Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

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Office of the Schools Division Superintendent

05 November2026

DIVISION MEMORANDUM
No. 652, s. 2026

DISSEMINATION OF UPDATES ON APPLICATION FOR AUTOMATIC RECOGNITION THROUGH E-APPLICATION FOR PRIVATE SCHOOLS (E-APS)

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD)
Private School Principals of Elementary and Secondary Schools
All Others Concerned

1. In reference to **Regional Memorandum No. 1464, s. 2026**, dated November 4, 2026, titled "*Updates on Application for Automatic Recognition Through E-Application for Private Schools (E-APS),*" this Office hereby disseminates the updated guidelines and procedures concerning the application for automatic recognition through the E-Application for Private Schools (E-APS), particularly for qualified private senior high schools within the Schools Division of Dagupan City

2. The application process covers qualified private senior high schools identified in Regional Memorandum No. 1103, s. 2026, and Division Memorandum No. 505, s. 2026, titled "*Dissemination on the List of Private Basic Education Institutions (PBEIs) Granted Automatic Recognition for the Senior High School Program.*"

3. Attached to this Memorandum are the updated operational guidelines and process flow for the grant of **Automatic Government Recognition to Operate the Senior High School Program**, for the information, guidance, and appropriate action of concerned private schools.

4. Furthermore, a separate Memorandum shall be issued to provide subsequent updates on the E-APS operational guidelines and processes governing the regular application for the issuance of government recognition status of private schools offering the Senior High School Program.

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.

Address: Burgos St., Poblacion Oeste,Dagupan City
Website: depeddagupan.com
email:dagupan.city@deped.gov.ph

6. For inquiries and further clarification, concerned private schools may coordinate with **Mr. Isagani D. Rosario,** SDO Private Schools' Focal Person, through the Schools Governance and Operations Division (SGOD).

[redacted]

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: Regional Memorandum No. 1464 s.2026
References: RM Nos.1103, s.2026 and 653, s.2022
To be indicated in the Perpetual Index
under the following subjects:
SCHOOLS RULES AND REGULATIONS
SGOD-SMME/jvdg.idr/DM "Dissemination of Updates on Application for Automatic Recognition Through E-Application for Private Schools (E-APS"
November 05, 2026

Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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REGIONAL MEMORANDUM
No. 1464 s. 2026

UPDATES ON APPLICATION FOR AUTOMATIC RECOGNITION 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 automatic recognition through the E-APS..

2. This application process is intended only for qualified private senitor high schools as identified in the 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 processes operational guidelines and process flow for the the grant of **Automatic Government Recognition to Operate Senior High School Program** for reference.

4. Furthermore, a separate Memorandum shall be issued to provide updates on the E-APS operational guidelines and processes governing the regular application for the issuance of government recognition status of private schools offering Senior High School Program.

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.

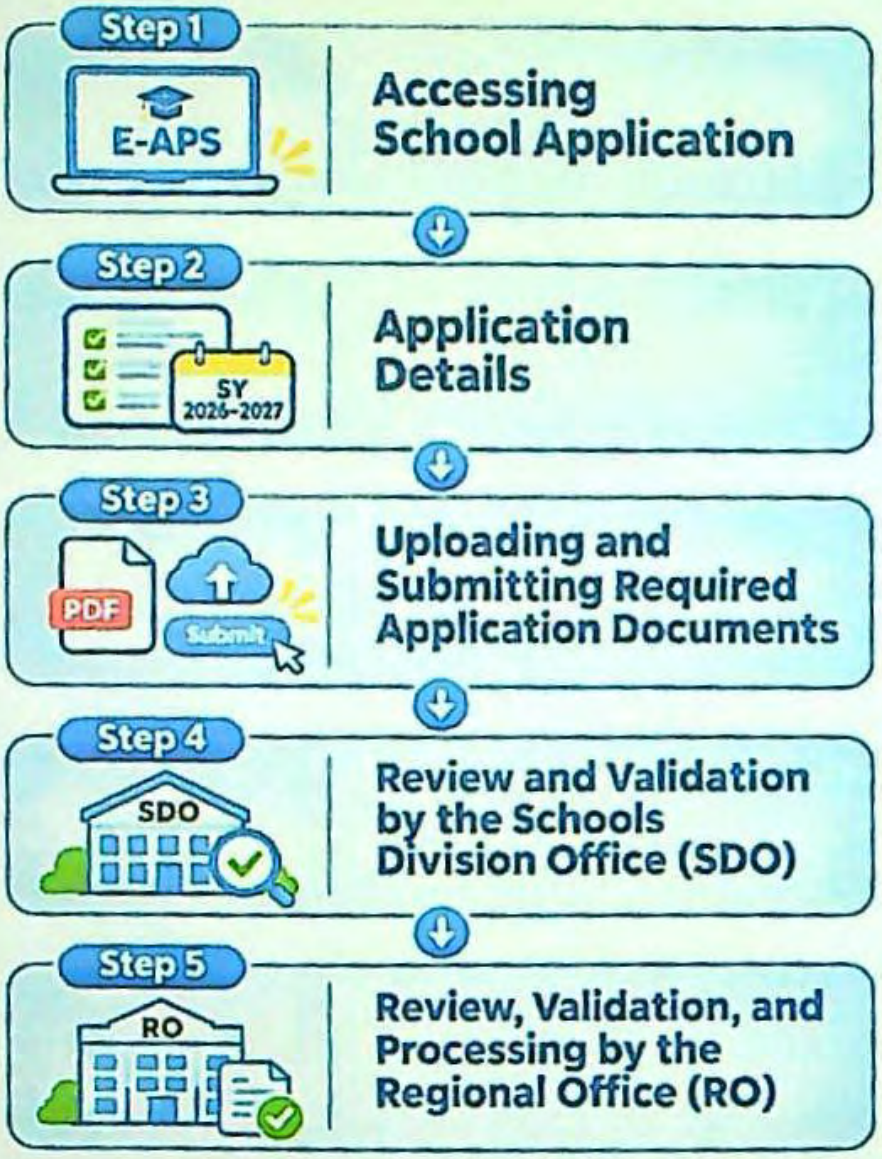
ESTELA P. LEON-CARIÑO, Ed CESO III
Director IV/Regional Director

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/updatesonautomaticrecognitionapplication
November 3, 2026

QAD261946

Operational Guidelines and Process Flow for the Grant of AUTOMATIC GOVERNMENT RECOGNITION TO OPERATE SENIOR HIGH SCHOOL PROGRAM



Step 1. Accessing school application

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



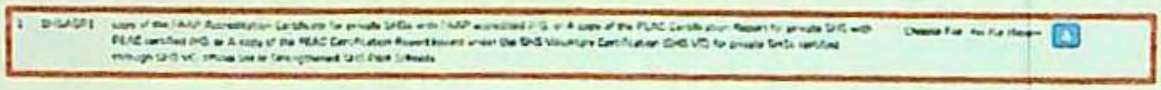
Step 2. Application Details

Provide all the required information. Under ***"Course Applied For"***, select the applicable options corresponding to the offerings under the Strengthened Senior High School Curriculum. under ***"Academic Year Applied For,"*** select **School Year 2026–2027** as the current application.



Step 3. Uploading and Submitting Required Application Documents

Upload the required supporting documents in PDF format. Ensure that all required documents are consolidated into **one PDF file only** before uploading. Once the file has been successfully uploaded, click ***"Submit."*** After submission, return to the Dashboard and check the application status. Ensure that the status is reflected as *"Submit Application"* to verify that the application has been successfully submitted.







Once all required information has been completed and the application is submitted, the system will automatically generate the application.

School Application

Application Details

Type

Application Type: SHS Automatic Recognition

Academic Year Applied For: 2026-2027

Application Code No.: GRS-1-LAO-0005

Step 4. Once submitted, the Schools Division Offices, through the assigned focal person shall review and validate the submitted document to ensure that all required application documents are complete before it shall be forwarded to the Regional Office.

Step 5. The Regional Office shall then review and validate the endorsed application of private senior high schools to determine the compliance with the prescribed requirements. If complete, the RO shall process the application in accordance with prescribed standards and processes as provided in DepEd Order No. 12, s. 2026, titled "Government Recognition of Private Basic Education Institutions Offering the Senior High School (SHS) Program."