



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER

No. 32

Series of 2015

SUBJECT: **GUIDELINES FOR SENIOR HIGH SCHOOL (SHS) PROGRAM
IMPLEMENTATION OF STATE UNIVERSITIES AND COLLEGES**

Pursuant to the pertinent provisions of Republic Act 10533 or the Enhanced Basic Education Act of 2013, and consistent with the mandate of the Commission on Higher Education therein stated, to work closely with the Department of Education (DepEd) to *formulate strategies and mechanisms* to ensure the smooth transition to K to 12, as well as *to implement strategies that ensure the academic, physical, financial, and human resource capabilities of HEIs and TVIs to provide educational and training services for graduates of the enhanced basic education program to ensure that they are not adversely affected*, the Commission hereby issues **guidelines for the participation of State Universities and Colleges (SUCs) in the upcoming full implementation of Grades 11 and 12 of Senior High School (SHS) beginning School Year (SY) 2016-2017**. Note that separate guidelines shall be issued for Local Universities and Colleges (LUCs).

A. Statement of Policies and Principles

1. Republic Act 10533 provides that "DepEd shall engage in partnerships with HEIs...for the utilization of the latter's human and physical resources." The transition to the K to 12 system, which will result in low enrollment in said HEIs from SY 2016-2017 to SY 2020-2021, thus provides the impetus for SUCs to support the K to 12 implementation by providing SHS in areas where such supply is insufficient, and in the interest of utilizing available manpower and infrastructure from SUCs.
2. Said engagement shall be guided by the mapping and assessment jointly conducted by the DepEd, CHED and the Philippine Institute for Development Studies (PIDS), in view of ensuring *adequacy* and *quality* of SHS supply in all municipalities. This is without prejudice to the prioritization given to private basic and higher education institutions to acquire permits for SHS, in order to ensure "the sustainability of the private and public educational institutions, and the promotion and protection of the rights, interests and welfare of teaching and non-teaching personnel" (Sec. 31), as stipulated under the Implementing Rules and Regulations (IRR) of Republic Act 10533.

B. Parameters for Engagement of SUCs in SHS

Engagement of SUCs in SHS shall be based on (1) the need for additional providers of SHS in their municipality/locality, (2) the historical mandates and institutional strengths of the concerned SUCs, particularly in the provision of the Academic and Technical-Vocational-Livelihood Tracks, and (3) the number of students it has the capacity to take in, based on regular college enrolment.

While DepEd has the sole authority to grant permits for SHS as provided under RA 10533, CHED shall assist in facilitating the receipt of expressions of interest and provisional applications, as well as the vetting, shortlisting, and recommendation of SUCs to DepEd for final approval. Further, given the authority of CHED in the governance of public HEIs, it also hereby sets the guidelines to rationalize and set the parameters for engagement of said public HEIs in SHS provision:

1. **School years of operation.** As the SUCs are created and mandated primarily to provide quality tertiary education, their engagement in basic education through Senior High School shall be limited to the K to 12 transition period only, from SY 2016-2017 to 2020-2021. This is to ensure that public funds and resources meant for higher education are not diverted to the maintenance and operation of basic education schools. This limitation excludes teacher education institutions (TEIs) that have previously been authorized to offer basic education through their laboratory schools as promulgated by the Implementing Guidelines under Special Provision No. 9 of the SUCs FY 2000 Budget under the General Appropriations Act of 2000 (RA 8670).
2. **SHS Curriculum or tracks or strands to be offered.** In general, to ensure capacity of SUCs to offer the SHS courses, applications of said institutions shall only be endorsed to DepEd if their applications for SHS are in program areas where (1) they have existing departments, or (2) the faculty with the necessary specializations as required by the tracks/strands. Further, note the following:
 - a. **Science, Technology, Engineering and Mathematics (STEM) Strand** - As a matter of policy and in line with ongoing CHED efforts to support the development of science and math, applications of all SUCs with the relevant programs or number of faculty in said areas of study, preferably with at least Level II Accreditation, shall be recommended for approval.
 - b. **Technical-Vocational-Livelihood (TVL) Track** - Since a number of SUCs started as Trade Schools and have the competence to offer said programs, applications of all SUCs with the relevant programs or number of faculty, as well as required facilities, shall similarly be recommended.
 - c. **Other strands and tracks** - For Humanities and Social Sciences (HUMSS) and Accounting, Business and Management (ABM), as well as the other tracks: Arts and Design, and Sports, SUCs shall only be allowed to offer said programs if there are no other providers, public or private within a 10km radius, or when the available supply is inadequate to meet demand, as to be determined by DepEd. Therefore, said applications will be considered by CHED vis-a-vis the mapping and assessment conducted by PIDS, before endorsement to DepEd.
3. **Seat Capacity.** Seat capacity shall be guided by: (1) number of seats lacking within the municipality or division, the demand for which cannot be provided by other Non-DepEd schools, and (2) number of average freshman enrolment in the relevant college programs, related to the track or strand being applied for, but not exceeding their average freshman enrolment (for the Grade 11 cohort). Provided, that it has enough seats to take in students, and that it shall not incur any additional expense, such as for the purchase of equipment or construction of facilities, in order to offer SHS. Provided further, that it will not have to hire other faculty members to deliver SHS courses.



- 4. Proposed tuition and other school fees.** Republic Act 10533 states that “*Secondary education refers to the third stage of compulsory basic education. It consists of four (4) years of junior high school education and two (2) years of senior high school education. The entrant age to the junior and senior high school levels are typically twelve (12) and sixteen (16) years old, respectively.*” As such, SHS shall be the responsibility of the State, particularly in DepEd schools, and including public higher education institutions. Therefore, SUCs, including existing laboratory schools, are hereby prohibited from charging tuition and other fees to cover the cost of education for Grades 11 and 12 during the Transition Period, beyond the amount reflected in the vouchers of students enrolling in non-DepEd schools, unless stated otherwise in their respective charters.

Further, SUCs are directed to DepEd Order Nos. 11 and 46, Series of 2015. These note the expansion of the Government Assistance to Students and Teachers in Private Education (GASTPE) to include Grades 11 and 12. Further, it states that “*Voucher values for State University Colleges (SUCs)...since they already receive government funding in their regular budgets. In consideration of this, SUCs...may redeem 50% of the voucher value,*” the amount of which will vary depending on whether they are in the National Capital Region, Non-NCR Highly Urbanized Cities (HUCs) and Non-HUCs outside NCR.

- 5. Laboratory Schools.** Teacher Education Institutions (TEIs) that have previously been authorized to offer basic education through their laboratory schools are hereby allowed to expand enrolment from the current cap of 500 students, to 1000 students for the duration of the Transition Period, subject to the demand and carrying capacity of the SUC and as approved by the Board. Provided, that following the Transition Period, the Laboratory Schools shall cap enrolment to 750 students (an additional 125 students each for Grades 11 and 12 respectively). This amends the Implementing Guidelines of Special Provision No. 9 of the SUCs FY 2000 Budget in the General Appropriations Act of 2000 (RA 8670).

It is also important to recall at this juncture the role of laboratory schools in our teacher education programs: As stated in the *Revised Policies and Guidelines for Undergraduate Teacher Education Curriculum* (CMO No. 30, Series 2004) said programs must “provide students with practical learning experiences in which they can observe, verify, reflect on, and actually experience different components of the teaching-learning processes in actual school settings,” and as such, “all TEIS should maintain a facility within which the students can undertake their field study,” either one that is administered by the TEI and its faculty, or in cases when the TEI has no laboratory school, “the TEI must have a long-term memorandum of agreement with a cooperating school or with a cluster of cooperating schools within which students can undertake field study” (CMO No. 52, Series of 2007).

Given the reforms being undertaken in basic education through K to 12, SUCs with teacher education programs and through their laboratory schools play a crucial role in taking the lead in equipping our would-be teachers, both in theory and in practice, with updated, developmentally appropriate, and contextually relevant training now demanded by our enhanced basic education program, which includes Senior High School.

- 6. SUCs with Provisional Permits from DepEd.** Those that have already submitted their applications or have been issued provisional permits by DepEd pending board resolutions, or are Early Adopters, are instructed to conform to the guidelines set in this Memorandum.



C. Facilitation of SUC Applications for SHS Permits

For SUCs that have been initially refrained by the CHED from applying for SHS permits to give way to private institutions that will be most affected by the upcoming K to 12 Transition, the following guidelines for provisional application are hereby issued:


October 26, 2015	Deadline for SUCs to submit to CHED their "Provisional Application for SHS" signed by the SUC President (Attachment 1)
October 27-29, 2015	Processing and vetting of applications by CHED
October 30, 2015	Submission of recommendation to DepEd for final approval
November 2-6, 2015	Processing and issuance of provisional permits by DepEd
November 9-13, 2015	Early Registration of students for SHS, expressing desired tracks/strands and schools of choice (DepEd or non-DepEd schools)
November 27, 2015	Deadline for all SUCs endorsed by CHED to formalize applications with DepEd by submitting all documentary requirements (Attachment 2)

Note the following:

1. Since applications will be matched by CHED against (1) required seats in locality based on PIDS mapping and (2) capacity of HEI, CHED endorsement of shortlisted SUCs to DepEd, and the provisional permits to be issued by DepEd may differ from their application;
2. Consistent with current DepEd policy, given the variance in quality of SUCs and their campuses, satellite campuses shall be required to make separate applications and board resolutions approved by the Chairperson of the Board, from that of the main campus;
3. In the exigency of service, beyond the dates identified herein, should additional provision of SHS tracks or strands be further required to ensure adequacy of supply for incoming SHS students, select SUCs may be requested to offer and provide SHS by the Commission.

This order shall take effect immediately. All State Universities and Colleges are instructed to follow the guidelines herein accordingly.

Issued this 20th day of October 2015.


Patricia B. Licuanan, Ph.D.
Chairperson



PROVISIONAL APPLICATION FOR SENIOR HIGH SCHOOL PERMIT

*(Please submit this form to CHED **on or before October 26, 2015, Monday, no later than 5:00pm**, through your CHED Commissioner / Board Chair-Designate, and email a copy to **ched.k12@gmail.com**)*

Hon. Patricia B. Licuanan, Ph.D.
Chairperson
Commission on Higher Education

Dear **Chairperson Licuanan**:

In line with the Commission on Higher Education’s coordination with Department of Education in facilitating the application of State Universities and Colleges (SUCs), we would like to formally express our interest and apply for Senior High School (SHS) permits from School Year _____ to _____.

Particularly, we would like to request for permits to offer the following tracks or strands:

Proposed Tracks / Strands	Number of Students

Total number of students proposed: _____

I hereby certify and understand that in line with the CHED Memorandum issued on October 21, 2015 setting the guidelines for SHS implementation of SUCs, that:

- The tracks and strands we are applying for is consistent with our mandate and charter;
- We currently offer related program areas and/or have the faculty for said subjects;
- Our provision of SHS will not entail additional expenses to our institution, whether in the form of purchase of equipment, construction of facilities, or hiring of additional faculty;
- We are prohibited from charging additional tuition and other fees beyond those provided by the DepEd through its voucher program;
- Our provision of SHS shall be limited to the Transition Period only, except for lab schools;
- The provisional applications we submit to CHED may differ from what is recommended to DepEd, and to the permit that may be issued by the same; and
- Following this provisional application and granting of provisional permit, that we will still be required to formalize our application with DepEd by November 27, 2015.

Signed: _____
Name & Signature of SUC President

Date: _____

