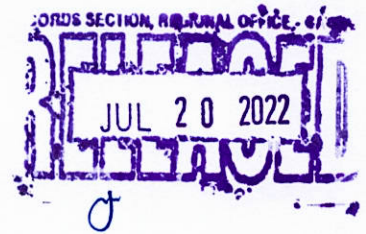




Republic of the Philippines
Department of Education
CARAGA REGION



July 14, 2022

REGIONAL MEMORANDUM
No. 0632, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS, CID and SGOD
SCHOOL HEADS
This Region

**IMPLEMENTING GUIDELINES FOR THE OPERATION OF SENIOR HIGH
SCHOOL NIGHT CLASSES AMONG PRIVATE SCHOOLS**

1. In line with the Department of Education (DepEd) thrust of making education accessible to all, private high schools in urban/rural areas are encouraged to offer evening classes. This is to allow the working students to complete their Senior High School in the K to 12 Basic Education Program.
2. Relative to this, the Regional Office through Quality Assurance Division (QAD) hereby implements the guidelines for the operation of Senior High School Night Classes with regards to the regulatory and development services among Private Schools.
3. The contextualized implementing guidelines are anchored on DepEd Order No. 88, s. 2010, re: Manual of Regulations for Private Schools; DepEd Order No. 21, s. 2019, re: Policy Guidelines on the K to 12 Basic Education Program; and DepEd Memorandum No. 4, s. 2014, re: Guidelines for the Preparation for the National Implementation of the Senior High School (SHS) Program in Non-DepEd Schools for SY: 2016-2017 and onwards.
4. The guidelines to implement Senior High School Night Classes and checklist of requirements are found in Enclosure No. 1.
5. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: As stated
References: DO No. 88, s. 2010, DO No. 21, s. 2019, and DM No. 4, s. 2014
To be indicated in the Perpetual Index under the following subjects:
CURRICULUM NIGHT CLASSES PROGRAM SCHOOL

QAD/edm
07/14/2022



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APPLICATION FOR SENIOR HIGH SCHOOL NIGHT CLASSES AMONG PRIVATE SCHOOLS

GENERAL GUIDELINES

The following conditions should be met in the operation of Senior High School Night Classes:

1. Senior High School Night Classes should be operated only in schools with Provisional Permit in Senior High School Program in day classes.
2. They should be operated only in schools with adequate lighting facilities in the classrooms and the school premises. The school should provide maximum security measures for students, teachers, and school administrators.
3. The Senior High School Night Classes are adequately and efficiently administered and supervised by a qualified:
 - 3.1 High School Principal, or a qualified school headteacher/department head official or a secondary school teacher who may be designated as officer-in-charge of the Senior High School Night Classes
 - 3.2 Librarian, Guidance Counselor, School Health Clinic in charge who will serve the Senior High School Night Classes and will make available all library facilities, counseling services, and health services provided for the day students.
4. Prompt and regular attendances of students must be enforced in Senior High School Night Classes.
5. Enrolment should not be less than 20 and not more than 40 students in a class.
6. The budget should be properly itemized and should include the salaries/honoraria of qualified teachers, principals, and school officials/personnel directly involved in its operation and maintenance.
7. Tuitions Fees and School Fees shall be approved by the Regional Director and private schools are beneficiaries of the Senior High School Voucher Program under the Government Assistance to Students and Teachers in Private Education (GASTPE).
8. The teachers who will be assigned to teach in the Senior High School Night Classes are qualified to teach the applied and specialized subjects across different tracks in Senior High School. The teaching load of teachers should not be more than 12 hours a week and require no more than three (3) preparations.
9. The number of hours in the applied and specialized subjects in the Academic Track, Technical Vocational and Livelihood Track, Sports Track, and Arts and Design Track shall adhere to DepEd Order No. 021, s. 2019 re: Policy Guidelines on the K to 12 Basic Education Program. Thus, the class program per semester and daily for 2 years shall be evaluated by the CES and Education Program Supervisor in Senior High School of the Curriculum Implementation Division (CID). The class program to be submitted to the Regional Office shall be signed by the School Administrator, Chief, and EPS of CID in the SDO.

10. Senior High School Night Classes should begin not earlier than 4:30 in the afternoon and end not later than 9:30 in the evening.
11. Private Schools operating Senior High School Night Classes should submit complete documentary requirements to the Regional Office not later than April 30 before the start of the new school year.

12. In Section 66, of DepEd Order 88, s. 2010 on Full-Time and Part-Time School Employment, to wit:

As general rule, all private schools shall employ full-time school personnel. An applicant shall be eligible for a full-time employment in a private school whenever he has the minimum qualifications prescribed in this Manual, has no other remunerative employment requiring regular working hours elsewhere, and whose services to the extent of at least eight hours during each working day are available during the entire time the school operates.

The employment of part-time school personnel shall be reckoned in terms of the needs of the school and/or the availability of qualified applicants.

13. In Section 67, of DepEd Order 88, s. 2010 on Full-Time and Part-Time School Personnel, to wit:

The ratio in the employment of part-time and full-time school teaching personnel in all private schools shall be issued through regulation by the Secretary based on the nature of the course offerings, qualifications for teaching, and full-time equivalents, among others.

14. In Section 70, of DepEd Order 88, s. 2010 on Minimum Qualifications of a School Teaching Personnel

The school teaching personnel in secondary level of basic education in all private schools shall [possess appropriate educational qualifications and must pass the Licensure Examination for Teachers (LET).

The school teaching personnel in the secondary level of instruction shall have the following minimum educational qualifications:

- a. For academic subject – a bachelor's degree in education or equivalent, or a bachelor's Arts, with such additional number of professional education subjects as may be required, to teach largely in their major or minor fields of concentration.
- b. For vocational subjects – a graduate of any bachelor's degree, with knowledge of the vocational courses to be taught.

15. In Section 72, of DepEd Order 88, s. 2010 on Contract of Appointments

All school personnel shall be given each a contract or appointment which shall define in specific terms the stipulations and conditions of employment with the private school in accordance with law, school policies, and the provisions of any applicable collective bargaining agreement. School personnel under temporary status shall each be provided with a written contract, with a period of at least one school term which may be renewed for a similar period subject to the agreement of the parties. School personnel under permanent status, either part-time or full-time shall each be

provided with a written appointment for an indefinite period which shall be deemed subsisting and effective, unless otherwise terminated in accordance with law and the existing rules and policies of the school.

The contract or appointment signed and acknowledged by the parties in the event of any dispute relative to the terms and conditions of employment shall be taken as the law between them, unless the agreement is contrary to law, public policy, morals, or good customs.

PROCEDURAL GUIDELINES IN THE SCHOOLS DIVISION OFFICE (SDO)

1. Applications or requests to open a Senior High School Night Classes must be submitted to the Schools Division Office (SDO) through the Senior High School Coordinator.
2. The Private School shall submit two (2) copies for the SDO and RO.
3. The Senior School Coordinator shall evaluate the completeness of the documents and require the private school to comply with the lacking documents.
4. The Division Inspectorate Team (DIT) shall conduct an onsite/virtual ocular inspection to determine the readiness of the private school to implement Senior High School Night Classes.
5. The Division Inspectorate Team (DIT) shall accomplish the Inspection Report signed by the Inspectorate Team, Chiefs CID, and SGOD, with the approval of the Schools Division Superintendent (SDS).
6. The application documents must be forwarded to the Regional Office with:
 - 6.1 Endorsement Letter signed by the SDS;
 - 6.2 Evaluated checklist of requirements signed by the Division Inspectorate Team;
and
 - 6.3 Inspection Report signed by the Division Inspectorate Team.

PROCEDURAL GUIDELINES IN THE REGIONAL OFFICE (RO)

1. The Regional Office through the Quality Assurance Division (QAD) shall accept the documents forwarded by the SDO on the private schools' intent to offer Senior High Night Classes with the following attachments from the SDO:
 - 1.1 Endorsement by the SDS;
 - 1.2 Evaluated checklist of requirements signed by the Division Inspectorate Team;
and
 - 1.3 Inspection Report signed by the Division Inspectorate Team.
 2. The complete documentary requirements shall be evaluated by the Regional Senior School Coordinator in QAD to check the private school's compliance with the documentary requirements.
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3. If incomplete, the Regional Senior School Coordinator shall forward an endorsement letter signed by the Regional Director for the private schools' compliance with lacking documentary requirements.
4. If complete, the Regional Inspectorate Team (RIT) shall conduct an onsite/virtual ocular inspection of the private school to determine their readiness to implement Senior High School Night Classes. The private school is then required to comply with the needed requirements based on the results of the onsite/virtual ocular inspection made by the Regional Inspectorate Team (RIT).
5. The Regional Inspectorate Team (RIT) shall accomplish the Inspection Report signed by the RIT and Chief in QAD.
6. The Regional Senior High School Coordinator in QAD shall prepare an endorsement letter granting the approval to implement Senior High School Evening Classes.
7. The Chief in QAD shall check the complete documents submitted by the private schools and affix his/her initials to the approved endorsement letter.
8. The Regional Director shall sign the endorsement letter granting the approval to implement Senior High School Night Classes.

References:

DepEd Order No. 88, s. 2010, re: Manual of Regulations for Private Schools

DepEd Order No. 21, s. 2019, re: Policy Guidelines on the K to 12 Basic Education Program

DepEd Memorandum No. 4, s. 2014, re: Guidelines for the Preparation for the National Implementation of the Senior High School (SHS) Program in Non-DepEd Schools for SY: 2016-2017 and onwards.

EVALUATION SHEET FOR SENIOR HIGH SCHOOL NIGHT CLASSES

School Name			
Address			
Division		Date Applied	
School Head		Cellphone Number	
Email Address		Category	

Remarks:

- Category A Private schools, which have been granted at least Level II accreditation by any of the 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/Grades 7 to 10)
- 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 organizations duly recognized by the Securities and Exchange Commission (SEC)
- Category E Stand-alone schools (any individuals, corporations, foundations, or organizations duly recognized by SEC)

CHECKLIST OF REQUIREMENTS

No.	/ or X	REQUIRED DOCUMENTS	REMARKS	
			DOCUMENT EVALUATION	OCULAR INSPECTION
1.		Letter of Intent to open for SHS Night Classes and SHS Program Offering		
2.		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 Program Offering for Night Classes		
3.		Provisional Permit for SHS Program Implementation		
4.		Certificate of Incorporation of the school from the Securities and Exchange Commission (SEC)		
5.		Certificate of Updated Tax Identification Number from BIR		
6.		Adequate lighting facilities in the classrooms and the school premises		
7.		Provide maximum security measures for students, teachers, and school administrators		
8.		Accessible to transportation		
9.		Students in SHS Evening Classes should be self-employed or employed by other people during the greater portion of the day.		
		a. Certificate of employment duly signed by the student's employer, indicating the nature of work, should be required before enrolment.		

10.		The list of enrolments should not be less than 20 and not more than 40 students in a class.		
11.		Supervised by a qualified high school principal, a qualified school headteacher/department head official, or a secondary school teacher who may be designated as officer-in-charge of the evening classes		
12.		The school has a librarian who will serve the night classes and will make available all library facilities provided for the day students		
13.		The school has a guidance counselor who will serve the night classes and will make available all guidance services provided for the day students		
14.		The school has a school health clinic in charge that will serve the evening classes and will make available all health services provided for the day students		
15.		Approved Tuition Fees and other School Fees in SHS		
16.		School Calendar of Activities for SHS Night Classes		
17.		The proposed Class Program on subjects offered should begin no earlier than 4:30 in the afternoon and end no later than 9:30 in the evening signed by the EPS, CID Chief, and the School Administrator		
		a. Class Program: Per Semester for 2 Years		
		b. Class Program: Daily for 2 Years		
18.		The proposed list of Academic and Non-Academic Personnel		
		a. Qualification		
		b. Job Descriptions		
		c. Teaching Load		
		d. Number of working hours per week		
		e. Certificate of Training/Seminars attended by recognized national/international agencies (TESDA/CHED/ABA and others)		
		f. Transcript of Records		
		g. Notarized Employment Contract or Appointment indicating the job description, salaries, benefits, and nature of		
19.		Minimum Program requirements for the SHS tracks/strands		
		a. Instructional Rooms		
		b. Laboratories		
		1. Computer		
		2. Science (for STEM minimum of 3 labs)		
		3. Workshop Rooms/Studios		
		c. Learner's Resource Center or Library		
		d. Internet Facilities		
		e. Ancillary Services		
		1. School Health Clinic		
		2. Guidance and Counselling		
		3. School Canteen		
		4. Guard House		
		f. Sanitary Facilities		
		1. Toilet		
		2. Hand washing		

		3. Water System		
		g. Administrative Facilities		
		h. Flagpole		
20.		A copy of Memorandum/Memoranda of Agreement/Memorandum of Understanding for partnership arrangements relative to the SHS Program Implementation. This arrangement may include:		
		a. Work Immersion		

Notes:

- a. Please indicate N/A if not applicable.
- b. Kindly submit all the lacking documents on or before:
_____.
- c. Documents to be submitted must be in two (2) sets, placed in separate folders.
- d. To facilitate evaluation, please do not include other documents not listed above.

EVALUATION:

- ☐ COMPLETE WITH ALL THE REQUIREMENTS
- ☐ NOT COMPLETED WITH ALL REQUIREMENTS

SUMMARY OF FINDINGS:

RECOMMENDATIONS:

Evaluated by:

(Signature over Printed Name and Designation)
Date: _____

Noted:

(Signature over Printed Name and Designation)
Date: _____