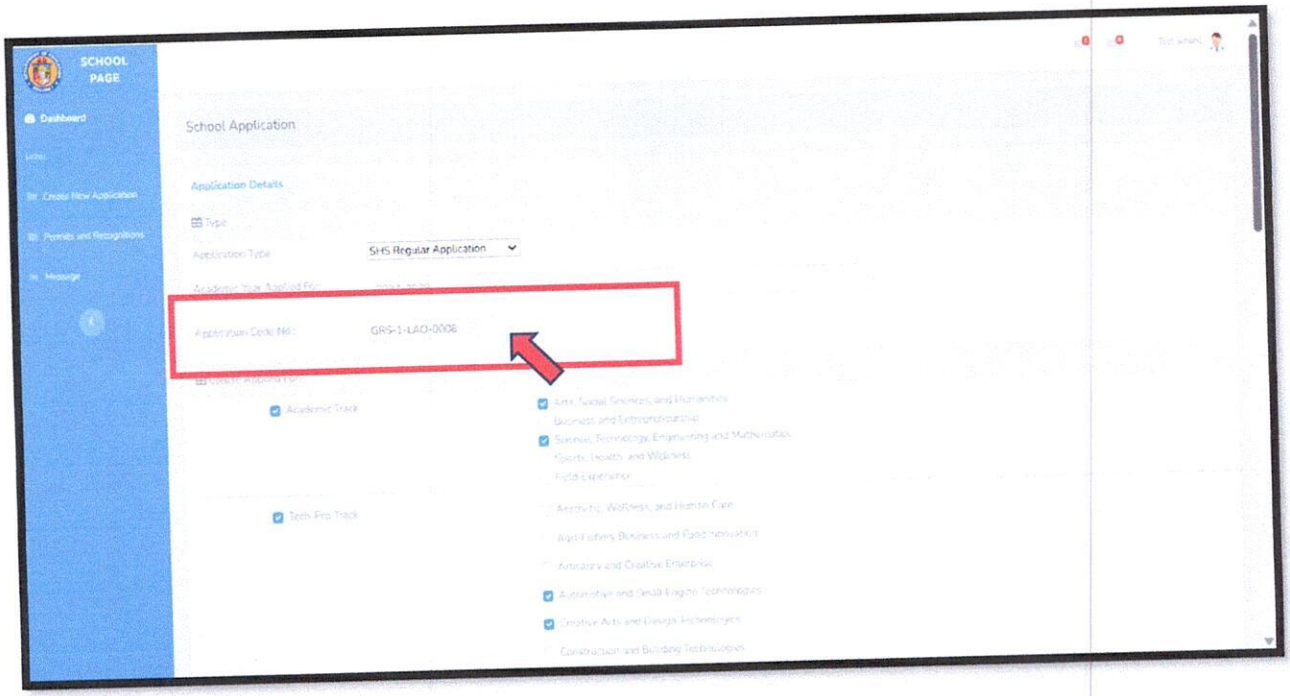




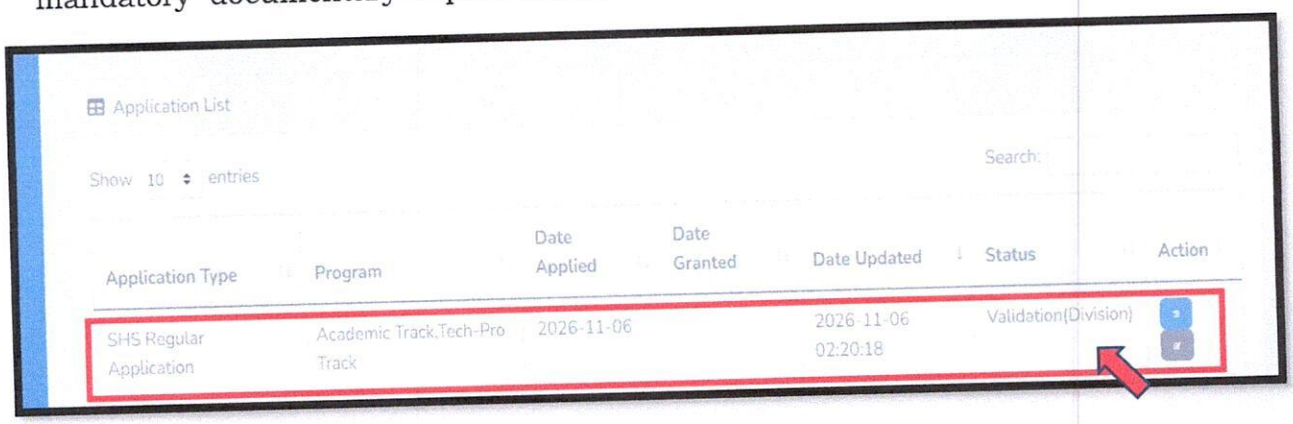




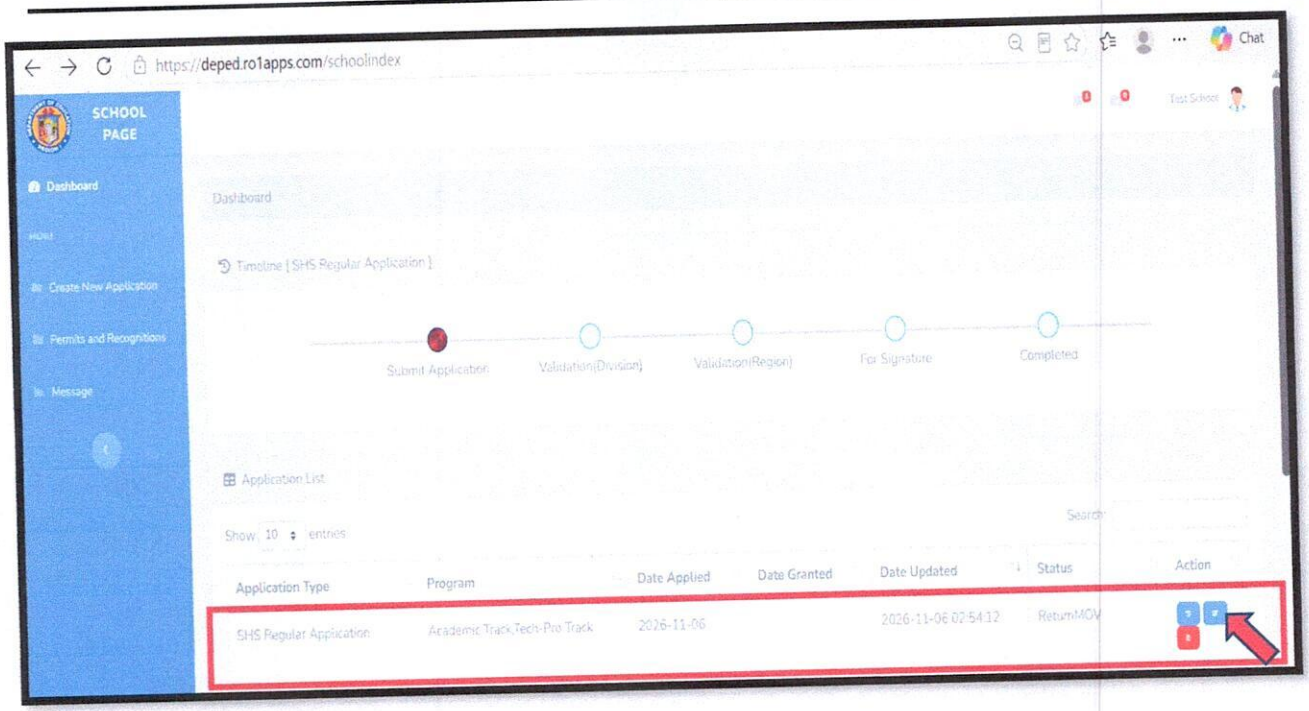
Once all the required information are completed and mandatory documents are submitted, the system will automatically generate the application code.

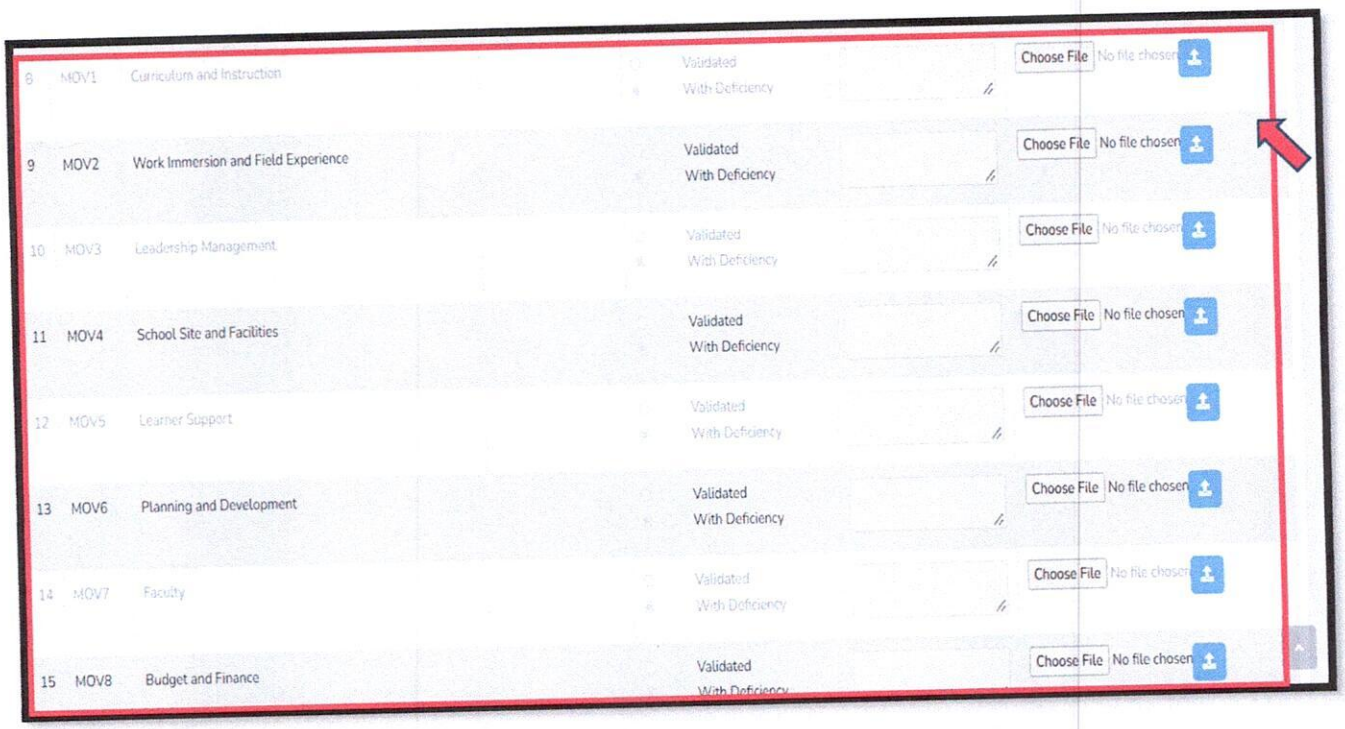


Step 4: SDO Review and Validation
The SGOD of the Schools Division Office (SDO) reviews and validates the submitted mandatory documentary requirements.



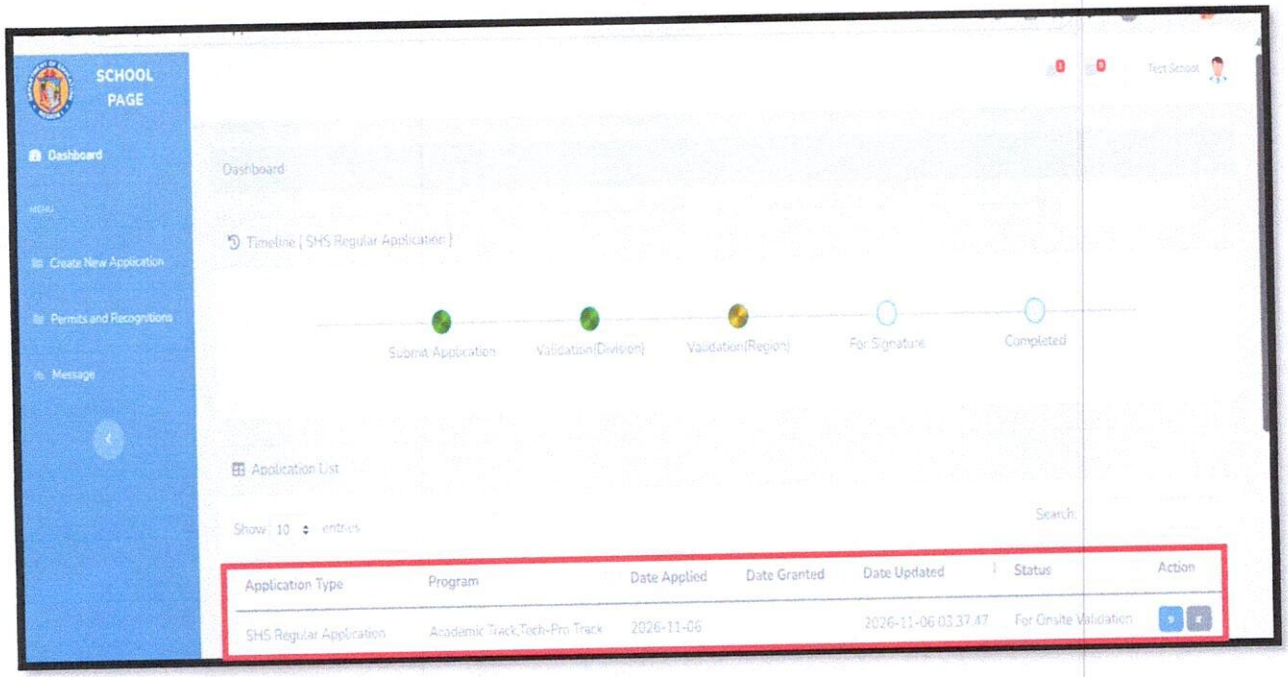
Step 5: Submission of Means of Verifications (MOVs)
Upon confirmation of the completeness and validation of the mandatory requirements, the school proceeds with the submission of MOVs based on Annex I (Evaluation Areas and Indicators) of DepEd Order 12 s. 2026


https://deped.ro1apps.com/schoolindex
Chat
SCHOOL PAGE
Dashboard
Create New Application
Permits and Recognitions
Message
Dashboard
Timeline [SHS Regular Application]
Submit Application
Validation(Division)
Validation(Region)
For Signature
Completed
Application List
Show 10 entries
Search:
Application Type
Program
Date Applied
Date Granted
Date Updated
Status
Action
SHS Regular Application
Academic Track,Tech-Pro Track
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ReturnMOV


8 MOV1 Curriculum and Instruction Validated With Deficiency Choose File No file chosen
9 MOV2 Work Immersion and Field Experience Validated With Deficiency Choose File No file chosen
10 MOV3 Leadership Management Validated With Deficiency Choose File No file chosen
11 MOV4 School Site and Facilities Validated With Deficiency Choose File No file chosen
12 MOV5 Learner Support Validated With Deficiency Choose File No file chosen
13 MOV6 Planning and Development Validated With Deficiency Choose File No file chosen
14 MOV7 Faculty Validated With Deficiency Choose File No file chosen
15 MOV8 Budget and Finance Validated With Deficiency Choose File No file chosen

Step 6: Initial evaluation of MOVs
The Monitoring, Evaluation, and Inspection Team (MEIT) conducts initial evaluation of the submitted MOVs prior to the ocular inspection.

Step 7: Coordination and Scheduling of Ocular Inspection
The SGOD coordinates with the MEIT for the ocular inspection.



During the initial review of the MOVs, any missing or deficient documentary requirements noted shall be subject to further validation and assessment by the MEIT during the ocular inspection. Following the ocular inspection, the school may upload or replace the necessary documents in the EAPS by clicking the **"Edit"** button in the corresponding upload field and submitting the required or corrected documents.

Step 8: Regional Office Final Review, Validation, and Processing

After the conduct of the ocular inspection, the RO undertakes the final review, validation, and processing of the application, supporting documentary requirements, and evaluation results in accordance with DepEd Order No 12 s. 2026, titled "Government Recognition of Private Basic Education Institution Offering the Senior High School (SHS) Program."