



Republic of the Philippines  
**Department of Education**  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

June 5, 2025

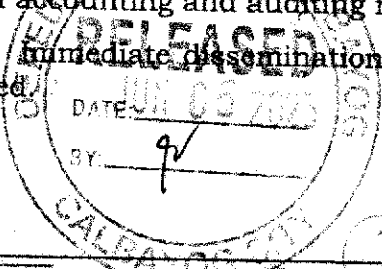
**DIVISION MEMORANDUM**

No. 242, s. 2025

**IMPLEMENTATION OF OPEN HIGH SCHOOL PROGRAM (OHSP) OF OQUENDO  
NATIONAL HIGH SCHOOL EFFECTIVE SCHOOL YEAR 2025-2026**

To : Asst. Schools Division Superintendent  
Chiefs (CID & SGOD)  
Education Program Supervisors (EPSs)  
Public Schools District Supervisors (PSDSs)  
School Heads (Secondary)  
Teachers (Secondary)  
JHS Students  
All Others Concerned

1. In reference with Republic Act No. 10665, also known as the "Open High School System Act" which aims to broaden access to secondary education by providing an alternative learning modality through open learning, overcoming barriers like distance, time constraints, and socioeconomic factors; and DepEd Order No. 46, s. 2006 which provides guidelines on the implementation of the Open High School Program (OHSP); this schools division formally announces the **"IMPLEMENTATION OF OPEN HIGH SCHOOL PROGRAM (OHSP) OF OQUENDO NATIONAL HIGH SCHOOL"** effective school year 2025-2026.
2. The aims of the implementation of this program are the following:
  - a. Provides opportunity to all elementary graduates, high school drop-outs, out-of-school youth (OSY), ALS and PEPT passers/qualifiers to complete formal secondary education;
  - b. Prevents potential school leavers and encourages those who are out of school to finish secondary education;
  - c. Reduces high school drop-outs and increases participation rate; and
  - d. Increase achievement rate through quality distance education.
3. The PSDS, school head, teachers with the support of stakeholders and supervision of the division office, shall work collaboratively (such as in planning, resourcing, and program delivery) ensuring effective implementation of the program.
4. Regular division monitoring and school submission of Open High School Program Implementation Report (PIR) to the division and region is required.
5. Attached are the general guidelines on OHSP, enrollment advocacy leaflet and approved Program Implementation Plan. Refer to OHSP Handbook for reference.
6. Expenses relative to implementation of the Open High School Program (OHSP) offerings (to include conduct of orientations, office supplies, and other expenses) shall be charged against School MOOE or FLO-ADM Program Support Fund subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination and strict compliance with this Memorandum are desired.




**MARGARITO A. CADAYONA JR., PhD, CESO VI**  
OIC - Schools Division Superintendent



Enclosure No, 1 of DM No, \_\_\_\_\_, s. 2025

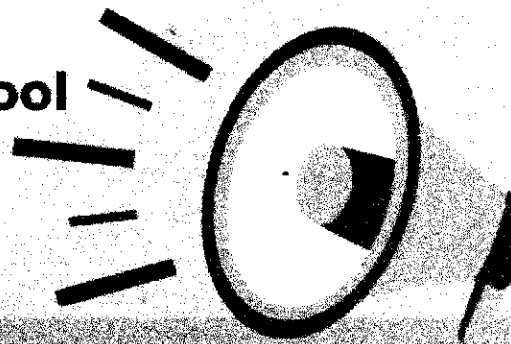
**SPECIFIC GUIDELINES ON THE IMPLEMENTATION OF  
OPEN HIGH SCHOOL PROGRAM (OHSP)***(Reference: RA No, 10665, DepEd Order No. 46, s. 2006, OHSP Handbook)*

- 
1. The program is **Open from Grade 7 to Grade 10 learners** who are unable to attend the regular class program due to physical impairment, work, financial difficulties, distance of home to school, and other justifiable and legitimate reasons who **require flexible schedules**.
  2. The main goal of this program is to **produce functionally literate learner/graduate** or one who has a mastery of the basic competencies, capable of problem – solving, and is a productive member of his family and community.
  3. The **blended-distance learning** is its mains feature which program requires that the learner is an **independent learners** capable of managing his/her learning and are willing to undertake **self-directed learning**.
  4. The **enrolment procedure and requirement/s** are the same with the regular high school classes with any of the following requirements:
    - Elementary Report Card (for new high school entrants)
    - High School Report Card or Form 137 (in case of drop-outs / Transfer-in )
    - ALS/PEPT passers/qualifying certificate
  5. The **school shall administer the Independent Learning Readiness Test (ILRT)** as pre-requisite requirement before admission; and conduct **Informal Reading Inventory (IRI)** maybe lately after enrolment to assesses the learner's reading level as basis for class grouping.
  6. School shall **conduct interview and orientation of learners, parent/guardian/employer** to get a complete profile of the learner and make agreement on modality, task assignments, scheduling, and others.
  7. Each **class should have the maximum of 20 Learners (multigrade)**.
  8. **Eight (8) learning facilitators (teachers)** will handle OSHP per section/group, one facilitator per subject. Regardless of grade levels, the facilitators will handle their assigned subjects. A **class adviser** will also be assigned per section/group
  9. Schedule of Meeting with OHSP learners shall be **at least once a week (any day)** to be determined by the learner and to be arranged by the class adviser/teachers. With Friday allotted for **Collaborative Expertise (CE) teachers** working together to enhance teaching and learning delivery and assessments as/of/for learning.

10. The **Granting of Vacation Service Credits to Teachers Implementing Dropout Reduction Program (DORP) and Open High School Program (OHSP)** shall refer to DepEd Order No. 19, s. 2011.
11. The **implementing school shall let OHSP Learners use the available learning facilities and equipment** in the school for effective learning (e.g., library, computer room, laboratory room, workshop room, gymnasium, sport facilities etc.).
12. **Evaluation / Assessment of learner** shall be evaluated by the subject teachers using the same scheme used for the regular high school.
13. **Evaluation of learning** in each subject can include **written and oral tests** and the assessment of required outputs.
14. **Promotion of learner** to the next higher grade level is based on the fulfillment of requirements and mastery of at **least 75%** of the competencies in each subject area.
15. **Acceleration by learning area and by year level** shall be determined in highly meritorious cases upon fulfillment of the requirements and mastery of at **least 90% of the competencies** in the subject area.
16. **Retention of the learner in the program** is for a **maximum period of six years** with the option to be mainstreamed in the regular program anytime within the period of study.
17. The **Performance of the teacher implementers** shall be looked into to determine areas for improving the implementation of the program.
18. **Overall Assessment of School Implementation of the OHSP** (Summative Evaluation) at the end of the school year in terms of the following:
  - **approaches/methodologies used**
  - **learner/performance**
  - **community/LGU support**
19. The **overall management of the OHSP** (such as the overall general guidelines, responsibilities of school heads, teachers, terms and reference, etc.) of shall be referred to Open High School Handbook.
20. **For Schools with intent to offer OHSP, the following are the requirements. The approval is within division SDS level only:**
  - a) **Letter of intent**
  - b) **Proposal with the following parts:**
    - Introduction
    - Situational Analysis
    - Objectives
    - Implementation Plan
    - Proposed Schedules with list of teachers
    - Terms of Reference (Duties and functions of the TWG)
    - Appendices (May include all appendices from OHSP Manual)



# Oquendo National High School



Invites You to Enroll in the

## **OPEN HIGH SCHOOL PROGRAM (OHSP)**

Open to Grade 7-10 Learners  
School Year 2025-2026

**JUNE 9-20, 2025**

**Enrollment Period**

**Don't let circumstances stop your education!**

Enroll in OHSP and learn at your own pace, at your own place.

### **What is (OHSP)?**

The Open High School Program (OHSP) is an alternative mode of secondary education that uses distance learning. It is specially designed for learners who are unable to attend regular classes due to:

- Physical impairment
- Employment
- Financial difficulties
- Long distance from school
- Other justifiable and legitimate reasons

The OHSP supports the Education for All (EFA) goal and is anchored in Section 232 - The Education Act of 1992, which guarantees every Filipino's right to quality and relevant education regardless of background or condition.

Since distance learning is its main feature, the program requires learners to be independent and self-directed.

### **Who are qualified to enroll in the OHSP?**

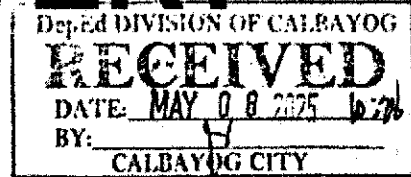
OHSP is open to Filipino learners who:

- Show the ability for independent learning
- Are committed to self-directed study

### **Requirements for Enrollment:**

- ✓ Submission of any of the following:
  - Elementary Report Card (for new high school entrants)
  - High School Report Card (for dropouts)
  - PEPT Qualifying Certificate
- ✓ Passing the following assessments:
  - Independent Learning Readiness Test (ILRT)
  - Informal Reading Inventory (IRI)
- ✓ Interview with the parent/guardian to complete the learner's profile

# ALTERNATIVE DELIVERY MODE (ADM) IMPLEMENTATION PLAN



## OPEN HIGH SCHOOL PROGRAM

**S.Y: 2025-2026**

**OQUENDO NATIONAL  
HIGH SCHOOL**  
SCHOOL ID: 303646

Republic of the Philippines  
Department of Education  
Region VIII  
Schools Division of Calbayog City  
**OQUENDO NATIONAL HIGH SCHOOL**  
Oquendo Poblacion, Calbayog City

---



**ALTERNATIVE DELIVERY MODE (ADM) IMPLEMENTATION PLAN**

**S.Y. 2025-2026**

Division: CALBAYOG CITY

School: OQUENDO NATIONAL HIGH SCHOOL

School Head: MARIA LUZ C. MURILLO

ADM Title: OPEN HIGH SCHOOL PROGRAM

**Goal:**

1. Provide learners of high school age access to formal education through an alternative mode of delivery
2. Encourage out-of-school youth of high school to return to school;
3. Retain in school potential dropouts;
4. Contribute to the accomplishment of the education for all.



**School ID: 303646**  
Brgy. Oquendo Poblacion, Calbayog City  
(055) 301-1160 or 303646@deped.gov.ph

Republic of the Philippines  
Department of Education  
Region VIII  
Schools Division of Calbayog City  
**OQUENDO NATIONAL HIGH SCHOOL**  
Oquendo Poblacion, Calbayog City

---



**Implementation Guidelines:**

1. The program is open to all Filipino learners of high school age who can demonstrate capacity for independent learning and are willing to undertake self-directed learning.
2. Learner applicant shall present (high school report card, elementary report card for HS entrant, PEPT qualifying certificate).
3. The learner shall undergo Independent Learning Readiness Test (ILRT) and the Informal Reading Inventory (IRI).
4. Interview shall also be conducted with the parents/guardians to give the school a complete profile of the learner.
5. Qualified learner shall sign a learning contract or learning agreement together with the parent/guardian.



**School ID: 303646**  
Brgy. Oquendo Poblacion, Calbayog City  
(055) 301-1160 or 303646@deped.gov.ph

Department of Education  
 Region VIII  
 Schools Division of Calbayog City  
**OQUENDO NATIONAL HIGH SCHOOL**  
 Oquendo Poblacion, Calbayog City

Critical Action		Responsible/Accountable Person(s)	Timeframe	Estimated Budget	Budget Source
	What actions/activities must be completed to implement the program?	Who is responsible for the action/activity?	When must the action/activity be completed?	How much will it cost to implement the action?	Where will the funding come from? (internal and external funding source)
<b>OUTPUT 1</b>					
<b>Approved Letter of Intent and Program Design</b>					
Activity 1	Consultation with the Division ADM Coordinator	School Head, School ADM Coordinator, School Governing Council	April 2025	Php 1,000	MOOE
Activity 2	Focus group Discussion with the Division ADM Coordinator and school core on the OHSP guidelines & IRR				
Activity 2	Mapping of out of school youth and LARDO through LIS				
Activity 3	SGC consultation and resolution				
Activity 4	Develop letter of intent and design OHSP				
<b>OUTPUT 2</b>					
<b>Oriented School Personnel, Parents, Learners, and other Stakeholders</b>					
Activity 1	Established DORP council and OHSP faculty members	School Head School ADM Coordinator, Teachers			
Activity 2	Home visits LARDO for validation purposes	School ADM Coordinator, Advisers		Php. 3000	MOOE



**School ID: 303646**

Brgy. Oquendo Poblacion, Calbayog City  
 (055) 301-1160 or 303646@deped.gov.ph



Region VIII  
Schools Division of Calbayog City  
**OQUENDO NATIONAL HIGH SCHOOL**  
Oquendo Poblacion, Calbayog City

Activity 3	Conduct series of orientation on OHSP appropriate to School personnel, parents, learners and stakeholders (their role and responsibilities)	School Head, ADM Coordinator, Teachers, Parents, Learners & Stakeholders	May 2025	Php 4000	MOOE
Activity 4	General Orientation of OHSP and presentation of school ADM implementation plan to school personnel, parents, learners, and stakeholders	School Head, ADM Coordinator, Teachers, Parents, Learners & Guidance Advocate Stakeholders	Last week of May 2025	Php 2000	MOOE
Activity 5	Craft/develop OHSP pamphlets and EIC	School head, School ADM Coordinator	Last week of May 2025	Php 500	MOOE/Local Fund

OUTPUT 3					
Capacitated Teachers and Class Advisers					
Activity 1	Regular conduct of school LAC aligned to OHSP concerns and strategy enhancement	School ADM, teachers	Quarterly	Php 500	MOOE
Activity 2	Collaborative expertise and review forum	School ADM, teachers	Monthly	Php 500	
Activity 3	Attendance of teachers to trainings and seminars	School ADM, teachers	Year-round		
OUTPUT 4					
Contextualized Learning Resources					
Activity 1	SLM, Module review	Teachers	June		MOOE
Activity 2	Collaborative expertise	School ADM Coordinator, Teachers	Quarterly		
Activity 3	Quality assurance of the CLR	School Head, School QAM team	September		



**School ID: 303646**  
Brgy. Oquendo Poblacion, Calbayog City  
(055) 301-1160 or 303646@deped.gov.ph

Region VIII  
Schools Division of Calbayog City  
**OQUENDO NATIONAL HIGH SCHOOL**  
Oquendo Poblacion, Calbayog City

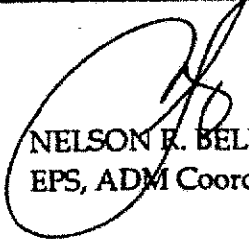
<b>OUTPUT 5</b>					
<b>Program Implementation</b>					
Activity 1	OHSP enrolment	School ADM Coordinator, Teachers, Guidance Advocate	June		MOOE
Activity 2	Identify learning space for OHSP	School Head	May		
Activity 3	Develop class program for OHSP	School Head school ADM Coordinator	May		
Activity 4	OHSP operation (classes)	Teachers	Year-round		
Activity 5	Develop innovation/ other intervention for OHSP enhancement	School ADM, teachers	Year-round		

Prepared by:

  
MARIA LUZ C. MURILLO  
School Principal II

Noted:

  
NOEMI S. CASTANTE  
PSDS, Oquendo 1 District

  
NELSON R. BELLO, EdD  
EPS, ADM Coordinator

Recommending Approval:

  
RENATO S. SAGOMOC, EdD, DM  
CID Chief

Approved:

  
MARGARITO A. CADAYONA JR. PhD, CESO VI  
OIC- Assistant Schools Division Superintendent



**School ID: 303646**

Brgy. Oquendo Poblacion, Calbayog City  
(055) 301-1160 or 303646@deped.gov.ph